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### SHCG Trustees Meeting Minutes

**19th January 2018 at 1pm**

The Guildhall, Northampton

**Present:** Niti Acharya (NA),Adam Bell (AB),Rebecca Lucas (RL), Diana Morton (DM), Jenny Noble (JN), Jessie Petheram (JS), Amy Rowbottom (AR), Holly Trubshawe (HT).

**Chair:** Helen McConnell Simpson (HMS).

**Minutes:** Verity Smith (VS).

Meeting began at 1pm.

* **Apologies**
  + Leah Mellors (LM), Nick Sturgess (NS).
* **Minutes of the last meeting & matters arising**
  + Minutes of the last meeting were approved.
* **Actions from the last meeting**
* The following actions are still outstanding:

**ACTION:** JN to transfer £3K to the reserve account

**ACTION:** Student membership offer to be carried forward by the new Membership Secretary for 2018/19 year.

* **Reports**

1. **Chair**
   * No additional updates or actions.
2. **Secretary**
   * Publications archive – This has been held at Newcastle University since the early 2000s – they still hold the archive but a few years ago they stopped taking copies.
   * Trustees agreed that the terms of the deposit with Newcastle need to be established, and whether or not Newcastle still wish to hold the archive. If not, it needs to be determined if Leicester are willing to hold the whole archive and this can be transferred from Newcastle. This matter will need further consideration if both institutions decline the request.

**ACTION**: VS to contact Newcastle University (and then University of Leicester) regarding the transfer of the Publications Archive.

1. **Treasurer**

* There are very few membership payments being made via PayPal. The new account is due to be up and running soon and Gift Aid set up.

**ACTION:** VS to contact Sarah Allard at the School of Museum Studies, University of Leicester to ask if SHCG’s registered address could be held there.

**ACTION**: 4 signatories to be on the new Co-op account: JN, HMS, VS and DM.

1. **Membership Secretary**

* AB clarified to Trustees that institutional members are able to amend BACS details but only individuals can amend standing orders.
* Direct debits would be easier to manage if membership fees were to change in future. HMS suggested that Go Cardless was a possible system to use in managing this.
* AB suggested making Direct Debit mandatory for new members which would mean it’s the responsibility of individuals to cancel payments if they wish to cease membership and it avoids a lot of work for the Membership Secretary in chasing people.
* Trustees agreed in principle to proceed with this.
* AB suggested that sending invoices to institutions could be a job for the Treasurer rather than the Membership Secretary in future. This will be reviewed later in the year when a new Membership Secretary is in post after AGM 2018.

**ACTION**: AB and JN to look into details of the cost and work involved for all of the above and feedback to committee.

**ACTION**: JN to investigate using a third party for direct debit payments e.g. Go Cardless.

**ACTION**: AB to communicate the information to members when a process is agreed by committee.

**ACTION**: AB to send details of members who’ve dropped off making payments to DM.

* EBSCO – AB reminded Trustees that there are still issues with claiming that they haven’t received copies of SHCG publications for distribution.

**ACTION**: Those sending copies of publications and items to legal deposit libraries for distribution to send recorded delivery and retain proof of postage. Copies of these should be added to Google Drive folder (set up by VS).

1. **News Editor**
   * The call for articles for the upcoming edition has been circulated. A review of the Photographic Collections network seminar will be included in the new edition.
   * JP reminded trustees that images were still needed for this edition.
   * Trustees were encouraged to approach individuals for content / articles to spread the word.
   * It was suggested that snippets of the News would be good to include on social media where appropriate.
   * Trustees agreed that a new feature profiling ex-committee members would be good. HMS suggested Michael Terwey (ex SHCG Chair) as someone who would be willing to do this.

**ACTION**: VS to e-introduce JP to MT and send JP a list of ex-committee members to contact for future editions of the feature.

1. **Journal**

**ACTION**: AR to contact Gillian Murphy (LSE) to confirm if she is still able to commit to being guest editor for Journal 2018.

**ACTION**: VS to send the digital version of Journal 2017 to DM to upload to the website once Journal 2018 has been published.

* It was suggested that it can be recorded in Mailchimp as to who is accessing their copies of News and Journal. It is possible to update contact lists in Mailchimp – details can be exported in batches from the membership database for up-to-date lists.

**ACTION**: LM to advise members to check their email folders for SHCG content distributed via Mailchimp (as it doesn’t always land in inboxes).

1. **Marketing**

* It was suggested that a suite of promotional material for all trustees to have copies of would be useful for when Trustees attend events / conferences.
* Trustees could each have a set of posters and A5 flyers (using the design produced by Cat Newley). In addition, a pop-up banner could be purchased and held by a Trustee for larger events e.g. MA Conference. It was suggested this could be taken care of by the Chair.

