

### SHCG Trustees Meeting Minutes

 **25th October 2018 at 1pm**

 GOMA, Glasgow

**Present**: Alison Grange (AG),Diana Morton (DM), Holly Trubshawe (HT), Niti Acharya (NA),

Rebecca Lucas (RL)

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

**Minutes:** Jenny Noble (JN)

Meeting began at 1pm.

1. **Apologies:** Amy Rowbottom (AR), Jessie Petheram (JS), Lauren Ryall-Stockton (LRS), Leah Mellors (LM), Verity Smith (VS).
2. **Minutes of the last meeting & matters arising**
* Minutes of the last meeting were approved.
1. **Actions from the last meeting**
* The following actions are still outstanding:

**ACTION**: JN to look at spend in 2017/18 and provide a projection of costs for 2018/19 to HMS in the first instance. News, Journal, Marketing and Conference to input as required.

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

**ACTION**: Any networks (e.g. EMPs) and Museum Studies departments/ contacts to be forwarded onto NA, who will compile a list as no list of contacts existed/was provided at handover).

**ACTION**: DM to trial recording a few minutes of audio with speakers at Conference 2019 [carried forward from 2018] – this will enhance promotion for SHCG and future conferences/seminars/events.

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

**ACTION**: ALL trustees to think about what new trustees/members need to know and forward ideas and suggestions to HMS as soon as possible.

* + - * 1. **Reports**
		1. **Chair**
* As per Chair’s Report.

**ii. Secretary**

* VS asked trustees to discuss GDPR policy in her absence. It was agreed that a privacy policy outlining how and why personal data is used should be available for members.
* Trustees felt a 3 year retention period for any personal data other than financial/membership (e.g. conference, seminars) would be sufficient and allow for continuity during handovers.
* It was agreed that it would be useful for the Secretary to hold all SHCG email passwords in a central location to ensure continued access in the event that handover info is unavailable.

**ACTION**: ALL to email JN with info about any personal details/data collected.

**ACTION**: JN to collate data and draft privacy document with assistance from VS.

**ACTION**: DM to add updated privacy statement to website.

**ACTION**: LM to update jiscmail footer with note about how to unsubscribe.

**ACTION**: ALL with SHCG email addresses to email passwords to VS for safe-keeping.

1. **Treasurer**
* JN advised that the details of the PayPal account still need to be updated as the requested form signed by current and former treasurer does not appear to have been received by PayPal.

**ACTION**: JN to resubmit appropriate paperwork to PayPal.

1. **Membership Secretary**
* NS advised that the handover has been challenging – not all contacts and membership details had been committed to paper, further confused by the recent change of address & bank details.
* NS has been implementing new procedures/spreadsheets and chasing non-paying members; she also suggested that individual and institutional membership joining details should be more clearly identified/split on the website.
* It was agreed that a separate GDPR form would not be required if members could opt-in to data retention; NS to revise form accordingly.

**ACTION**: NA to create new spreadsheet for contacts/networks and update membership form.

**ACTION**: JN to share Gift Aid Google drive folder with NA

**ACTION**: NA to advise DM on required changes to website.

1. **Seminar Organisers**
* HT reported that the MIRN seminar has had a low take-up from SHCG members; she felt it may be too specialist and that other seminars (e.g. Photographic) will have a wider appeal.
* Exhibitions on a Budget seminar likely to be scheduled for mid-Feb 2019; this is ACE-funded so there are a few requirements but venue hire (probably Exeter) is covered so main cost will be for speaker(s).
* Object Lessons: NTS then Whitchurch borrowing Wood Box, with new enquiries coming in.
1. **Conference Organisers** – moved to Item 6
2. **News Editor**
* The issue of EBCSO not receiving SHCG publications has been resolved since last meeting.
* NA has now been receiving EBSCO reminders to send material to NMS despite no membership subscription having been paid.

**ACTION**: NA to follow-up re: NMS’s membership subscription.

**ACTION**: JP to send DM old copies for web upload.

1. **Journal**
* As per Journal Editor’s Report.
1. **Marketing and Fundraising**
* New posters, flyers and a pop-up banner have been produced. Trustees to contact LM for post-outs prior to any events where marketing would be appropriate.
* Re: GDPR compliance, it was noted that members are able to opt-out of marketing emails by unsubscribing to Mail Chimp.

