



Annual General Meeting

15.15pm, Thursday 26 June 2014 — Riverside Museum, Glasgow

Agenda

Meeting started at 15.22pm

1. Apologies and Attendance

Apologies were received in advance from Briony Hudson, Adam Bell, Jenny Brown, Karen Knight.

A full list of attendees can be found in Appendix A.

2. Minutes of the 2013 AGM

The minutes of the 2013 AGM were passed as a true record.

Proposed: Cat Newley

Seconded: Zelda Baveystock

3. Matters arising from the previous minutes

No matters were arising from the previous meeting that are not covered elsewhere on the agenda.

4. Motion from SHCG Committee to change the Objects of SHCG

a. Michelle Lees introduced the motion that a change is made to the Objects of SHCG.

b. Michelle then read out the suggested change to:

"To advance the education of the public in heritage, science and the arts advancing standards of social history curatorship by encouraging better care, management, research and development of collections and delivery of improved use, access and interpretation of museum and related collections through public-facing outputs such as events, exhibitions, participative projects for the benefit of the public."

c. Michelle explained that the Charities Commission were keen that we emphasised the public benefit.

d. Michelle invited questions about the motion but there were none.

e. Michelle asked for a show of hands to vote on the motion.

i. Number of votes cast: 31

ii. Result

Number voting YES 31

Number voting NO 0

Number of abstentions ... 0

The count was conducted by Helen McConnell and Emma Harper

f. Michelle asked for a proposer and seconder to verify the vote:

Proposed by: Steph Mastoris

Seconded by: Jill Holmen

5. Committee Reports (please see Appendix B)

- a. The committee reports had been collated and circulated before the meeting.
- b. Michelle clarified that the Sponsorship and Development role has been changed to Marketing and Fundraising Officer. All the committee roles are available on the website.
- c. Michelle invited Jen Kavanagh to speak about the accounts.
- d. Jen made the following statements:
 - i. After a long lengthy process, we have managed to change the signatories on the Co-Op account
 - ii. Co-Op has informed us that we will need to change our account when we become a charity but that the switch should be straightforward.
 - iii. Finances for this year – total outgoings £21,609.69, income was £17,961.65.
 - iv. Membership subscriptions went up and we can invest that back into SHCG work.
 - v. Some conference payments from last year appear to have been paid into our HSBC account, to which access is currently still restricted. It is now a priority to gain full access to this account, allowing for the balance to be transferred to the Co-Op account and for this secondary account to be closed.
 - vi. The cost of producing two editions of the News and a Journal has reduced, following the new membership categories put into place last year.
 - vii. SHCG has received £4700 of grant income from Arts Council England which has been used to fund the Tools for the Trade project
 - viii. Committee expenses are consistent with other financial years but now that we have access to a debit card, we can make more efficient payments in future to benefit from advance prices even more.
 - ix. firstBASE costs are in line with the cost of committee expenses.
 - x. The cost of the independent examiners report of our accounts, as well as the ballot on moving to charity status has resulted in higher admin costs than previous years.
- e. Jen invited questions relating to the accounts.
- f. Maria Erskine, Nottingham City Museum & Galleries, asked about the possibility of using Paypal to pay for future SHCG events. Jen responded by saying that we're hoping to look into it in the near future.
- g. Jen explained that the next step was to change the signatories on the HSBC account and asked for a proposer and seconder.
Proposed by: Zelda Baveystock
Seconded by: Kitty Ross
- h. Michelle Lees asked for a proposer and seconder for the Accounts April 2013 to March 2014:
Proposed by: Emma Harper
Seconded by: Jude Holland

6. FirstBASE Sub-committee Report

- a. Michelle Lees invited Steph Mastoris to report on the work of the firstBASE sub-committee.
- b. Steph explained that the committee is a small group comprising of SHCG Chair (currently Michelle Lees, Rochester Cathedral), SHCG Web Editor (currently Cat Newley, St Albans Museums), Steph Mastoris (National Waterfront Museum), Jill Holmen (Epping Forest District Museum), Victoria Rogers (Cardiff Story), Catherine Nisbet (Nuneaton Museum), Ellie Swinbank (National Mining Museum Scotland), Emma Harper (British Postal Museum and Archive) and Briony Hudson (Freelance Curator). The committee meet twice a year to oversee new developments going on and communicate by email
- c. The committee continues to add information to the site and hopes to do an evaluation later this year once this has been added.
- d. Steph explained that the site is more user-friendly and works better when people submit things – he encouraged people to share their resources.
- e. The committee is administering two grants – Esmée Fairbairn grant (to develop the new firstBASE website) and ACE (to develop content for firstBASE – Tools for the Trade). Steph thanked Victoria Rogers for her role in securing both of these grants. Victoria is continuing to see through the Esmée Fairbairn grant, the final work for which includes an interactive identification section. Emma Harper has been working on the ACE-funded project – a series of films helping people to identify trade tools and showing how they were used. Tools were chosen because most museums have some tools in their collections and it's unusual to find contemporary practitioners demonstrating these tools in use. Three of these films will be shown on Friday 27th June and are also available on SHCG's youtube channel. All films are due to be finished by end of September.

