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### SHCG Trustees Meeting Minutes

**Thursday 17th January 2019, 1 - 4pm**

Town Hall, Hackney

**Present**: Niti Acharya (NA), Alison Grange (AG), Rebecca Lucas (RL), Leah Mellors (LM), Jenny Noble (JN), Jessie Petheram (JP), Amy Rowbottom (AR), Lauren Ryall-Waite (L R-W),

Holly Trubshawe (HT).

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

**Minutes:** Verity Smith (VS)

Meeting began at 1.07pm.

1. **Apologies:** Diana Morton (DM) – joined by phone for most of the meeting.
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****: All trustees - 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). VS to send list to NA from Google Drive.*

***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****: DM to complete and distribute survey monkey questionnaire re website to SHCG members.*

***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****: LM to add update to jiscmail footer for people to be able to unsubscribe AND update Mailchimp with registered charity address (change from Saffron Walden)*

***ACTION****: All to send email/account passwords to be held centrally by the Secretary should handover information be unavailable (completed action as of 11/02/19).*

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

**ACTION**: HMS to update Forward Plan (*completed action as of 11/02/2019).*

**ii. Secretary**

**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.

**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.

1. **Treasurer**

* As per Treasurer’s report.

1. **Membership Secretary**

* NS drafted the Membership pack in advance of the meeting. Trustees agreed this was a useful document for new members.
* Trustees agreed that a 15-months for the price of 12 promotion on membership was a good deal for those who join between December and March. NA confirmed she was happy to trial this and see how it goes.

**ACTION**: VS to draft a Chair’s welcome note for the Membership pack (to go ‘live’ in April 2019)

1. **News Editor**

* It was suggested that a piece on Trustees could be a feature of SHCG e.g. a profile page outlining an individual’s time on committee which would encourage people to stand for committee.
* Nomination and trustee election info should be included in the next edition of the Newsletter.
* HMS informed trustees of the recent death of Mark Suggitt, an independent museums consultant and a former SHCG committee member. It was suggested that a tribute to Mark could be included in the next issue of SHCG News.
* It was

**ACTION**: HMS to contact an appropriate individual e.g. Steph Mastoris or Hilary McGowan to write a piece about Mark Suggitt by early March.

**ACTION**: VS to send JP nomination/trustee election info for inclusion in the News.

1. **Journal**

* AR advised prior to the meeting that she has decided to step down from SHCG committee effective from 31/01/2019. AR advised that articles needed to be sent by authors by the end of January, and then peer reviewers would have 2 weeks to make comments as required.
* AR will write the forward for the Journal and send out the copyright forms to authors (to be returned to JP).
* JP and L R-W kindly agreed to proof read articles.
* Nick Drew will manage the printing of both News and Journal.

1. **Web Editor**

* DM contacted several potential funders re overhauling the SHCG website.
* DM advised that the Headley Trust had been very helpful and trustees agreed this was the best proposal to take forward.
* DM advised that she will be stepping down from committee at AGM 2019.

**ACTION**: DM to submit application to the Headley Trust in late February / early March.

1. **Marketing and Partnerships**

* Trustees agreed that the new marketing materials that LM has coordinated producing are good Leaflets have been distributed by trustees at several events since Autumn 2018. LM encouraged trustees to get in touch if they need a batch of leaflets for upcoming events.
* Trustees agreed to collectively the push promotion of upcoming seminars and the conference call for papers.

1. **Seminar Organisers**

* Preparation for the Exhibitions on a shoestring seminar (27 Feb, Exeter) is going well and is fully booked.
* HT advised that resources will go up on the website following the seminar.
* It was agreed that demand is there to re-run the seminar in the north of England (location TBC) in Autumn 2019 and it would be relatively easy for a new Seminar Organiser to manage the coordination of this.
* HT informed trustees that the offer of a free place at a seminar was not being taken up and is surprised by this. Trustees felt this offer could be one of the options as part of the bursary scheme rather than a standalone offer.
* HT advised that she would be stepping down from committee at AGM 2019.
* RL advised that a possible joint seminar with NatSCA is in the pipeline.

