

### SHCG Trustees Meeting Minutes

**Friday 3rd April 2020, 1pm**

**Meeting held via Zoom (due to Covid-19 pandemic)**

**Present**: Lowri Jones (LJ), Matt Exley (ME), Rebecca Lucas (RL), Alison Grange (AG), Helen Taylor (HT), Georgina Ashcroft (GA), Jessie Petheram (JP), Lauren Ryall-Waite (LR-W), Lisa Peatfield (LP)

**Chair:** Verity Smith (VS)

**Minutes:** Jessica McKenzie (JM)

Meeting began at 1.05pm.

**Apologies:** Niti Acharya (NA)

1. **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:

* Use of a Google group for communications was raised **ACTION:** JM to create group called ‘SHCG Committee’ for the new 2020-21 year and circulate in July
* Registered address: **ACTION:** VS to contact University of Leicester when people return to work as normal. **ACTION:** VS passed on storage of publications (possibly at University of Leicester) to JM to follow up. This can still be done via email in current circumstances.
* **ACTION**: Those due to step down from Committee / change roles in June 2020 to update role descriptions **by w/c 20 April** and to add a line regarding ad hoc duties when required to cover absences. All other role descriptions to be updated in due course.
* **ACTION**: JM / GA to update marketing in advance of call for trustee nominations to make clear that except for named roles [Chair, Secretary and Treasurer] trustees can change roles during a term if there is a vacancy.
* **ACTION**: AG and LRW to update booking form to say if final payment is not received by 60 days after conference then org will incur 10% late payment fee
* **ACTION:** NA tocome up with outline of definitions and how to process different types of memberships for vols, work based etc.
* **ACTION:** NA to write up handover notes and update membership list before stepping down.
* **ACTION**: To trial in an opt-in system for marketing to develop a useable system for non-members

1. **Reports**
   * 1. **Chair**

Nothing in addition to report.

* + 1. **Secretary**

Due to personal circumstances JM has been away from SHCG duties for a few weeks. Although the situation is still ongoing, JM has resumed Secretary duties.

* + 1. **Treasurer**

LRW – Deposit for National Justice Museum will remain with them for when Conference is rescheduled as LJ has located the payment.

* + 1. **Membership Secretary**

NA on maternity leave March 2020 – March 2021. Renewals should be fine - new Membership Secretary in June 2020 to chase any outstanding. NA to advise re support required as time progresses.

* + 1. **News Editor**

Not advertised closing date for submissions for Autumn edition of SHCG News. The Spring edition should be with members by Friday 10th April.

**ACTION**: ME to liaise with NA regarding the dissemination of the digital version of News ASAP.

* + 1. **Journal**

Discussion – peer-reviewer guidance sheet. Issues with the way some peer-reviewers are communicating.

**ACTION:** JP to review peer reviewer guidance and to send around to all committee to review.

* + 1. **Digital Editor**

Nothing in addition to report.

* + 1. **Marketing and Partnerships**

Working on GDPR and Privacy policy – discussed under item 8.

* + 1. **Seminar Organisers**

Speakers still happy to run the seminar after covid-19

Still locating the object boxes – National Trust Scotland is where one is located but struggling to make contact

* + 1. **Conference**

LR-W and AG would like to review the situation at suitable intervals in the next few weeks.

1. **Impact of Covid-19**
2. **Seminar**

The Rationalisation and Disposal Seminar due to take place on 25 March at BCLM will be rescheduled (date TBC but potentially Oct/Nov)

HT had contact from Sarah Brown at the Collections Trust who would like to jointly run a disposals Q & A session due to cancellation. This will fill a gap between now and the Autumn.

1. **Conference 2020**

Conference speakers and venues had been organised. The programme will be retained where possible but Conference (due to be held 25-26 June) has been postponed. Concerns about handing over this to new trustees.

Alternative options:

* Rescheduling the conference as two seminars at the same venues over a period of months.
* Something online – an online conference or 10-15-minute sound bites from conference speakers with access at a small fee.

Rebecca Atkinson from Museums Association reached out to Verity about how the MA can support SHCG and other SSNs. Possibility that we could host MA round tables with the speakers from the conference.

**ACTION**: VS to follow up with SSN leads and the MA.

1. **AGM**

Will be held via Zoom (Thursday 25th June at 4pm) chaired by VS.

Will be advertised to all members so that they can join if they wish to.

**ACTION**: LJ to set up and send JM the link for circulation to all members.

1. **Nominations for new Trustees**

NA, AG and RL will be stepping down and we thank them for their hard work.