7. Election of Committee Members

a. Chair Elect

One nomination was received for the post of Chair Elect:

Cat Newley

Curator of Collections, St Albans Museums

Proposed by: Michelle Lees

Seconded by: Ciara Canning

Cat Newley is duly elected unopposed to Committee for three years, under the terms of the current constitution, as Chair Elect.

b. Ordinary Members x 6

Six nominations were received and verified by the Secretary in advance of the deadline for six Ordinary Member/Trustee vacancies:

Adam Bell

Assistant Keeper of Social History, Tyne & Wear Archives and Museums

Proposed by: Crispin Paine

Seconded by: Steph Mastoris

Ciara Canning

Senior Curator (Community History), Colchester & Ipswich Museums

Proposed by: Cat Newley

Seconded by: Eleanor Root

Helen McConnell

Collections Officer, Public History, Bristol Museums, Galleries and Archives

Proposed by: Andy King

Seconded by: Michelle Lees

Jemma Conway

Community Heritage Curator, Barnsley Arts, Museums and Archives

Proposed by: Michelle Lees

Seconded by: Jenny Brown

Jude Holland

Interpretation Manager, SS Great Britain Trust

Proposed by: Michelle Lees

Seconded by: Ciara Canning

Verity Smith

Preservative Party (youth group) Coordinator, Leeds Museums and Galleries

Proposed by: Jude Holland

Seconded by: Jenny Brown

The six candidates are duly elected unopposed to Committee for two years, under the terms of the current constitution, as ordinary members.

- c. Michelle Lees thanked everyone for taking part.

8. Any Other Business

Michelle Lees thanked the retiring committee members Steph Gillet and Catherine Littlejohns (who were absent from AGM) for their contributions and hard work.

Michelle thanked current committee for their hard work over the past year.

9. Close of Meeting at 15.51.

Appendix A: Attendance

Name	Organisation	Membership
Catherine Newley	St Albans Museums	Individual
Charlene Price	Herbert Art Gallery & Museum	Institutional
Ciara Canning	Colchester & Ipswich Museums	Individual
Claire Whitbread	Wolverhampton	Individual
Dorothy Kidd	NMS	Individual
Emma Harper	British Postal Museum and Archive	Individual
Fiona Byrne	National Museums Northern Ireland	Individual
Fiona Hayes	Glasgow Life	Individual
Hannah Crowdy	National Museums Northern Ireland	Individual
Helen McConnell	Bristol Museums	Individual
Jack Ord	DLI Museum	Individual
Jemma Conway	Barnsley Museum	Individual
Jen Kavanagh	Science Museum	Individual
Jenny Mabbott	Rochdale Pioneers Museums	Individual
Jenny Noble	Culture NL	Individual
Jenny Youngson	Museums Galleries Scotland	Institutional
Jill Holmen	Epping Forest District Museum	Individual
Jude Holland	SS Great Britain Trust	Individual
Kitty Ross	Leeds Museums and Galleries	Individual
Laura Crossley	University of Leicester and Freelance	Individual
Lydia Saul	The Higgins Art Gallery & Museum	Institutional
Maria Erskine	Nottingham City Museums and Galleries	Institutional
Michael Allen	South Lanarkshire Leisure and Culture	Individual
Michelle Lees	Rochester Cathedral	Individual
Rosie Nichols	Beamish Museum	Individual
Sam Bannerman	St Andrews Preservation Trust	Individual
Sarah Maultby		Individual
Steph Mastoris	National Waterfront Museum	Institutional
Tilly Thorpe	Nottingham City Museums and Galleries	Institutional
Verity Smith	Leeds City Museum	Individual
Victoria Rogers	Cardiff Story Museum	Individual
Zelda Baveystock		Individual

Appendix B: SHCG Committee Reports

SHCG COMMITTEE REPORT AGM 2014

Title of paper: Chair's report
Author: Michelle Lees
Date of report: 21 May 2014

Purpose of report: AGM

Summary/key points

- Vision and Mission
- New aspirations
- Charity Status
- ACE funded projects
- Thank yous

I have been on committee for six years now, and in reading past Chair report for AGM I notice how much SHCG does, looking outwards, for the membership. This committee year, 2013-14, committee has spent some time looking at how we operate and putting in place some standard procedures. We've also spent some extra time looking at where SHCG could do in the next five years. We want our new Forward Plan to be truly aspirational and to build on all the great work SHCG has carried out over the past few years.

