

## **Cyngor Archifau a Chofnodion Cymru Archives and Records Council Wales**

### **Minutes of the annual general meeting and of the business meeting held on 24 November 2006 at the National Library of Wales, Aberystwyth.**

**Present:** E. Bennett (UW Swansea, Chair); C. Richards (Powys); S. McInnes (SOA Wales); Jackie Spence (UW Aberystwyth); G. Jenkins (NLW); H. Palmer (Ceredigion); E. Jones (CyMAL); M. Ellis (CyMAL); C. Hodgson (Glamorgan); K. Collis (West Glamorgan); C. Orr (Pembrokeshire); G. Evans (NMW); C. Harrington (Flintshire); K. Matthias (Denbighshire); G. Parry (NLW).

## **MINUTES OF THE ANNUAL GENERAL MEETING**

### **1 Welcome**

The Chair extended a warm welcome to all especially to Claire Harrington recently appointed County Archivist of Flintshire and to our guest Leith Haarhof of Culturenet Cymru.

### **2 Apologies**

A Rhydderch (Gwynedd); A. Venables (Anglesey); N. Yates (UC Lampeter); M. Kingston (TNA); L. Burrow (Cardiff University).

### **3 Election of officers**

The following were elected officers for 2006-2007:

Chair: Elisabeth Bennett

Vice-chair: Kim Collis

Secretary: Gwyn Jenkins

Treasurer: Helen Palmer

**Before the election of Vice-chair it was agreed to amend the following sentence in paragraph 6.2.1 of the constitution:**

**‘The Vice Chair shall be elected annually from full members at the Spring meeting’**

**to**

**‘The Vice Chair shall be elected annually from full members at the annual general meeting’.**

**Action: GP.**

### **4 ARCW membership**

A letter had been received from Robert Chell asking what would ARCW’s reaction be to applications for membership from records managers.

**It was agreed that all references in his letter to Glamorgan Record Office be ignored and that a response be sent stating that ARCW felt that records managers were adequately represented on ARCW by existing members and by WERIM.**

**Action: EB, GJ**

**It was also agreed that as part of ARCW's review of working practices (see annual objective 1 below) it would look at the criteria of individual membership and to what records managers could profitably bring to ARCW.**

**Action: ARCW**

#### **4 Annual objectives**

The following objectives were adopted for the year 2006-2007:

- 1 to carry out a review of current working practices
- 2 to revise ARCW's strategy
- 3 to collate and progress projects such as Catalog Cymru, RDO and ANW

### **MINUTES OF BUSINESS MEETING**

#### **1 Apologies**

A Rhydderch (Gwynedd); A. Venables (Anglesey); N. Yates (UC Lampeter); M. Kingston (TNA); L. Burrow (Cardiff University).

#### **2 Minutes of last meeting**

The minutes of the meeting held on 17 March 2006 at the National Library of Wales were approved subject to the following change:

##### **Minute 5.4 CyMAL meeting**

Change conservationists to conservators.

#### **3 Matters arising from the minutes**

##### **3.1 PSQG survey**

CH reported that the remote survey scheduled to be held in September 2006 had been postponed until February 2007.

##### **3.2 Lifelong Learning**

Susan Edwards had offered to represent Wales on the Lifelong Learning Board (see Minute 5.2 of meeting held on 17 March 2006).

##### **3.3 Society of Archivists**

SM reported that the joint meeting between ARCW and the Society of Archivists Wales held in September 2006 had been a very successful and enjoyable meeting.

##### **3.4 Higher Education archives in Wales**

EB suggested that the word retrograde be removed from note 5.1 of the inquorate meeting held in July.

##### **3.5 Parliamentary Briefing**

It was requested that the report to NCA's Parliamentary Briefing should be circulated to members.

**Action: GP**

##### **3.6 Quantifying Diversity Project**

ME stressed the need for the questionnaires to be completed and that the information requested would also be very useful to ARCW.

##### **3.7 GSU (microfilming/digitisation of parish registers)**

GP reported that GSU had already started work at Gwent RO and NLW. GSU anticipated that Gwent would be completed by Christmas 2006 and that they would then move to Glamorgan RO. The Ceredigion registers held at NLW had all been digitised and work had started on Powys registers.

