

**Committee Meeting: 18 May 2023, 12.30-2.30pm**

Hybrid meeting: Historic England, Birmingham, and Teams, online

**Minutes**

Present: Sam Paul (SP), Helen Parslow (HP), Zoë Hazell (ZH), David Ingham (DI), Deborah Fox (DF), Jess Irwin (JI), Vikki Sands (VS) and Kerry Whitehouse (KW).

1.	Apologies	Action
	Hazel O'Neill (HO'N)	
2.	Committee matters	
	<p><b>2.1 Chair's report (SP)</b></p> <ul style="list-style-type: none"> <li>SP had nothing substantive to report on outside the items on the agenda (see below).</li> </ul> <p><b>2.2 Treasurer's report (HP)</b></p> <ul style="list-style-type: none"> <li>HP is waiting for CifA to confirm the group's budget for the year, submitted as £800.</li> </ul> <p><b>2.3 Secretary's report (ZH)</b></p> <ul style="list-style-type: none"> <li>CifA Groups Admin have uploaded all the committee/group documents onto the group's webpage.</li> <li>ZH had contacted CifA about enhancing the group's webpage, and the following additions are proposed by the committee in the first instance: i) committee member organisations/affiliations, ii) committee member biographies, iii) a group photo of the committee members [an action for the next AGM], iv) a list of former serving committee members (names only), and v) additional photos to illustrate archaeological archives.</li> </ul> <p>All committee members to send ZH their short biography.</p> <p><b>2.4 Conference officer's report (DI)</b></p> <p>Plans are on-going about the Autumn AGM/conference day (see Item 4.2 for details).</p> <p><b>2.5 Group's social media, email etc (ALL)</b></p> <ul style="list-style-type: none"> <li>VS and JI continue to monitor and post on Twitter, as does HP on Facebook. Please could committee members send any relevant content on to them for posting.</li> <li>The committee discussed possible engagement with #MuseumWeek <a href="https://museum-week.org/">https://museum-week.org/</a> 5–11 June 2023. The decision was made to</li> </ul>	<p>ALL, ZH</p> <p>ALL</p>

	<p>concentrate on one day – Weds 7 June #FoodMW. The committee are to send drafted content ready to be posted [image and accompanying text] to JI.</p> <p><b>2.6 Group’s postcard</b>          Printing of the winning entry for the 2020 postcard competition is still outstanding.</p> <ul style="list-style-type: none"> <li>ZH will arrange with ClfA to get it printed – the committee agreed to request enough copies to be sent out with <i>The Archaeologist</i>, plus some additional (c200) for handing out at events.</li> </ul>	<p>ALL, JI, VS, HP</p> <p>ZH</p>
<b>3.</b>	<b>Representation to ClfA governance and in all ClfA activities</b>	
	<p><b>3.1 AAG teabreak</b>          This is still waiting on the Group Survey which has not been sent out by ClfA yet. SP will contact ClfA about the status of the survey.</p> <p><b>3.2 ClfA annual conference 19–21 April 2023</b>          Session follow-up (DI, HP, SP):</p> <ul style="list-style-type: none"> <li><i>Thinking outside of the box: sustainable futures for atypical archives</i> – this session was well attended (c100 attendees), covering a range of topics and generating a lot of interest. Consensus amongst the committee was that the format of lots of short talks (10 mins each) worked very well.</li> <li><i>Covering the cost: Archaeological Archives</i> – this was a complex workshop session to run, but had good involvement from the c60 attendees who provided lots of valuable feedback on funding approaches for archaeological archives.</li> </ul> <p>ZH is to ask ClfA: i) if/where the AAG’s session recordings are being made available on-line, and ii) if ClfA can share specific feedback it had on these sessions, received as part of the post-conference survey.</p>	<p>SP</p> <p>ZH</p>
<b>4.</b>	<b>Promote awareness of archaeological archives; seminars, workshops</b>	
	<p><b>4.1 Selection Toolkit (SP)</b>          SP repeated her call for (anonymised) case studies to be used as examples on the toolkit webpage.</p> <p><b>4.2 AAG’s annual conference day, Thursday 28 September 2023, Newark (and online attendance option)</b>          SP, DI and HP have been planning the conference day which is to be joint with the ClfA Finds Group, on the topic “...more what you'd call guidelines than actual rules”: <i>Do we agree on how we implement finds management standards and guidance, from field to future archive?</i> The call for papers was recently sent out, and the committee are encouraged to send it on widely, and consider submissions. A reminder will be sent out, for the abstract submission deadline of 16 June. HP is still in the process of finalising the overall conference costs and the proposed attendance fees.</p>	<p>SP, ALL</p>

5.	<b>Focus on issues of standards, best practice, advocacy and access</b>	
	<p><b>5.1 OASIS V (JI)</b>  JI reported back on the main points of the most recent meeting, which included that: i) the dashboard for OASIS V is fully up and running, ii) OASIS IV has been closed (although archived), iii) the radiocarbon module has been cancelled, and iv) work is ongoing on the specialist modules for human remains and palaeoenvironmental remains [which does not include geoarchaeology component]. Other elements are continually being refined to make the data entry process more user-friendly.</p>	
6.	<b>Group aims 1 to 5</b>	
	<p><b>6.1 AAG's Group survey</b>  <i>Resourcing of staff in archaeological archives – see Item 3.1.</i></p>	
7.	<b>AOB</b>	
	<p><b>7.1 Previous meeting action points</b>  Stewart boxes – in response to the AAG committee's discussions and enquiries about suitable alternatives to Stewart boxes [which have been used extensively throughout the archaeological archives sector, but which are no longer being manufactured] DF raised it with the SMA who have since recently published a short article in the SMA newsletter. DF will send the newsletter round the committee for info, and so that the AAG can refer to it on the group's own social media groups/accounts for its members.</p> <p><b>7.2 Upcoming meetings/events:</b></p> <ul style="list-style-type: none"> <li>• Archaeological Archives Form on 8 June, HP will be attending.</li> <li>• ClfA Advisory Council on 5 July – DF cannot make it, so SP will attend instead.</li> </ul> <p><b>7.3 AOB</b></p> <ul style="list-style-type: none"> <li>• OASIS and Research Frameworks reporting [training]; HP highlighted that multiple sessions had happened (<a href="https://archaeologydataservice.ac.uk/news-events/oasis-walkthroughs/">https://archaeologydataservice.ac.uk/news-events/oasis-walkthroughs/</a>), but hadn't been well publicised. ZH will check with Historic England if/where/when a video recording will be made available online.</li> <li>• SP said she would stay in post as Chair for the coming year, but would encourage other committee members to stand for it in AGM 2024.</li> </ul>	<p>HP, JI, VS</p> <p>HP SP</p> <p>ZH</p>
8.	<b>Date of next meeting</b>	
	<p>Sept 2023  This will be an online meeting, sometime during the week commencing 11 Sept 2023. It is timed to take place shortly before the group's AGM/conference day. ZH will send round a Doodlepoll of options.</p>	ZH