We asked ourselves 'What is our mission? What is our vision?' The museum landscape has changed considerable in the last few years and to this end, we have developed a new Vision

Together; we will strengthen and transform social history in museums.

And a new Mission:

SHCG supports practitioners by championing innovation, advocating the value of social history curatorship and supports inspirational practice in museums and community heritage venues.

And seven aspirational goals which will be the bedrock of the Forward Plan:

1. Widen and diversify the membership
2. Create a bursary scheme to support professional development
3. Create a Professional Development scheme
4. Increased partnership working
5. Increasing our profile and change perceptions about SHCG
6. Increased numbers and diversity at conference
7. Raise the standard of Journal *Social History in Museums*

As we work with the Charities Commission to complete our application to be a CIO registered charity, new ways of thinking have emerged. The definition of a charity as defined by the Charities Act is to '...be for the public benefit'. SHCG committee are thinking in terms of how we will achieve public benefit through our activities and how we will demonstrate our public benefit in our annual return to the Charities Commission.

Some other achievements this year include conference in Glasgow and Edinburgh, thanks to Ciara and Jude for arranging things this year. Two, almost three identification films made with the help of Arts Council England funding. Thanks to the FirstBASE committee for their continued dedication to this. These films should be completed by next April and will be accessible through FirstBASE. And one seminar about identifying Plastics.

I want to thank all of the committee for the commitment they have shown this year. There have been some intense administration issues which required many hours to sort out and we have done a lot of hard work and hard thinking around the Forward Plan and where we'd like to take SHCG in the future. Without this kind of dedication SHCG wouldn't exist.

Thanks also go to the two committee members who are standing down this year; Catherine Littlejohns and Steph Gillett. We wish them well for the future and hope to see them at conference another year.

SHCG COMMITTEE REPORT AGM 2014

Title of paper: Secretary's annual report

Author: Jenny Brown

Date of report: 5 June 2014

Purpose of Report: AGM

Committee Meetings

Committee meetings took place in October 2013 and January and April 2014, in a continued effort to reduce administrative costs. Minutes for all meetings are available at www.shcg.org.uk or can be requested by email from jenbrown@aberdeencity.gov.uk

Delegations

The firstBASE sub-committee was re-established under the new constitution, under terms similar to the original delegation as guided by Steph Mastoris. Steph kindly attended our January committee meeting to brief committee on the past, present and future of firstBASE.

In October 2013, SHCG committee also agreed to trial the delegation of responsibility of the Object Lessons boxes to two SHCG members, Verity Smith and Leah Mellors, led by committee member Catherine Littlejohns.

Application for CIO Status

Our CIO application was submitted on 20 January 2014. Our Charities Commission case officer had some questions regarding our charitable purpose which we clarified. However, our case officer then advised that he was happy that the aims of our organisation are charitable but the way our objects are written needs to be put on a charitable footing and proposed the following wording: **"To advance the education of the public in heritage, science and the arts advancing standards of social history curatorship by encouraging better care, management, research and development of collections and delivery of improved use, access and interpretation of museum and related collections through public-facing outputs such as events, exhibition, participative projects for the benefit of the public."**

This required us to compose our motion for changing the constitution at this year's AGM. If this motion is passed, we will submit the revised constitution this year.

Enquiries

The enquiry email address has changed to enquiryshcg@gmail.com this year. We continue to receive many enquiries through this address, including requests for advice on identification which have been shared via the jiscmail list.

Acknowledgements

SHCG would like to thank M Shed and ss Great Britain in Bristol, and the Science Museum in London for hosting our committee meetings this year. Our thanks also go to the Riverside Museum Glasgow for hosting our AGM.

SHCG COMMITTEE REPORT AGM 2014

Title of paper: Treasurer's report

Author: Jen Kavanagh

Date of report: June 2nd 2014

Purpose of report: AGM

Summary/key points

Handover of Treasurer responsibility has been a challenging process over the past financial year, particularly as changing the signatories on our Co-Op account was incredibly lengthy and complicated. Full access to the account wasn't granted until February 2014, after six months of correspondence with the bank. A lot has been done to retrospectively document our accounts for 2013-14, and a majority of payments are accounted for. As mentioned in the detail below, some conference payments appear to have been paid into our HSBC account, to which access is restricted. It is now a priority to gain full access to this account, allowing for the balance to be transferred to the Co-Op account and for this secondary account to be closed.

Once charitable status is granted, the group will need to move from a community account with the Co-Op to a charity account. This further administration should be much easier now that all signatories are current committee members.