**ACTION**: LM to investigate costs and contact Nick Drew regarding printing/costs.

1. **Web Editor**

* DM has investigated options for revamping the website (see associated document attached to trustee reports).
* Trustees discussed the cost and impact on current finances. It was agreed that DM should obtain a quote for updating the website to WordPress which is straightforward to use / maintain. This would be a cheaper option and more functional in the short term with a view to make a significant change to the website at a later date.
* DM has established that a company page for the organisation can be created on LinkedIn and this can outline the purpose of the organisation.
* Cross promotion for firstBASE can be increased – a YouTube channel would perhaps help with this. Films of specific sessions at conference and seminars could be added to this and increase SHCG’s profile.

**ACTION:** DM to obtain quote for upgrading the website to WordPress**.**

**ACTION**: All to send DM any images for the website / social media. This can be of events/ objects / exhibitions attended etc. Ongoing action!

1. **Seminar Organisers**

* Two seminars to be held per year: January/February, and September/October. This avoids annual conference and summer holidays, and ensures they fall in different financial years within a calendar year.
* The aim is for SHCG to run one seminar, and for the other to be run in partnership with another SSN.

**ACTION**: All those who have budgets for the year to send their breakdown of costs to HMS. This applies to News Editor, Journal Editor, Seminar Organisers and Conference Organisers.

1. **Conference 2018**

* There have been 7 or 8 submissions at the time of the meeting (19/01/2018) however the deadline for the Call for Papers is 31/01/2018 so more proposals are likely to be received.
* NA advised that she had approached Museum Detox and the Windrush Foundation (their 70th anniversary is in June) about submitting a paper for Conference 2018.
* AB volunteered to be convenor for Day 2 of the Conference. HMS volunteered for Day 1 but TBC.
* In light of the Great Exhibition of the North, an early evening reception could be held at the Great North Museum: Hancock.
* AB suggested Caffe Vivo for the evening meal.

**ACTION**: Trustees to approach academics, archives services and others in the last few days before the deadline for submissions. Those on social media to tag other networks when promoting conference. **ACTION:** VS to check constitution regarding nominees for election needing a proposer in order to validate their nomination.

**ACTION**: Advert for conference bookings to be included in the Newsletter. RL/NS to provide details to JP.

* Trustee elections – It was noted that RL, NS, and NA are all up for re-election.

**ACTION**: Anyone wishing to swap roles for the 18/19 year, or to stand for Chair, should notify HMS or VS.

**ACTION**: Those changing roles or stepping down at AGM to update their role descriptions and produce handover notes – please send to VS in advance of AGM (deadline TBC).

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* **Membership Survey**

SHCG carried out a Membership Survey in the summer of 2017. The results were included in the latest set of papers. HMS has noted her findings and shared some of these with Trustees:

* The results question whether SHCG is really representative of the current workforce as it falls short of BAME targets in light of recent ACE survey findings.
* HMS questioned how attractive SHCG is to non-curators and reminded trustees that the purpose of the organisation is to have a focus on social history and all that it encompasses.
* SHCG should be able to promote what our offer is but be relevant to others that aren’t curators.
* The organisation is missing perspectives that are useful to our members.
* SHCG should be equipping people to engage visitors with social history as well as support professionals with collections.
* Trustees agreed that SHCG needed a strapline and it was proposed that “transforming social history in museums”

**ACTION**: LM to investigate logos and speak to Nick Drew re a logo with strapline designs.

**ACTION**: HMS to write up her notes on the Membership Survey and circulate to trustees.

* **Forward Plan**
* The background of SHCG should be included in a welcome pack for new members as well as a short paragraph on what trustees do.
* A very brief version of the role of trustees could be included in SHCG News.

**ACTION**: All trustees to confirm preferred contact details for the website for DM to update.

* Regional reps (e.g. those who have been on committee before / active members) would be helpful to promote SHCG at other events/conferences. Trustees can contact individuals as appropriate. A suite of resources would enable this:

Flyer

Poster

PowerPoint slide with blurb

* Linking with regional FEDs and EMP group meetings/socials would also open up SHCG to more professionals at all levels of their career.

**ACTION**: HMS will pull together a draft welcome pack and circulate this to all trustees.

* Trustees agreed that a conference/SHCG themed Museum Hour in April during the bookings period would be another way to promote SHCG.

**ACTION**: DM to contact Museum Hour to schedule a date for this.

* Extending free digital membership to other networks – Trustees agreed that AIM could be the first network to benefit from this with a view to extending this offer to GEM and Museum Detox in the future.

**ACTION**: AB to contact AIM re the free digital membership offer.

* Bursary scheme – Trustees discussed a bursar for travel costs to attend SHCG events or to review a book (and receive a copy of the book) or exhibition and write this up for social media/News. This could be a fixed amount for a year and then open it to applications on all of the above.
* **AOB**

**ACTION**: HMS to circulate to trustees details of the Museum Detox event at Ironbridge on 15th March in case anyone is able to attend.

* **Dates and location of the next meeting:**
* **Monday 23rd April** at Hackney Museum.

Meeting ended at 4.30pm**.**