**ACTION**: NA to send updated list of all membership email addresses to LM for distributing SHCG/related social history info.

1. **Web Editor**
* DM reported she was unable to trial recording during conference due to lack of equipment but live-tweeted instead; this resulted in an appearance in MJ’s “trending tweets” section but really requires more than one dedicated person to be effective and not take away from other roles.
* Following on from Surface Impression’s quote for a website overhaul, DM elaborated on their suggestion that SHCG submit a funding bid to create a combined digital platform. This could include social media and Google membership/booking forms.
* This was generally felt to be a useful approach as the website is still functioning (just!) but in danger of becoming obsolete. Trustees agreed that 2018-19 should be spent researching this option and evidencing need with user feedback from members & partners (SSNs, universities).
* The idea of creating an email list for Modes as suggested via jiscmail was deemed too niche for SHCG to focus on, and the issue appears to have been resolved via new Modes email list.

**ACTION:** DM to create Survey Monkey survey for members and partner organisations.

**ACTION:** DM to contact Steven re: Modes queries.

1. **Handover and Trustee roles**
* It was agreed that handover procedures need to be improved with acomprehensive list of duties and processes for each role, to be updated and circulated annually;
* It was suggested that there should be a handover overlap, with outgoing trustees remaining in post for 1-2 months as part of their role as a committee member.

**ACTION**: ALL trustees to produce list of roles and processes to be looked over by VS before April meeting so handover notes can be circulated well in advance of AGM.

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1. **Conference 2018 feedback and planning for Conference 2019**

N.B. VS joined in this conversation via mobile phone

**Conference 2018**

* RL summarised the report: better attendance, including more first-time delegates, was a big positive, along with good feedback for the venues, tie-in with #GetNorth and the broad but relatable theme.
* Increasingly, justification is needed for delegates to attend conference; key factors cited were time, travel and relevance.

**Conference 2019**

*Venue*

* Aberdeen – plenty of positives as per Conference Organisers’ Report but capacity and travel may be a problem.
* Dundee – lots of great central locations, including V&A, but transport issues may be prohibitive; might need to seriously consider travel bursaries, perhaps with support from MGS/SMF.
* Birmingham – pros: lots of possible locations, e.g. Think Tank, Coffin Works, ICON, Jewellery Quarter (as per 2009), University venues and offsite collections store, but no real “pull”.
* Edinburgh – suggested during the meeting as a possible solution to hosting conference in Scotland, with optional Saturday visit to Dundee, possibly engaging a speaker from V&A.

*Theme / content*

* Key themes emerging around collecting and the use of collections – rationalisation, contemporary collecting, rapid response interventions, decolonisation (museums, statues), access, community engagement and representation.
* Ideas around content included identifying possible speakers well in advance and inviting them to submit a paper; having a Quick Fire Questions session around collecting conundrums; including more practical sessions (possible breakouts in partnership with SSNs); sending speakers one or two questions in advance of conference for panel Q&A sessions (e.g. key hints/tips).
* Possible title - Collecting Conundrums: Shaping the Future of Social History

**ACTION**: AG and LRS to investigate venue and accommodation options in Edinburgh.

**ACTION**: DM and JN to speak to/pass on any local contacts re: venue hire & possible speakers to AG.

1. **Objectives – Forward Plan / progress and plans**
* Trustees went through all points outlined in the 2017-19 Forward Plan; all were happy with roles as described and agreed to compile list of processes as per Item 5.
* As per Item 4 x.(Web Editor’s report), research will be undertaken during 2018-19 to identify need and demand for large funding application to upgrade existing website to a multi-purpose digital platform that will serve a more useful function for members and partners.

*Bursary scheme*

* Further thought still needs to be given to a travel bursary scheme at the January meeting – key points for consideration are amount(s) bestowed, time frame for application, and eligibility (it was discussed that mid-career professionals might benefit most but largely agreed that scheme should be kept open to all).

*Membership*

* A new welcome pack for new members and trustees is still a key area for development and will be led by the new Membership Secretary (NA) for the 2019/20 year.

**ACTION:** HT to draft bursary scheme ideas and circulate before January meeting.

**ACTION**: NA to draft a welcome pack and circulate to all trustees.

**ACTION**: HMS to update Forward Plan actions.

1. **Queries arising from reports and briefings**: None
2. **AOB**: None
3. **Dates and location of the next meeting:** TBC

Meeting ended at 3:30pm**.**