Financial summary for year end 31.03.2014

I am pleased to be able to present the accounts for SHCG for the financial year 2013-14.

Total outgoings 2013/14	Total incomings 2013/14
£21,609.69	£17,961.65

Receipts

Description	Total incomings 2013/14
Membership	£8402.00
Conference	£4840.80
Miscellaneous and admin	£18.85
Projects – grant income	£4700.00
TOTAL	£17,961.65

Payments

Description	Total outgoings 2013/14
Conference	£6824.51
News and Journal	£4644.00
FirstBASE	£510.50
Postage and stationery	£954.20
Committee travel and expenses	£1962.67
Miscellaneous and admin	£1331.78
Project expenses	£5374.03
TOTAL	£21,609.69

Net Excess -£3648.04

Cash Balance carried forward 2012-13: £8957.52

Cash Balance carried forward 2013-14: £7295.02

Summary of finances for April 1st 2013 to March 31st 2014

Membership subscriptions

Membership subscriptions have increased over the past financial year, from £5,535.00 in 2012-13 to £8402.00 in 2013-14. This is great news for our business as it means further can be invested into our News, Journal and website.

Conference 2013

The Social History Curators Group 2013 conference was set to make a small profit, but unfortunately due to a difficult Treasurer hand-over, some payments have been made to our HSBC account and at present cannot be fully accounted for. The committee's priority since change in Treasurer was to ensure the effective change of signatories for the Co-Op account, as this is where the majority of our payments come in and out. Changing the signatories for the HSBC account and therefore gaining full access to this account is in motion.

Journal and News

Two editions of the News and one edition of the Journal were paid for within this financial year. The cost of producing these has reduced on last year, after the successful changes in production throughout the previous financial year.

Projects and Grant Income

SHCG has been fortunate in obtaining a grant of £4700 from Arts Council England (ACE). Previous grant income from ACE has also been spent into this financial year through the Tools for the Trade project, resulting in a series of short films for our membership.

Committee Expenses

Three Committee meetings were held during the year, as well as a half day workshop to support the drafting of a new Forward Plan. Costs of Committee travel has been consistent with that spent in the last financial year. Committee tries to take advantage of early booking reductions where possible, which will be encouraged further now that we have full access to a debit card.

firstBASE

firstBASE costs for this financial year solely reflect firstBASE committee expenses as no other project costs have incurred.

Miscellaneous and admin

Paying for an Independent Examiner's Report of our finances, as well as paying for a consultative ballot regarding our move to charity status, resulted in higher than usual administration costs this financial year. A couple of payments, totalling circa £200 are marked on our accounts as miscellaneous as unfortunately a record of who they were being paid to wasn't documented in the handover of Treasurer. Incoming costs relate to interest, which was continued to be paid for the Co-Operative Business Account. Interest has been constant but relatively low over the period of the last financial year.

SHCG COMMITTEE REPORT AGM 2014

Title of paper: Conference Organisers Report

Author: Ciara Canning and Jude Holland

Date of report: 27 May 2014

Purpose of report: AGM

Summary/key points

Conference Organisers' report 2014

Jude Holland and Ciara Canning

The 2014 SHCG conference was developed in response to feedback from members in the 2013 conference survey. The conference organisers are aware of the increasing financial and time pressures which may prevent members from attending conference and the theme and venue were carefully chosen to be responsive, relevant and appealing to a wide group of delegates whilst also delivering our charitable aim to advance standards in social history curatorship.

The south-west of England and Scotland both proved to be popular recommendations. Following research into potential transport and venue costs, Scotland was chosen as the 2014 destination.

The National Mining Museum in Newtowngrange generously offered a venue free of charge. A fee of £90 was paid for hire of the education room at the Riverside Museum, Glasgow.

Conference dates of the 26th and 27th June were chosen in response to the availability of venues and to avoid a conflict with the Oral History Society conference which traditionally appeals to SHCG delegates. Unfortunately in January we discovered that the Collections Trust's Open Culture conference dates clashed with SHCG dates. While this may result in some competition for delegates it's not always possible to avoid clashes with all other museum events.

The Conference Organisers created a marketing strategy targeted at marketing the Conference across the UK and disseminated conference information to contacts and networks: Museum ID, Museums Journal, AIM bulletin, Collections link, GEM, SSNs, Museum Studies courses, MDOs, The Diversity Network, regional agencies, and AMA support Groups. Information was also posted on the SHCG facebook page, twitter page and SHCG website and relevant Linkedin group pages.

Targeted marketing towards attracting delegates from Scotland was sent out through a listing on the Museums Galleries Scotland website, the Scottish Transport and Industry Collections Knowledge network (STICK) and contacts at the Scottish Federation.