Nomination process – applicant completes nomination form in the usual way

Dates for your diary:

* Nomination forms to be sent out w/c 20th April
* Nominations close 5pm on Friday 5th June
* Voting opens Wednesday 10th June
* Voting closes 5pm on Wednesday 24th June
* New trustees announced during AGM on Thursday 25th June at 4pm

**ACTION:** AG, LRW and RL to review their role descriptions and send updated versions to JM and LP by Monday 20 April**. JM to file, LP to add/update**

**links to the role descriptions on the website ASAP.**

**ACTION**: Handover notes should be updated and sent to JM by Monday 22 June

**ACTION:** JM and VS to review and edit nomination form ASAP

**ACTION:** JM to send out nomination form with comms w/c 20th April – see below

**ACTION**: GA, LP and JM to coordinate marketing around trusteenominationsvia email / mailchimp lists, social media and the website

**ACTION:** LP to put nominees’ statements, name, workplace, proposer and twitter/linkedin on the website for each of the applicants by Wednesday 10th June.

**ACTION:** LP to create survey monkey with nominees for election and disseminate link to members (in liaison with GA)

Voting will take place through survey monkey over a two-week vote (10th June-24th June). LR-W raised the point that most of our members use their institutional membership and won’t be able to see comms.

**ACTION:** GA to add trustee posts to Leicester Jobs Desk and the Museums Association (once correct text and a link to the form on the website received from JM and LP)

Chair Elect is usually someone on the committee but can also be a member as outlined in the Constitution:

**12. Charity Trustees**

**(3) (d)** *The Chair Elect will usually be elected from the existing Trustees and the position may be held by the Treasurer, Secretary or an ordinary Trustee. The Chair Elect may also be elected from the membership and would then serve as an ordinary Trustee for one year before assuming the position of Chair.*

**ACTION:** If a trustee would like to put themselves forward to be Chair Elect, contact VS.

1. **End of Year Report**

Template will be provided for completing and is a summary of activities for each of the roles.

**ACTION: ALL** to complete an end of year report and send to JM via [enquiryshcg@gmail.com](mailto:enquiryshcg@gmail.com) **by 31st May**

**ACTION:** JM and/or NA to circulate AGM papers to all members via Subscribers and Members jiscmail lists (that equals 2 emails) **by** **Friday 5th June.**

1. **Public Liability Insurance**

We do not currently have this but trustees agree that it should be in place given current circumstances due to Covid-19 pandemic.

VS has contacted Justine Reilly at Sporting Heritage Network about this and received relevant example documentation.

**ACTIONS:** VS to send LJ relevant information. LJ to review and set up PLI with the approval of VS.

--------------------------------------------BREAK------------------------------------------------------

1. **Membership Secretary Cover April – June**

**ACTION: ALL –** If trustees need to contact NA about anything copy in VS so she can keep track.

1. **Adoption of Policies**
2. **Leave of Absence**

Leave of Absence policy – This was agreed by all trustees and will be formally adopted following a minor amendment to the Parental Leave Cover guidance.

The policy was formally adopted on 3 April 2020 and is to be reviewed annually.

**ACTION – GA to send VS government guidance on parental leave.**

1. **GDPR and Privacy Notice**

**GDPR**

When we contact our non-subscribed members we are doing so as GDPR compliant.

Information Commissioners Office self-assessment tool completed on NA’s advice.

Outcome: Carry out an audit of all personal information held, by whom, and how it is stored. Includes seminar attendees, conference speakers, journal contributors etc.

Personal Information: Any data about a living individual which can make them identifiable.

**ACTION: ALL** to complete GDPR spreadsheet for GA by Monday 20th April

**ACTION:** JM AND VS to work together on Secretary form

As an organisation we need to have an internal GDPR policy.

**Privacy Notice**

Privacy notice is the public facing side of our policy. Needs to be on the website.

Security, how often do we update information, retention, disposal, information security (soft copy and hard copy), consent to keep this data, policy on data sharing, management of records, what do we do in case of a breach etc.

VS, as Chair, to be data controller who has ultimate responsibility for GDPR. This will be passed onto the next Chair.

1. **Museums Hour – Monday 27th April**

LP’s draft of Museums Hour questions was reviewed and discussed.

**ACTION:** LP to send around updated questions by 20 April.

**ACTION:** LP to mediate Museums Hour with support from 2 to 3 others (TBC)

1. **AOB**

LJ – Refunds for postponed seminar – SHCG has offered this but no one has taken this up yet. Will honour this for 6 months.

LJ – Speaker for seminar who should refund us – **ACTION:** HT to chase this and sort ASAP.

1. **Date and location of next meeting**

**AGM – Thursday 25th June 2020 at 4pm. To be held via Zoom due to Covid-19 Pandemic.**

Meeting ended at 3.35pm.