

Committee Meeting: 14/04/2026 12:00-13:30

Online – Microsoft Teams

Minutes

1 Apologies for absence with statements reminder (standing item)

- [CIfA statement about dignity and respect](#)
- [Competition law statement of compliance](#)
- For more information on the committee, please visit: [Archives | CIfA](#)
- *Attending: Andrew (AM), Charlotte (CS), Dora (TA), Helen (HP), Jess (JI), Kat (KH), Katie (KG), Paula (PM), Rhonda (RR), Sophie (SE).*
- *Apologies: Jay (JC), Kerry (KW), Jasmine (JT).*

2 Minutes of the previous meeting – approved by all and sent to CIfA in March.

3 Matters arising

1. CIfA Annual Conference in Edinburgh and AAG/IMSIG paper (28/04, TA)
 - a. *Members of the group planning to attend: TA, KG, HP.*
 - b. *Published final programme viewed by all.*

Action points: Committee to email TA with any topics/Qs to raise at the conference. She wishes to raise this as a marker year for large infrastructure projects (first decade for most ROs)

2. CIfA AAG conference:

- a. Theme - Key themes shortlisted from member poll:

- i. ***What the end users (e.g. researchers) want from archives and how can we facilitate that; how can we get more out of archaeological archives? Link to accessibility, wider use, why archives are valuable, etc. (CHOSEN OPTION)***

❖ *Good links to other committees / groups*

- ii. *Legacy projects and how companies deal with them*

- iii. *10 years on large infrastructure projects*

❖ *This could link to: how data creators and data users have changed in the last 10 years / Working at scale vs what to do when projects get stuck (legacy projects)*

- iv. *Other topics not shortlisted: Different types of archives (e.g. maritime, buildings, other countries, national trust etc.). Accessibility: Making archives accessible to all.*

Sustainability and environment friendliness. Digital archiving (link to IMSIG) / use of AI. Being a broken record. Conference specifically linked to other special interest groups and how they interact with archives (e.g. Project Management / German / Osteo / IMSIG). County vs national store. How archives are influencing / being used by large research projects. The Impact and opportunities of devolution / Culture / Toy Story 'Have you picked your moving buddy. Impact of current politics on archive requirements. Standardisation (link with museum data services / opportunities).

- b. Date: Majority prefer last Thursday in September (no change to normal)
- c. New ClfA guidelines for events
AM was pursuing this with ClfA administration.
- d. Venue: Suggestions - Peterborough cathedral (JC), York (KG), Worcester (KW). Key is accessibility. Favoured option was York if price isn't a deterrent.
 - i. *Suggestion of Quaker meeting halls put forward*
 - ii. *General budget has previously been £15/head – HP noted that there used to be a specific form to fill out, and included a fee for their involvement. AM noted current arrangements would be clarified in forthcoming advice with ClfA administration. Agreed AM/CS/KG to seek a meeting with Group and Events Officers.*
- e. Should the conference be hybrid? Majority voted Yes.

Action point: KG to investigate hiring out room in the soon to be new ADS facilities (moving from Kings Manor to Guild Hall in June)

Action point: AM to arrange a meeting with ClfA staff.

Action point: everyone to send ideas for conference title to CS ASAP.

Action point: everyone to nominate who would be best to invite from across the heritage board

Action point: TA/AM/CS to draft poster for conference (aim to circulate for review by end of month)

4 Group documentation

- 1. Finalising 2023 survey report and upcoming survey report (TA)
 - a. *HP to email feedback imminently*
- 2. 3 Year Plan (AM)
 - a. *ClfA Administration have agreed current plan can be extended to line up with the AGM.*
 - b. *New three-year plan preparation should start now. We need to consider the events, activities and other support we would like to provide for group members and how impacts can be measured. The new plan will need to be approved at the next AGM.*

Action Points: Everyone to send ideas on next three-year plan to AM

5 Communications

- Promotions via Social Media (with KW) – KW absent so not able to complete this point.
 - *Would a LinkedIn account benefit the group?*

Action Point: CS to email KW for update and to discuss setting up a LinkedIn account

- Optimising group communication methods – following response to poll (CS)
 - *Majority response (31%) was preference to use personal email addresses any day of the week. To allow this to flow more smoothly, please edit the subject line to contain your name.*

Action point: CS to research Knowledge Hub + Google Docs for document sharing e.g. uploading minutes proposed and accepted.

- Any updates on:
 - National Archaeological Archives Panel and Liaison for Wales (SE)
 - *No recent meeting (since summer 2025). Chair stood down with John Berry as interim.*
 - Role summary for ClfA page to promote engagement (TA/AM) –
Committee happy with single page summary, population to be finalised
 - HE/Clare Tsang (CT) on ToT guidance (TA).
No further information from CT. Committee notes that most units are not using the guidance yet due to voiced concerns. Suggestion put forward to contact Barney Sloane (HE) as well.

Action point: TA to ask for clarification on timetable on behalf of the Group.

- Previous email communications (TA):
 - Rescue Archaeology Conference
- Abstract sent, ClfA approved. Link to the conference day to be sent out. Last communication indicated a presentation of 15 minutes.
Action point: TA and AM to write a draft and final checks with the working group from the committee for the PP presentation.
 - Material discard policies. AM and Jen Parker-Wooding had exchanged e-mails on the matter and JPW would like to explore this further but is currently on leave until late April.
Action point: AM to arrange a meeting with JPW.
 - ToT query from Durham council
 - Will Purcell: ICL research project
No reply to our return query.

6 Representation to ClfA governance and in all ClfA activities?

1. Representation on the Project Board overseeing/advising on the ClfA Toolkit for Post-Excavation Stratigraphic Analysis (TA/AM).
 - a. *TA/AM will act as representatives as no other volunteers.*
2. Representation on the ClfA Advisory Council needed
 - a. *Next advisory meeting? 13/05. SE volunteers. Nobody opposes. Update to be send to ClfA*
3. Further talks on possible Lunch talks or Q&A session?

Possible regional presentations or 'bite-size' talks within ROs (TA)

 - a. *'Back to basics' theme before bringing in current issues?*
 - b. *TA proposes we start with an icebreaker with the Diggers Forum (e.g. Day in the life of an archaeological archivist). Nobody opposes.*

*Action point: **Everybody** to vote on themes / volunteer for which sessions to run.*

Action point: CS to add discussion themes to Google Docs / Knowledge Hub and set general expectations of sessions so committee know what they are signing up for.

7 Any other business (AOB)

1. **Update from the OASIS Management Board meeting (JI)**

The period start/end features on input stage going to be redesigned, planning refresher training/museum requested targeted training. Still have to request to them if you want anything removed. They want to create a user community and have requested positive OASIS messages/ideas/feedback. Next meeting is October 14th.
2. Positive community engagement

HP noted that Albion Archaeology are running an exhibition at the Higgins Museum (Bedford) that is free entry.

8 Date of next committee meeting and future events

Suggested – June 15th or 16th at 12:00 (before Summer holidays) (CS)

Action points: send confirmation of availability for these dates/times to CS.

*HP and KH **confirmed** during meeting.*