The theme for the conference: "Deep Impact: demonstrating the value of social history collections" developed in response to delegate feedback and a growing need to embed, measure and demonstrate the value of social history collections and community engagement work. The focus is on developing a practical plan to embed this style of working into core practice making it sustainable rather than an optional add-on for social history curators.

There was an excellent response to the call for papers which went out almost a month before last year's, in order to give potential speakers more time to submit proposals. The 23 submissions were of a high standard, providing a wide range of responses to the theme. Papers were selected

based on; relevancy to the conference theme, to give a good geographical representation and to reflect experiences from different sizes and types of museums.

The popular short presentation format of 20 minute papers has been retained, however we have incorporated time for questions at the end of each session rather than after each individual speaker. We hope that this will provide more time to develop discussion and encourage interactive participation from delegates. This year we have collected twitter handles from delegates at the point of booking to encourage the sharing and dissemination of ideas and promote discussion across social media platforms. We hope that this will create further interest in SHCG by conference non-attenders.

The debate session has been the least popular format for delegates in the last few years and this year has been replaced with an interactive discussion forum led by Mark O'Neil, Director of Policy and Research at Glasgow Life. We hope this will be a stimulating way to open the conference as it will set out the big ideas and pose questions about defining the impact of social history collections – which hopefully will then be picked up and explored through other papers and discussion over the course of the two days.

Dr Dave O' Brien of City University, London has been invited to provide a Keynote address on day two. This additional format has been piloted in response to delegate feedback indicating that many wanted more critical examination of processes and methods, rather than just presenting case studies of projects. We also felt it would be interesting to examine how ideas from wider cultural practice can provide fresh inspiration when applied to social history issues. The longer length of the keynote paper will also provide an opportunity for deeper analysis and detail.

We continue to offer a range of activities in the day 2 concurrent sessions and have built in time to explore venues, incorporating facilitated tours into each day.

Unfortunately external sponsorship was not secured to fund additional free delegate places and due to costs being higher than previous years SHCG were able to offer only one free member place. There were eleven applications for the free place this year. The number of delegates availing of the early bird booking rate proved to be on par with previous years. The discount continues to be an incentive for delegates.

We are grateful for the support of Click Netherfield, who have sponsored the conference delegate pack.

Following some negative delegate feedback on the use of university accommodation the conference organisers did a feasibility study on the use of budget hotels. A wide number of establishments were contacted but few accommodation providers give significant discounts for group bookings and prices were much more expensive and in locations inconvenient for venues. It was felt that University accommodation continued to offer the best value for money for the majority of delegates and en-suite rooms with breakfast were reserved at Strathclyde University.

The Tenement House Museum was selected for the optional Thursday evening activity in Glasgow. The Museum was chosen as it reflects the historical social history of Glasgow and is located within walking distance from the evening restaurant and accommodation. The museum will open after hours to enable delegates to drop in for visits between 5pm and 7.45pm.

There was a positive response to last year's optional, informal study trip which showed that delegates welcome an opportunity to further explore the area with a group of like-minded people. Although not a core part of the conference an informal trip on Saturday 28 June, to Summerlee Museum of Scottish Industrial Life, in Coatbridge, North Lanarkshire is being facilitated by curator and SHCG member Jenny Noble. This will give delegates the opportunity for a behind the scenes tour, including a visit to the stores.

We look forward to receiving delegates' feedback on the format and content of the conference in this year's follow-up survey.

SHCG COMMITTEE REPORT AGM 2014

Title of paper: *Tools of the Trade* ACE funded firstBASE project

Author: Emma Harper, Project Manager

Date of report: 28th May 2014

Purpose of report: AGM

Summary/key points

So far the project is progressing very well with three films completed so far and two in progress. The first film examines the Blacksmithing trade filmed at the Black Country Living Museum, focussing not only on the tools used by the Blacksmith but on the importance of the Blacksmith as a maker and repairer of tools for different trades.

The second and third films are effectively a two-part film looking at different trades of the sailor, rigger, sail maker and canvas maker and the tools that help make knots, rigging and sails as well as prevention methods to guard against exposure to the weather that these trades experience.

The further planned films will focus on Coopering and then either leather-working using the collection at Walsall Leather Museum or the role of the wheelwright.

Many positive comments have been received on the films so far, including praise for the clarity, interest and usefulness of the films in identifying objects which was one of the primary aims of the project. In addition, throughout this project it has become apparent that we are preserving the knowledge about skills and processes that are at threat of dying out, we have been very fortunate to work with some highly knowledgeable and skilled professionals in order to capture this heritage for future generations.

In March 2014 our Mid Project Report was submitted to ACE and was very well received with particular comment that the films were engaging and of a high quality.

