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### SHCG Trustees Meeting Minutes

**22nd September 2017 at 1pm**

M Shed, Bristol

**Present:** Rebecca Lucas (RL), Leah Mellors (LM), Diana Morton (DM), Jessie Petheram (JS), Nick Sturgess (NS), Holly Trubshawe (HT).

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

**Minutes:** Verity Smith (VS)

Meeting began at 1.07pm

* **Apologies**
  + Adam Bell (AB), Niti Acharya (NA)**,** Jenny Noble (JN), Amy Rowbottom (AR)
* **Welcome and introductions**
  + Helen welcomed all new trustees to committee and round-table introductions were given.
* **Minutes of the last meeting & matters arising**
  + Minutes of the last meeting were approved.
* **Minutes of decisions taken since last meeting (if applicable)**
* N/A
* **Actions from the last meeting**
* Membership survey – The results of this haven’t been obtained from Cat.

**ACTION:** VS/HMS to follow up with Cat and Adam regarding the results of the membership survey.

* Copies of SHCG publications are sent to the British Library and to our archive at Newcastle University.
* There have been a few problems with EBSCO claiming that they have not received copies of the News and Journal. It was noted that in future, copies need to be sent recorded delivery.

**ACTION**: HMS to send EBSCO information to JP and AR.

* Journal 2018 - Possibility for this to be themed again this year. *See below*.

**ACTION**: VS to obtain quote from SF on the process of Journal so this can be used to “sell” the process of guest editing the Journal to another individual.

* **Reports**

1. **Chair**

* For the benefit of new HMS outlined the purpose of the committee meetings:

**September** - Conference de-brief and trustees finding their feet for the year ahead.

**January** - Review of the Forward Plan and the work for the year. The Forward Plan is on a 2-year basis so that longer term ambitions are realistic and achievable.

**April** - Final preparations for conference and AGM.

**ACTION:** VS to circulate Forward Plan 2015-17 to all trustees and all trustees to make suggestions regarding their role at the next meeting.

1. **Secretary**

* VS gave an overview of her report.

1. **Treasurer**

* Transfer of cash needed from working account to the reserve account so that SHCG can fund initiatives such as places at conferences and events; CPD training etc.
* There is £6k in the main account.
* The accountant needs to be paid for the assistance with setting up Gift Aid and there are some conference costs still outstanding. It was therefore suggested JN should transfer £2k rather than £5k to the reserve account.
* Trustees suggested that the revenue from Gift Aid could be transferred to the reserve account but a final decision will be made at the point the money comes in - this can be claimed back as a lump sum at the end of the tax year.

**ACTION:** JN to transfer £2k to the reserve account.

1. **Membership Secretary**

* AB was not present at the meeting but trustees agreed that the student membership offer that was successful earlier this year should be repeated.
* Trustees discussed Emerging Museum Professionals networks as another avenue to promote SHCG and increase membership. HT informed committee that she assisted in setting up the network for the South West region. The EMP networks are regional and align with the MA member regions although not all regions have established an EMP group yet.

**ACTION**: AB to push student membership offer for this academic year.

**ACTION**: VS to ask Cat for SHCG leaflets so that NS can distribute these at MA conference.

1. **News Editor**

* Articles received for the next edition of the Newsletter (October 2017) - editing required and JP has obtained a quote from Nick Drew for printing and production costs.
* Reviews of conference and the seminars to be included in the next issue.
* There were questions about SHCG publications in the recent membership survey but the results are needed from Survey Monkey to know how members have responded.

**ACTION**: All trustees to send a headshot, job title and work contact details to JP as soon as possible so these can be included in the back page of the newsletter.

1. **Journal**

* Trustees decided on the theme of women and marking 100 years since the Representation of the People Act (1918).
* Trustees suggested that Jenny Mabbott (Head of Collections at the People’s History Museum) could contribute an article about the recent acquisition of the Pankhurst suffrage banner to the PHM.

**ACTION**: JN to contact Adele Patrick at Glasgow Women’s Library regarding guest editing the Journal and to put AR in touch with AP.

1. **Marketing**

* LM plans to target specific groups and networks about SHCG and tailor what the group can offer accordingly.
* LM will develop a social media strategy (in conjunction with DM as Web Editor).