#### **4 Chair's report (circulated beforehand)**

Chair concentrated her report on future developments rather than on meetings she had attended during the past year. She stressed the current strategic plan expired at the end of 2006 and that ARCW needed to develop a new strategic and action plan. She thought that we needed a big debate to discuss a new strategy and action plan for ARCW for the next three years and suggested an away day similar to the Morlan meeting held in 2005. The new strategy should be based on *Archives Policy for Wales*. There was, however, a need to submit bids to CyMAL for 2007-08 before the strategy could be finalised. Chair suggested that ARCW should apply for funds to do specific pieces of work, namely funding for a Project Manager who will manage and commission pieces of work as well as having his/her own pieces of work, an ICT strand and a marketing strand.

CH expanded on Glamorgan RO's proposed bid to fund a project to develop resources for primary school teachers were not qualified history teachers such as a generic bilingual resource pack which would be of relevance to Wales and not just to Glamorgan. This could be available on ANW. She also talked about the possibility of funding a peripatetic conservator who would provide basic conservation advice once or twice a year.

After a detailed discussion it was agreed to prioritise bids as follows:

1. Project Manager
2. ICT strand
3. Marketing strand
4. Education strand
5. Conservation strand

**Action: ARCW officers to draw up bid for Project Manager; NLW to draw up bid for ICT strand; WGRO and RDO PMG to draw up bid for marketing strand; GRO to draw up bid for education strand.**

#### **5 Vice-chair's report**

Vice-chair had nothing to report.

#### **6 Secretary's report**

##### **6.1 Public Portals for the Historic Environment in Wales**

GJ attended a seminar entitled Public Portals for the Historic Environment in Wales which included the launch of Historic Wales a portal application that will provide access to the records of three organisations: Cadw, National Museum and RCAHMW. He reported that most attendees came from the archaeology sector but that there were obvious chances to collaborate, despite the narrowness of the approach and the narrowness of users, and for exploiting GIS.

##### **6.2 NCA**

GJ reported that he was unable to attend NCA meetings and had decided to stand down. It was noted that both CH and ME were still members. ME noted that NCA were becoming more Anglo-centric and that we must find ways and means of feeding information to NCA and making it less Anglo-centric.

**Action: GJ to inform NCA of change in representation and to initiate discussions between NCA and ARCW which will form part of ARCW's**

**review of existing practices (see objective 1 in Minute 4 of Annual General Meeting above).**

## **7 Treasurer's report**

The Treasurer reported that there was £2730 in the account.

## **8 CyMAL Progress report**

### **8.1 Best practice event**

This was being held on December 7.

### **8.2 Grant applications**

All the paperwork will be available on CyMAL's website. The categories of grants will be the same as last year.

### **8.3 [www.communityarchives.org.uk](http://www.communityarchives.org.uk)**

Ruth Savage had requested that relevant organisations to populate the website.

### **8.4 JISC mail list**

Liz Bowerman of CyMAL was setting up a JISC mail list for conservators.

### **8.5 TNA self-assessment**

**8.6** ME reported that CyMAL and MLA were to evaluate TNA's self-assessment.

## **9 Catalog Cymru (progress report circulated)**

GJ reported that Martin Locock had been appointed JISC project manager at NLW from 2 January 2007. ML's paper on delivering remaining fieldwork was tabled.

**Action: Catalog Cymru PMG to discuss ML's paper**

## **10 Archives Network Wales (Nigel Callaghan's report circulated beforehand)**

EB reported that the ANW Project Board had met the previous Tuesday (20 November), which had settled some of the questions raised in NC's report. Work was still continuing on Z39.50 whilst there was better news on CALM than was contained in his report since DS had now sent the script or code to NC that would enable him to test the bulk import/export of fonds level descriptions. The Project Board had also asked NC to draw up an options paper on populating ANW with multi-level descriptions. EB also noted that more members were needed on the ANW Project Group, especially from north Wales.

## **11 RDO Report (progress report circulated beforehand)**

The report was tabled.

## **12 Any other business**

### **12.1 Proud Heritage Group**

CH reported that the Group was trying to set up indexing terms to cover those areas covered by the Group and needed Welsh representatives in order to ensure correct Welsh language terms. It was pointed out that there was a need to map the terms to LCSH.

**Action: CH to write to PHG requesting more information and what the Group actually wanted the representatives to do.**

### **12.2 CyMAL grant underspend**

CyMAL was asked whether there was an underspend in the grant funds. ME replied that CyMAL did not know at the moment

**13 Date of next meeting**

The next meeting will be held at CyMAL offices, Aberystwyth, at 11.00 a.m. on Friday 16 March 2007.