Whilst the coopering film is incurring some extra costs it has been recognised that these are worthwhile. The remaining budget stands at £336.59 with an untouched contingency of £500. The Project Co-Ordinator and Film maker are nearing the end of their allotted days, however, both have enjoyed producing the films and feel it is such a worthwhile project that they wish to continue and complete the final films. As a result it has been agreed that the contingency budget will now be used to pay the Project Co-Ordinator and film maker for extra days work.

It is expected that by September 2014 this project will have produced 4-5 high quality films that will have been uploaded to www.shcg.org.uk/first-BASE

Recommendations

The completion of this project by September 2014 by releasing the contingency budget to enable the completion of 2 final films.

Notes/Background

In May 2013, SHCG was awarded £9,400 by Arts Council England (ACE) to carry out this project.

In September SHCG recruited a Project Co-ordinator, Sarah Hayes whose work on the project is invaluable. In October we advertised for a film maker for the project and Luke Unsworth was been appointed.

The *Tools of the Trade* project seeks to harness the collections understanding around one specific topic within social history collections, and enable those working in museums to learn from each other's expertise and experience. Every social history museum collection contains tools used in local industries, indeed the modern curator is often presented with a set of tools that a member of the public has found in their grandparent's attic or shed and is asked to identify and provide further information about them. However evaluation of SHCG's membership shows that increasingly, museum professionals feel unable to answer the most basic of questions – what those tools are, when they were used/made and how they were used.

It has long been recognised that the now 'due to retire' generation of curators have a great deal of knowledge of their collections that the newer generation do not. *Tools of the Trade* will commission a series of up to 6 films, interviewing specialists/long-standing curators at museums with significant collections about a type of tool with which they are experienced, imparting their knowledge about how to identify them, how to date them, and demonstrating how they were used. In contrast with some of the films available on sites such as YouTube, viewers of these films will be confident that the information held within the resources are of a high, historically accurate, quality.

The impetus for this project has come directly from the SHCG membership in evaluation undertaken over the last 2 years: the need (support with core curatorial skills of identification and dating of objects cited as a key requirement); the subject (help to identify tools in particular mentioned as key need) and the method (recent evaluation of the firstBASE website has indicated that, members would like to have a more 'face to face' experience of watching a specialist explain and demonstrate how to identify and date objects and recommended commissioning films for the site).

SHCG COMMITTEE REPORT AGM 2014

Title of paper: Journal Editor Report

Author: Helen McConnell

Date of report: 20/05/2014

Purpose of report: AGM

Summary/key points

- Journal Issue 38 currently with Designer. All articles proof read and laid out. To be sent to printer by end of May 2014.
- Issue 38 will consist of eight articles and three exhibition reviews, and will be published in June 2014. Three articles are Conference papers and five are new articles.
- Two articles already accepted for Issue 39 (2015).
- In order to ensure value for money, three quotations were sourced in 2013 for the design work included in publishing the Journal. Following receipt of three quotes, the Editor decided, with the approval of the Chair, to continue to use the Designer who has worked on the last few issues. His quotation was the middle of the three, but he has proven himself to be very reliable and to produce work of a high standard. It was considered by the Journal Editor and the Chair that the cheapest quote was unrealistic and would almost certainly result in an unsatisfactory final product.
- The Editor applied for and received a new ISSN for the digital version of the Journal, on the advice of the News Editor. It had not previously been known that a separate ISSN was required for digital publications.

