

### SHCG Trustees Meeting Minutes

 **Friday 5th April 2019, 1 - 4pm**

 M Shed, Bristol

**Present**: Niti Acharya (NA), Rebecca Lucas (RL), Leah Mellors (LM), Diana Morton (DM), Jenny Noble (JN), Jessie Petheram (JP), Lauren Ryall-Waite (L R-W),

Holly Trubshawe (HT).

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

**Minutes:** Verity Smith (VS)

Meeting began at 1.30pm.

1. **Apologies:** Alison Grange (AG).
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****: 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****: VS to collate data and draft privacy document re GDPR to be uploaded to the website. The policy should outline what and how long data is held for (3-year retention that isn’t finance or membership data) and when it is reviewed. The policy should also outline information on the removal of data.*

***ACTION****: All trustees to send details to VS on what data they hold in relation to their role ASAP.*

***ACTION****: VS to contact Newcastle University regarding the publications archive and establish if this can be transferred to the University of Leicester where the administrative archive is held. Contact has been made with Leicester; further information required from Newcastle before progress can be made. It was suggested that print copies of News and Journal should be kept for one year going forward and then disposed of.*

***ACTION:*** *VS to set up Google Group with Trustees’ preferred email addresses as per Niti’s suggestion this will avoid potential confusion and missed emails. This will be done following conference 2019 with the new committee for 2019-20.*

* + - * 1. **Reports**
		1. **Chair**

Bursary scheme – HT made some suggestions for this and HMS has made a start on what this should look like but it was agreed further work was needed before making it ‘live’.

**ACTION**: VS to progress and finalise with the 2019-20 committee.

HMS has been unable to draft a policy re parental leave cover as discussed at the January meeting.

**ACTION**: VS to draft a policy re parental leave cover and finalise with 2019-20 committee so something is in place the next time a trustee requires parental leave.

**ii. Secretary**

**ACTION**: VS to update the Venue/Speaker and Cancellation policies with the new SHCG logos and to reflect that some speakers are paid (specifically for Seminars). *Action completed 10/04/2019.*

**ACTION**: All to send role descriptions and handover notes to the rest of committee. This will allow any comments/amendments to be made in time for 31 May.

**ACTION**: ALL to send annual reports for the 2018-19 year to VS by the end of Friday 31 May.

1. **Treasurer**

It was suggested that the Quickfile system could be used by the next Treasurer to manage invoices – JN advised this could be something for the new trustee to look into in more detail.

1. **Membership Secretary**

NA advised that there had been good take up of the Go Cardless system for membership payment and that SHCG membership is growing.

1. **News Editor**

JP advised that the News and Journal were both currently with Nick Drew for design proofing and the final publications would be sent out during May 2019.

JP confirmed that she will provide handover notes for the role of News Editor as she will officially take on the role of Journal Editor from July 2019.

1. **Journal**

As per the Journal Editor’s report.

1. **Web Editor**

It was agreed that the role of Web Editor should be re-named Digital Editor from July 2019.

**ACTION**: DM to share the link to the Mark Suggitt obituary on the Museums Association website via the SHCG website.

It was agreed that grant funding could enable a paid individual to work on the website overhaul including design and development – DM agreed to work on the application to the Headley Trust as much as possible

**ACTION**: DM to speak to Steph Mastoris and the firstBASE committee regarding resources for the website e.g. films.

The situation regarding multiple Survey Monkey accounts was clarified and DM agreed to delete the free account. JN confirmed that the paid-for account is linked to the conferenceshcg@gmail.com account and would be worth retaining at least until March 2020 when renewal payment is due.

1. **Marketing and Partnerships**

As per the Marketing and Partnerships Officer report

1. **Seminar Organisers**

The de-colonisation seminar held on 28/03/2019 with Museum Detox was extremely well received. The seminar highlighted that colleagues in the sector require more support for looking at / looking after collections. A potential future collaborative seminar could be held for professionals working with industrial / maritime / transport / collections.

The name for the new email account for Object Lessons was discussed by trustees. It was agreed that this should be objectshcg@gmail.com

ACTION: HT to set up the account for the new Object Lessons email.

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1. **Conference 2019**

As per the 5th April. LR-W confirmed that final proof-reading of the programme, abstracts and biographies was still required.

Earlybird bookings and free place applications will close on the 24th May and those unsuccessful in obtaining a free place will be able to book at the earlybird rate for 1 week until 31st May. Full bookings will close on 14th June.

JN agreed to contact MGS regarding a sponsored free place at conference.

Evening meal – LR-W confirmed that the best option for the evening meal was Howies which could cater for a large group – 2 courses for £23 pp.

Saturday activity – This will be a visit to the new V&A in Dundee. LR-W & AG to confirm details in due course.

*Conference bookings are now live as per w/c 15 April 2019.*

**ACTION**: VS to send nominations information to LR-W, AG, DM & LM. *Action completed w/c 8 April. This information is now live on the website and via social media channels.*

Committee agreed to increase the price of the full conference package by £5 to £220. The earlybird rate (-10%) will therefore be £198.

**ACTION**: RL to send Eventbrite log in to LR-W & AG. *Action completed w/c 15 April.*

1. **AOB**:

The Forward Plan for 2017-19 is on the SHCG website. This will be reviewed by 2019-20 committee in September 2019.

HMS confirmed that the firstBASE committee meet annually, usually in November. This should be attended by the Chair of SHCG and the Digital Editor.

1. **Dates and location of the next meeting:** AGM, 16.00, Thursday 18 July 2019, City Arts Centre, Edinburgh

Next committee meeting TBC – possibly in Liverpool at the Walker Art Gallery (to be hosted by JP).

Meeting ended at 3.53pm**.**