**ACTION**: VS to send RL Paulo Viscardi’s contact details *(completed action as of 11/02/2019).*

1. **Bursary Scheme**

* RL advised that a possible joint seminar with NatSCA is in the pipeline.
* Trustees discussed setting a budget of £250 per 12 months which could support one or more individuals depending on how applicants intend to use the fund.
* It was suggested that applicants need to submit a personal statement on how the funds will benefit their CPD but also their organisation and potential audiences.
* It was agreed that this bursary scheme would also be open to and would potentially benefit freelance professionals in the sector.
* The bursary scheme should also be open to international/overseas members.
* Trustees agreed that the free place at annual conference scheme should be retained but applicants to the bursary scheme would be able to use the funding to attend conference if they wish.
* Trustees discussed how it would be administered and it was felt it would be a task for the Chair to manage primarily rather than overloading the Secretary with more work.
* It was agreed that the scheme could be trialled for 12 months and be reviewed in due course.

**ACTION**: HMS to suggest some criteria for the scheme to be reviewed and agreed by Trustees. This should also outline when the scheme will commence and if it is a calendar or financial year.

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1. **Conference 2019**

*Location*

* Edinburgh

*Venue*

* Since the Trustees meeting on 17 January, the venues have been confirmed as the City Arts Centre (day 1) and Dovecot Studios (day 2).

*Keynote speakers*

* Several individuals were suggested as possible keynote speakers. Trustees were encouraged to send suggestions by email to AG and LR-W.

**ACTION**: L R-W and AG to contact potential keynote speakers (*completed action as of 11/02/2019*).

*Evening meal and social activities*

* L R-W suggested some options for an evening meal including the Whisky Experience but agreed to send options by email to trustees.
* Trustees liked the idea of holding a pub quiz on the Thursday evening (day 1) – quiz to be written by L R-W and AG.
* It was agreed that a pub/restaurant would be decided on for the informal Wednesday evening social and there would be prizes awarded for the winners of the delegate photo competition.
* It was agreed that an optional Saturday morning trip to Dundee to see the new V&A would be offered to delegates and conference organisers will explore the possibility of a tour for delegates by a member of staff.

*Policies*

* L R-W sought clarification re the decision-making processes for policies, specifically regarding the Venue and Speaker policy and the reimbursement of travel expenses for speakers.
* It was confirmed by VS that trustees need to agree to a change in policy before a policy is updated and circulated for confirmation of approval.
* It was highlighted that there is currently no policy re Parental Leave Cover to support those who wish to take parental leave during their trustee term or would like to attend meetings virtually due to childcare

**ACTION**: VS to update the Venue and Speaker Policy to reflect the increase in reimbursement for travel costs from £100 to £120. This update will be effective from 6th April 2019 (FY1920).

**ACTION**: HMS to draft a policy re parental leave cover before the April meeting (HMS due to go on maternity in late April).

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.

Trustees reaching the end of their term and not intending to stand again at AGM in July are:

**Leah Mellors** – Marketing and Partnerships Officer

**Diana Morton** – Web Editor

**Jenny Noble –** Treasurer

**Holly Trubshawe** – Seminar Organiser

* JP is due to come to the end of her term as News Editor but intends to stand for re-election and has expressed interest in the role of Journal Editor from July 2019.
* HMS will officially step down as Chair in July although will be on maternity leave from the end of April. VS will continue in her role as Secretary until AGM and will take on the post of Chair in May following a handover with HMS at the next Trustees meeting on Friday 5 April.

**ACTION**: All to update existing role descriptions and complete a handover document by the time that annual reports are submitted (*exact date TBC by VS*).

1. **AOB**: AR was thanked for her time and hard work on committee as Journal Editor and we wish her well in her new employment. AR will step down from committee, effective from 31 January 2019.
2. **Dates and location of the next meeting:** Friday 5 April, Bristol – exact venue TBC by HMS.

Meeting ended at 4pm**.**