SHCG COMMITTEE REPORT AGM 2014

Title of the Paper: Membership Secretary

Author: Fiona Byrne

Report Date: 01/06/2014

Purpose of report: AGM

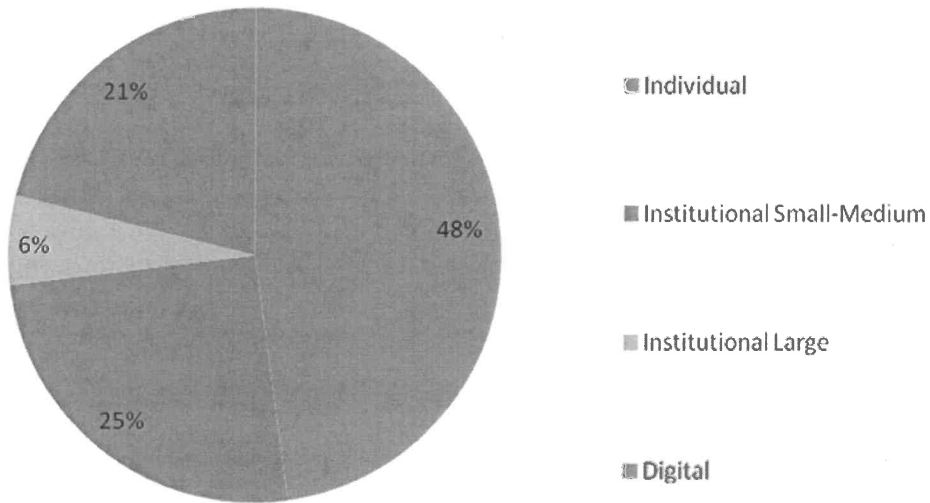
Summary/key points

- Membership online database and membership spreadsheet are both as up-to-date as possible.
- Have updated contact details for members and they have received copies of newsletters.
- Maintaining Online Database and Membership Spreadsheet together so both are up-to-date and can be ready to send at any time to Newsletter or Journal Editors.
- Updated payment information received from Treasurer
- Invoice amended and improved; sent out to most of our members to date. Will be completed soon.
- Received contact details from Web editor for Surface Impression to update membership management for our online database. Priority after invoices are sent out to improve our web management
- Prepared pros & cons document on whether to produce a SHCG leaflet to be distributed at meeting along with mock-up leaflet and costs.

Notes/Background

No. of Individual members	197	5 down from January – 3 cancelled, 2 switched to Digital
No. of Digital members	87	8 up from January, 6 new members, 2 switched from print
No. of Institutional members	130	(104 Sml/Med, 23 large, 3 international)
Total:	414 Members	

SHCG Membership May 2014



- 6 New Members processed since January 2014 –Digital members

SHCG COMMITTEE REPORT AGM 2014

Title of paper: *SHCG News* Editor report

Author: Adam Bell

Date of report: 30 May 2014

Purpose of Report: AGM

By the time AGM 2014 is held, two issues of *SHCG News* will have been published since the previous AGM, issues 72 (December 2013) and 73 (June 2014).

Highlights of Issue 72 included articles about engaging with rural collections at Leamington Spa; the new permanent gallery *Destination Tyneside* at Newcastle's Discovery Museum; and a most intriguing phenomenon – Victorian and Edwardian hand illustrated envelopes. Reviews of the annual conference held in Belfast, and Richard Parkinson's book *A Little Gay History*, also featured.

Highlights of Issue 73 include articles about the Museum of Liverpool's groundbreaking exhibition *April Ashley: portrait of a lady*; a fascinating archive relating to merchant seamen in the Great War period; Giuseppe Garibaldi's visit to Britain in 1864; and Major General Robert Ross – the man responsible for burning the White House to the ground in 1814.

The newest development connected with *SHCG News* is that advertising space is now available. The rates are: quarter page £50, half page £90, full page £170, back cover £220). ClickNetherfield are the inaugural advertiser, in Issue 73. I would like to acknowledge the assistance of the Sponsorship & Development Officer in helping to promote this new opportunity. Anyone interested in advertising in *SHCG News* is advised to get in touch at your earliest convenience, so that space can be reserved in the next issue.

Issue 74 is due out in December 2014; submissions should be received by Friday 24 October 2014. Articles to look forward to include one about Colchester and Ipswich Museum Service's 'Unlocked: Collections + Creativity' project, as well as an investigation into the origin and history of Noah's Ark toys.

All paid-up members should receive digital copies of *SHCG News* upon publication, providing we have a current e-mail address on file. If any members are not receiving either digital or print copies, we may not have your current contact details, in which case please get in touch with the Membership Secretary.

SHCG COMMITTEE REPORT AGM 2014

Title of paper: Seminar Officer

Author: Helen McConnell

Date of report: 20/05/2014

Purpose of report: AGM

Summary/key points

- Catherine Littlejohns was made Seminar Officer after joining the SHCG Trustees at the AGM in June 2013. She went on maternity leave in March 2014, and stepped down from the Committee.
- Catherine organised a seminar on plastics, held at the Science Museum in May 2014. Helen McConnell took over the organisation of the seminar after Catherine's departure for maternity leave.
- The Fantastic Plastics seminar is to be held on Friday 23rd May at the Science Museum in London. There are three speakers, presenting sessions on the history, care and identification of plastics.
- There were 12 delegate places available. 10 have been filled, including one free place offered to an SHCG member attending an event for the first time. The seminar was advertised via the SHCG list, website and social media channels, and via local AMA groups.
- Costs:
 - The venue and two out of three speakers are free of charge to SHCG.
 - Catering costs have been kept to a minimum through the partial use of external caterers and the seminar organiser purchasing some items from supermarkets.
 - Travel costs for the seminar organiser have been kept as low as possible, but peak time travel is required.
 - The cost per delegate was set by Catherine at £40 for a non SHCG member and £35 for an SHCG member. This may have been a mistake, as £40 per paying delegate would have only just covered the forecast costs. As some SHCG members have booked at the lower price, some costs (travel and catering) have been higher than forecast, and two places have been left unfilled, the seminar is expected to run at a loss of £150.