1. **Web Editor**

* It was agreed that the following shared email addresses should be added to the website linked to the relevant individuals:
  + Enquiry - Verity Smith
  + Conference - Nick Sturgess and Becca Lucas
  + Seminars - Holly Trubshawe and Niti Acharya
  + Treasurer - Jenny Noble
* All other trustees should be contacted via their work email address. This will mean the general enquiries email address is not inundated and individuals can manage their specific roles.
* Trustees discussed the possibility of advertising jobs via the website (in addition to Social Media and the jiscmail lists).
* It was noted that the website needs an overhaul. There is potential for some ACE funding to assist with this to make it fit for purpose.
* In the short term, it was greed that conference and seminar info should be far more prominent on the front page.

**ACTION**: DM to look at the options and costs of revamping the website and bring suggestions that can feed into the Forward Plan to the next meeting.

**ACTION**: HMS and VS to look at the SHCG LinkedIn group and see how active this is.

firstBASE

**ACTION**: HMS to follow up with Cat re firstBASE meetings and info and to send onto DM as required.

Committee members of firstBASE take turns to be the web editor.

1. **Seminar Organisers**

* A seminar on the theme of Advocacy will take place on Monday 6th November at Nottingham Castle Museum. The speakers will be: Bev Baker, Simon Brown, Rachel Cockett and Victoria Rogers.
* Bookings will go live during w/c 25th September and close on 23rd October.
* One free place is available for an SHCG member, the deadline for applications is 13th October.
* There will be a seminar on the theme of photography on Friday 26th January at Wakefield Museums. Two free places have been offered to their staff to attend.
* HT informed committee that the aim was to hold two seminars per year.
* Trustees agreed that charging members £25 and non-members £40 for the upcoming seminar was acceptable.

**ACTION**: HT to circulate the details of the seminars to DM and LM. for promotional purposes.

**ACTION**: HT and NA to propose a budget for Seminars for the year and to decide how it is used. SOs to bring the proposal to the next meeting.

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1. **Conference 2018**

* Feedback from Conference 2017 was received via Survey Monkey. Accommodation was the main negative point.
* Research into possible venues this year has included Leeds (no interest in conference) and Aberdeen (venues won’t be ready in time for summer 2018).
* The North East is looking likely as the location for conference 2018.
* Beamish have confirmed they have conference facilities. It was suggested this could be Day 1 to avoid delegates needing to leave early to catch trains from Newcastle / Durham. Coach hire would only be needed for one day if day 2 was based in a city.
* RL and NS will contact accommodation and venues in Durham. Availability of accommodation in Newcastle is proving hard to find before mid-July.
* Review of accommodation to be included in the 2018 conference feedback survey given that it is getting harder to offer appropriate accommodation at university residences.
* Suggested themes of conference 2018:
* Display on a shoestring / Display and innovation
* Working with partners
* Refreshing galleries on little budget
* Specialist v generalist - Curators increasingly working with collections they are unfamiliar with.
* It was suggested that the quick-fire round format should be re-introduced for this year, and the session be extended.
* Breakout sessions with people from different SSNs is also a possibility.

**ACTION**: Call for papers to go out by the end of October / early November and be open until mid-January.

**ACTION**: ALL trustees to send conference title suggestions to NS and RL as soon as possible.

* **SSN website**
* A new joint SSN website now exists with profiles of SSNs and links to websites. There is an events calendar and they have a twitter handle (@subjectnetworks). This follow on from the meeting Cat attended in March 2017 with reps from other SSNs).

**ACTION**: HMS to send DM info on events in the SSN calendar.

* **Membership fees**
* The proposal to increase membership fees was discussed by trustees. HMS outlined the current membership rates and what the new rates would be with a 10% increase – this is shown in brackets.
* £32 - print membership (£35.20)
* £18 - digital (£19.80)
* £8 - student rate, digital membership (£8.80)
* £48 – institutional member: small (£52
* £60 – institutional member: large (£66)
* £50 - international member: (£55)
* Permission was given at AGM to increase fees. VS to check AGM minutes from previous years and membership survey questions.
* Any increase to fees would be rounded up e.g. £19.80 would be rounded to £20.
* Trustees agreed there was no real need to increase fees at present and will therefore not be imposed for FY18-19. Trustees agreed a review will be in place by April 2019 – this will be reviewed in relation to the Forward Plan.
* **AOB**

**ACTION**: All trustees to complete the Co-op account forms and return to Jenny by post ASAP.

* **Dates and location of meetings in 2018**
* Friday 19 January - Northampton (RL to confirm details)
* Monday 16 April - Edinburgh (DM to confirm details)

Meeting ended at 3.50pm**.**