

### SHCG Trustees Meeting Minutes

**Friday 20th September 2019, 1 - 4pm**

Walker Art Gallery, Liverpool

**Present**: Lowri Jones (LJ), Lisa Peatfield (LP), Jessie Petheram (JP), Matt Exley (ME), Rebecca Lucas (RL) Lauren Ryall-Waite (LR-W)

**Chair:** Verity Smith (VS)

**Minutes:** Jessica McKenzie (JM)

Meeting began at 1.08pm.

1. **Apologies:** Niti Acharya (NA), Alison Grange (AG), Helen Taylor (HT), Georgina Ashcroft (GA)
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:** JM to add recordings as an opt out on the policy terms and conditions on the forms.

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

SSN Consortium meeting next week and information was passed around about this prior to meeting.

Niti drafted a parental leave policy **ACTION:** Niti to bring this to the January meeting for discussion

Forward plan – discussed as separate item agenda

GDPR – **ACTION:** VS to draft GDPR policy

Registered address: University of Leicester – need to review **ACTION:** VS to follow up as well as storage of publications

Use of google group for communications was raised **ACTION:** JM to create group called ‘SHCG Committee’ and circulate

**ii. Secretary**

Handover from VS almost complete on the role.

JM needs details from all for Charity Commission. **ACTION: ALL** to send JM address and mobile number for Charity Commission update

**ACTION**: VS to send JM handover notes document

1. **Treasurer**

LJ handover from JN has been completed. Seen the accounts, email and spreadsheet but need some clarification on Go Cardless. 1st April is the annual membership renewal date.

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.

NA raised the idea of offering student membership rates to volunteers and those on work-based schemes and apprenticeships. The issue that arose was how do we check that the students are enrolled? They could forward enrolment information and support letters from placements/boss. Volunteers also to ask Volunteer Officer to email. This was agreed and **ACTION:** NA to progress this further.

Membership as a Christmas gift was also raised as an idea by LP. 15 months for the price of 12. **ACTION:** NA to try and set this up in 2019 and to be in place for 2020.

1. **News Editor**

ME reported handover had taken place and is due to send around calls for items for the newsletter.

**ACTION:** LR-W to send conference review.

Newsletter aiming for November release.

1. **Journal**

7 abstracts received for the journal and all have been accepted.

7 peer reviewers have stepped up.

**ACTION: ALL** to send in book and exhibition reviews to JP if possible, by December 2019.

JP also wrote the guidance for entries.

1. **Digital Editor**

LP has made some edits to social media networks and will continue increasing followers etc.

**ACTION:** LP to look at Museums Hour on Twitter and how we can get involved running one.

1. **Marketing and Partnerships**

No report given.

For any marketing leaflets or banners email GA.

1. **Seminar Organisers**

ABTEM released collections information succession planning – how to capture knowledge seminar. 15 bookings currently. No seminar organiser can be there on the day.

Other ideas of seminars were raised:

Disposals led by Helena from Collections Trust in Feb/Spring time. Free of charge hosting by the Black Country Living Museum.

JP suggested archaeology as a knowledge exchange between SSN. **ACTION:** VS to discuss.

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1. **Conference 2019**

LR-W said a huge thanks from both AG and herself for all the committee who were at the conference and supported them and pulled together.

LR-W showed report of feedback which was mostly positive. Attendees mostly happy and liked the venue and talks. People also really loved the pub quiz. **ACTION:** LR-W and AG to look into social options.

The main issue was the food as there was not enough of this. **ACTION:** LR-W and AG to email feedback to the arts centre.

Venue discussion for next conference:

-St Fagan’s was discussed but decided this would wait until 2021 as it would result in two conferences very far apart.

-Liverpool – MA conference was held here in 2016 but use of museums would be possible.

-Newark/Nottingham – VS works in Newark and has contacts here. Simon Brown due to get in touch about costs. Coach between two sites would be needed

**ACTION:** LR-W and AG to send around questionnaire to gather committees’ thoughts on this for moving forwards at end of October.

Proposal – not to include accommodation in offer. After a stressful time at conference due to issues with accommodation it has been proposed not to include this in the future. By doing this we could change the date to term time allowing those with childcare issues to attend the conference. Between mid-June – mid-July.

**ACTION:** LR-Wand AG Research into Nottingham Trent for accommodation

Themes were also discussed. This included technical side looking at documentation, classification and CMS systems. Using an inter-disciplinary approach.

Final proposal: Difficulties in interpreting challenging histories.

End of Nov 2019 – Call for papers

End of Jan 2019 – Call for papers closes

March 2020 – Bookings open for delegates

Proposal: One member of a committee to pay a reduced cost to support – chair meetings, microphone, help with Q and A, bookings. **ACTION: All –** make a decision nearer the conference

Proposal: All vegetarian food for the next conference to make it easier to manage and cheaper to all. **ACTION:** LR-W and AG to include this as a question to committee.

1. **AOB**:

The Forward Plan for 2019-2021 was reviewed at the meeting and some changes added.

**ACTION:** VS and JM to edit.

1. **Dates and location of the next meeting:**

Friday 24th January 2019, 1-4pm, Hackney Town Hall – thank you to Niti for hosting.

Meeting ended at 3.53pm**.**