Recommendations

- In order to cover costs, we should consider not providing lunch at future seminars (approx. £75 in this instance), and set the price per delegate high enough to cover the cost if one or two places are left unfilled. In this instance, this would have meant a cost per delegate of £45 with no reduction for SHCG members.

SHCG COMMITTEE REPORT AGM 2014

Title of paper: Object Lessons

Author: Leah Mellors

Date of report: 29 May 2014

Purpose of report: AGM

Summary/key points

Bookings

- The boxes are currently at National Railway Museum, York
- Guildford Museum have booked all three boxes for June – September 2014, with the possibility of borrowing for longer. LM to confirm booking 30th May 2014.
- York Museum Trust have shown interest in taking the boxes after their redevelopment (potentially 2015). LM to follow up on initial contact.

Promotion

- The boxes are promoted in the upcoming issue of SHCG News.
- The Boxes will be promoted on the SHCG mailing list in July-August 2014. For borrowing after Guildford Museum.
- There are plans to promote the boxes using regional networks and museum development officers.
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Other updates

- LM has created inventories for the boxes, as these could not be found.
- LM has had contact from Dress & Textiles Specialists network, asking for advice on resource boxes (in particular the types of boxes used) – demonstrates good reputation of SHCG and Object Lessons.

Problems

- No current base to store boxes, which can cause problems for museums that have to store them. However, this could be eradicated with more regular bookings (following on from more pro-active promotion).
- Cost of transport - £70 for all three boxes could be an issue for some museums.
- LM and VS still not up to speed with all the details on the boxes (eg inventories), which has slowed down the process of booking for Guildford.
- Currently promoted on an ad hoc basis and promotion has been limited by work commitments of administrators (including new job for LM – this should settle down in the coming months, allowing more time to be devoted).

Actions to be taken

- Pro active promotion, including through regional networks and museum development officers. Actively seek out museums in South East/London to borrow boxes after Guildford.
- Committee members to promote boxes in their own museum and through networks.
- Set up a Survey Monkey evaluation for boxes (LM plans to do so before September for Guildford).
- Investigate funding for transport costs.

- Promote boxes amongst MA course, HLF traineeships, AMA regional support groups.

Conclusion

Due to work commitments, we have struggled to devote the time we would have wished to promotion of the boxes. However, we have had a booking for all three boxes from Guildford and hope that they will recommend the boxes to their networks. We are beginning to establish a more organised way of managing bookings and hopefully now have all the information we need to administer them. We hope to promote the boxes more actively and secure further bookings over the coming months.

SHCG COMMITTEE REPORT AGM 2014

Title of paper: Sponsorship & Development Officer Report

Author: Steph Gillett

Date of report: 14 May 2014

Purpose of report: AGM

Summary/key points

Sponsorship activity during the year focussed on seeking partners to support the annual conference through a range packages which could be adapted to suit potential sponsors budgets from £50 to £2,000. Eight commercial organisations and three museum organisations, all with HQs or bases in Scotland, were approached. One company, ClickNetherfield, agreed to sponsor the conference, taking the Conference Pack opportunity which with some negotiation over the benefits has resulted in sponsorship support of £250. It is hoped that this may lead to a longer term relationship of benefit to SHCG. None of the museum organisations was willing to provide sponsorship support.

Development activity was limited to preparing a draft Forward Plan for the period to 2015, identifying strategic aims, objectives, actions, targets and outcomes. This document was subsequently put to one side pending development of the vision and mission statements.

SHCG COMMITTEE REPORT AGM 2014

Title of paper: Web Editor

Author: Catherine Newley

Date of report: 28.5.2014

Purpose of report: AGM

Summary/key points :

Website and social media

The website continues to be updated with the latest SHCG news as well as added resources. New additions to the site since last year include:

- audio recordings of presentations at last year's conference
- identification films on medals, photographs and tools
- latest committee minutes
- newsletter and journal

The website is now being hosted through our web developers and thanks to money from the firstBASE project, they are covering our hosting costs until 31st March 2016.

Our social media presence continues to grow, as we combine news about SHCG events with signposts to firstBASE resources. We've gained 100 new likes on facebook in the past year, bringing the total to 407. On Twitter, several active tweeters in the SHCG membership and beyond have helped to raise SHCG's profile, doubling our followers since the same time last year, which in turn is spreading news of SHCG events further afield.

Email List

There are currently 218 subscribers to the SHCG email list and all members of SHCG are encouraged to join the list as part of their membership. Queries to the list range from advice about suppliers for exhibitions and conservation to identification help and job adverts.