

## Committee Meeting: 12 September 2019, 12 pm

Historic England, 8<sup>th</sup> floor, The Axis Building, 10 Holliday Street, BIRMINGHAM, B1 1TF

## Minutes

Present: Theodora Anastasiadou, Zoë Hazell, Katie Green, David Ingham, Deborah Fox, Helen Parslow

1.	Apologies	Action
	Steve Reed, Steve Baker, Hazel O'Neill	
2.	Committee matters	
	2.1 Chair's report (TA)  AAG's AGM day conference report is available online.	
	2.2 Treasurer's report (KG) Spending has been low, with only £69 spent since April.	
	<ul> <li>2.3 Secretary's report (ZH)</li> <li>Minutes from the previous AAG committee meeting are online.</li> <li>AAG's annual report was submitted, but not yet online.</li> </ul>	
	<b>2.4 Conference officer's report (DI)</b> All abstracts and presentations from the AGM day are online. Those on the Toolkit Strategy will become available after the final Toolkit workshop has taken place.	
	Other: It was agreed that HP and ZH both monitor the email account concurrently, and forward/copy in replies as necessary.	HP, ZH
3.	Representation to CIfA governance and in all CIfA activities	
	<ul> <li>3.1 ClfA annual conference (Bath, 22-24 April 2020) ALL         <ul> <li>Update on session proposal(s)</li> <li>A few session proposals were submitted from various members of the committee, including a couple specifically on archaeological archives. Final decisions on successful session abstracts are still to be made.</li> <li>Attendees from the committee at the 'Meet the Committee' event.</li> </ul> </li> <li>Following feedback from the 2019 event, the format to this has been changed. Any committee members attending the conference should aim to attend this special session.</li> <li>3.2 RO archive questions [emailed by TA on 4 July 2019]</li> </ul>	ALL
	<ul> <li>Committee members to feedback question suggestions to TA if they haven't already [Note that SB and SR have already responded by email]. TA requests we look at the Geophysics Group template as an example of a suggested layout.</li> </ul>	ALL
	Other: Since the last committee meeting TA and HP have both undertaken RAO inspections	

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	at different organisations. Both recommend that committee members join the archive specialist and participate in one.	
4.	Promote awareness of archaeological archives; seminars, workshops	
	4.1 Selection Toolkit project: Progress report KG	
	The last Toolkit workshop is next week in London (18 September).	
	Feedback on sessions from attendees so far has generally been positive. HP	
	suggested that course leaders also compile their feedback. Sectorial representation has varied between sessions, but project managers, museums, planning, and	
	consultancies have all been attending.	
	Although there is continued demand for additional sessions, no funding remains for	
	this, and KG proposes that any future resources should be directed to the online training materials. NB All resources will go online after the final session.	
	KG has requested quotes from users, and from the AAG committee, to include on the	
	Toolkit website, demonstrating e.g. ways in which users are applying it in their work, the positive outcomes of using the toolkit.	ALL
	Also discussed were the possible roles of the SMA (DF) and ALGAO (TA and HP).	
	4.2 Discussion of theme of the AAG's AGM day (tbc March 2020) ALL	
	TA proposed the theme of 'Digital future preparedness', including: issues, problems,	
	good practice, improvements; incorporating case studies from across the sector. A	
	provisional date of Wednesday 18 March 2020 has been agreed (subject to venue availability).	TA, ALL
		TA
	A conference abstract is to be drafted and sent round the committee for input.  Request LB to check venue availability and book.	DI
	4.3 Possible statement/short article on issues challenging archaeological archives ZH	
	The committee revisited the suggestion of compiling a document outlining	
	challenges in the archive sector, with a view to raising the profile of things to	
	address. KG noted a proposed special themed issue of The Archaeologist, which	
	could be a starting point. TA suggested linking in this topic with the group's Subject Survey (see Item 6.2, below).	
	Draft an initial list of challenges, then request input from the committee.	ZH
5.	Focus on issues of standards, best practice, advocacy and access	
	5.1 DigDigital project	
	Project update (KG)	
	The awaited project report is expected to be out in Sept/Oct 2019.	
	<ul> <li>Discussion of proposed changes to Archives S&amp;G (TA)</li> <li>Nothing has been received as yet.</li> </ul>	
	5.2 New Oxfordshire Guidelines; update based on SMA's advice	
	No specific action required at this point.	
	5.3 Norfolk Museums deposition procedure TA, [HO'N]	
	No specific action required at this point.	
	5.4 HE security copying document update KG	
	No specific action required at this point.	

	Other: KG noted that ADS has now seen the HS2 archive strategy, which remains confidential.	
6.	Group aims 1 to 5	
	<b>6.1 Update on MOL Archives: significance based selection event (30 July 2019) ZH</b> Unfortunately, no members of the AAG committee were able to attend this event, but a summary report had been compiled and sent to ZH.	
	Send summary provided on to the committee. Check with MOL date on next proposed event.	ZH ZH
	<ul> <li>6.2 AAG's 3-year plan ALL</li> <li>Current 2017-2020 plan:</li> <li>Remaining tasks were discussed and proposed as follows:         <ul> <li>a) Group member survey: establish the degree of under-resourced archives teams based on their job roles, in conjunction with the CIfA Archives specialist competence matrix</li> <li>b) Subject survey: to be on the current state of archaeological archives – procedures, processes and archived material itself</li> </ul> </li> </ul>	
	<ul> <li>Next plan 2020-2023</li> <li>Start drafting the next 3-year plan after results of results of the survey, to send round the committee for input.</li> </ul>	KG
	Other: Arrange for the results of the last 'negative archives' survey to be uploaded onto the group's webpage.	НР
	Group newsletters – it had previously been agreed that newsletters are not necessary, as social media updates and <i>ad-hoc</i> communications are a better way of keeping the group, and beyond, informed.	
	<b>6.3 Call for examples of good selection/retention advice from specialists ZH</b> Please forward any examples (particularly for environmental materials) of where precise, detailed advice about remains/samples for retention/discard, to ZH.	
7.	AOB	
	<ul> <li>Upcoming meetings/events:</li> <li>Exeter, digital archiving Q&amp;A day: a meeting has been organised by Steve Reed in Devon for local contractors to learn more about the digital archive deposition process, from ADS staff.</li> </ul>	
	Other: Brief discussion on the importance of discussing digital archiving needs with ADS, especially to avoid duplication of effort. OASIS to go live in March 2020, after trialling over the Autumn.	
8.	Next of next meeting	
	January 2020 A Doodle poll will be sent round to decide a date for the next meeting (Birmingham); either of the weeks commencing 13/20 Jan.	ZH