

Committee Minutes

11th June 2020, 11.00
By Zoom Video Conferencing

Present:

Jeremy Oetgen (Chair), Gary Duckers (Secretary), Doug Rocks-Macqueen (Treasurer), Simon Parsons, Claire Tsang, Theodora Anastasiadou, Meg Keates (CifA Membership Coordinator)

1.	Apologies	Action
	None.	
2.	Introductions	
	Not required.	
3.	Previous Minutes	
	These were unavailable. JO to circulate by email once obtained from CF .	JO
4.	Matter Arising from Previous minutes	
	N/A	
6.	FISH/HEIRNET Update	
	CT is attending in Hugh's place and will provide updates. FISH not active during lockdown.	CT
5.	Housekeeping for 2020	
	<ul style="list-style-type: none"> • Groups Forum 2019 and IMSIG AGM 2019 JO recapped Groups Forum/AGM for committee. • Advisory Council GD gives update, requested for feedback from committee members to strategic plan consultation. DRM gives opinion that minimum should be stated on advertising by CifA and refuse to advertise post below certain wage level. CT - Low tenders impact potential for quality information management and archiving. • 3 Year Plan JO/DRM - to be updated Post-Covid. JO – not possible to plan for future as unknown. • 2020 Budget DRM - No expenditure. 	DRM
7.	Membership engagement	
	<ul style="list-style-type: none"> • New CifA Membership Engagement Coordinator MK introduced to committee. • CifA 2020 Conference JO- Did not take place, hope to have input at rescheduled event. • CAA International 2020 (Oxford) DRM - Currently postponed. JO - tried to arrange stall at conference but communications were ignored. • IMSIG AGM 2020 JO - to be scheduled for Autumn, preferably combined with conference event. • General TA – Proposes questionnaire to be drafted to communicate to membership and makes suggestion on content 	TA

8.	Emerging industry standards	
	<p>JO – Discussion of new image formats – HEIF etc. IMSIG should keep monitoring developments in new formats.</p> <p>CT – highlights issue with heritage data thesauri not keeping up to date with new tech developments. Points out if orgs cannot even keep thesauri up to date then identifying/cataloguing new formats difficult.</p> <p>TA – Suggests we ask ADS what challenges they have faced with software/file formats.</p>	
9.	Future Meetings	
	JO - Meeting in September proposed. GD to propose dates	GD
10.	AOB	
	GD - New agenda item proposed for next meeting to discuss possible amendments to Information Management competency matrix considering newly released competency matrices such as archives and Local Authority/HER.	GD