

### SHCG Trustees Meeting Minutes

 **Friday 24th January 2020, 1 - 4pm**

 Walker Art Gallery, Liverpool

**Present**: Lowri Jones (LJ), Matt Exley (ME), Rebecca Lucas (RL) Niti Acharya (NA), Alison Grange (AG), Helen Taylor (HT), Georgina Ashcroft (GA)

Lisa Peatfield (LP) via phone

**Chair:** Verity Smith (VS)

**Minutes:** Niti Acharya (NA)

Meeting began at 1pm.

**Apologies:** Jessica McKenzie (JM), Jessie Petheram (JP), Lauren Ryall-Waite (LR-W)

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:

**NO ACTION NEEDED:** JM to add recordings as an opt out on the policy terms and conditions on the forms.

**ACTION:** VS to draft GDPR policy

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

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

The main issue at Conference 2019 was the food as there was not enough of this. **ACTION:** LR-W and AG to email feedback to the City Arts Centre.

JP suggested Archaeology as a knowledge exchange between SSN. **ACTION:** VS to discuss with Society of Museum Archaeology (SMA).

* + - * 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:** VS to liaise with LP re: SSN website and promoting SHCG.

**ACTION:** VS to identify a new registered address – ask other SSNs how they operate.

**ACTION:** Short-term, NA will try to check periodically during maternity leave, will forward post after return to work in March 2021.

**ACTION:** AG and LRW to ask for any conference invoices to be sent via conference email to be paid.

**ACTION:** Review constitution and identify personal circumstances/absences and provide an outline policy of how SHCG would cover any form of absences [Bereavement, Parental, Career change, Dependency Leave etc.

**ACTION**:Review constitution to see whether an ‘Associate’ position can be introduced to provide cover for period of leave.

**ACTION**: NA to send VS Parental Leave policy to date.

**ii. Secretary**

**In progress** - Handover from VS almost complete on the role – VS to send JM handover notes.

**Completed** - JM needs details from all for Charity Commission

**Completed: ALL** to send JM address and mobile number for Charity Commission update

**In progress**: VS to send JM handover notes document

**ACTION**: Those due to step down from Committee / change roles in June 2020 to update role descriptions to add a line about doing extra duties when required to cover absences to tie in with forms of absences. All role descriptions to be updated in due course.

**ACTION**: JM / GA to update Trustee marketing in advance of call for nominations to make clear that except for named roles [Chair, Secretary and Treasurer] you can change roles during a term if there is a vacancy.

1. **Treasurer**

**ACTION:** LJ Need to chase final signatory for bank paperwork – will contact JM

**ACTION**: AG and LRW to push Eventbrite bookings

**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**: Still having trouble logging into HMRC website, will persevere

**ACTION**: **ALL** to send outstanding payments required to LJ by 26th Feb – she is out of the country until 1st April

**ACTION**: Clear all unnecessary personal data associated with bank account

1. **Membership Secretary**

**Completed** - Membership as a Christmas gift – process has been set-up across trustees to roll-out every year.

**ACTION –** to come up with outline of definitions and how to process different types of memberships for vols, work based etc.

NA on maternity leave March 2020 – March 2021. Renewals should be fine and handover to new Membership Secretary in June 2020 to chase. Will advise about support required as time progresses.

**ACTION:** NA to write up handover notes.

1. **News Editor**

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

News 83 has gone out

14th Feb submission date for News 84 – *extended to 21st Feb*

Newsletter to be seasonal – spring/summer and autumn/winter rather than month based.

**ACTION:** LP to push on social media for submissions

**ACTION:** **ALL** to share submission deadline with networks

**ACTION:** GA to share via mailing lists for submissions

**ACTION:** Feature on a Trustee per edition – GA and HT in next edition

**ACTION**: Include piece on Trustee nomination coming up

1. **Journal**

**ACTION: ALL** to send in book and exhibition reviews to JP if possible, by Feb 2020.

**ACTION:** Still responding to EBSCO chases.

1. **Digital Editor**

**ACTION:** LP to look at Museums Hour on Twitter and how we can get involved running one in Spring 2020

**ACTION:** LP to send GA FB login details so she can see price for ads.

1. **Marketing and Partnerships**

Cleaning through GDPR data proving to be challenging for marketing purposes.

**ACTION**: To trial in an opt-in system for marketing to develop a useable system for non-members

**ACTION**: NA to share universities list and **ALL** to share relevant contacts

1. **Seminar Organisers**

Good feedback from ABTEM seminar, desire for more practical activities on the day.

Still waiting for film of the seminar to share widely.

**ACTION**: HT to finalise date for Disposals led by Helena from Collections Trust in Feb/Spring time. Free of charge hosting by the Black Country Living Museum, SHCG to cover refreshments.

**ACTION**:RL to contact Helena from Collections Trust

**ACTION:** RL and HT to source all 3 Object Lesson boxes [2 with Alison] and move to HT at BCM – one to potentially take to Conference to share with attendees.

**ACTION:** RL to review images of Object boxes and send to LP to add to website and promote on social media

**ACTION:** Once above completed, NA can promote as part of renewals and then GA can take-over marketing of them.

**ACTION:**  ME to feature a box per upcoming News

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1. **Conference 2020**

National Civil War Centre, Newark-on-Trent and the National Justice Museum, Nottingham on Thursday 25th and Friday 26th June 2020.

Month earlier than usual to try to attract more people before the summer holidays.

Venues booked 9-5pm. Coaches/transport TBC.

Day 1 at Newark [including AGM] and then transport to Nottingham as there are more restaurant and accommodation options; stay there overnight and hold Day 2 in Nottingham.

Keynotes confirmed – staff from each venue so reduces expenses.

All vegetarian food for menus confirmed via SurveyMonkey results.

LR-W looking into evening meals – will visit places soon to assess options.

Looked into accommodation in Nottingham. UofN and Nottm Trent accommodation - one not available on the dates and the other too far out. Not offering accommodation as part of the conference package, delegates to book their own.

Saturday morning visit options – Holocaust Centre (no public transport), Newstead Abbey hard hat tour (accessible by rail but 1 mile from the station and an all-day activity), Nottingham Castle closed for refurb until 2021, other options to be looked at including Nottingham Contemporary and Green’s Windmill and Science Centre.

4 call for papers so far – better than we were last year, however as less wriggle room as conference is earlier this year.

**ACTION**: GA to send out comms for Conference CfP (7th Feb), News (extended to 21st Feb) and Journal (21st Feb) – *CfP was extended to 14th Feb following the meeting*

**ACTION**: LP to send out comms for Conference CfP (7th Feb), News (extended to 21st Feb) and Journal (21st Feb)

**ACTION:** AG and LR-W to agree advert content at Feb meeting and let ME know so it can be included in News.

**Costs**

£220 for full package last year, plus early bird offer.

Day rate was £110

The following suggestion was made:

£160 full rate, £144 early bird rate

Day rate - £90 [no early bird rate for day rate]

Speaker day rate - £80, they pay for their own dinner

Trustee rate to be possibly 20% less - £128 full package and £72 day rate

Conference Organisers’ accommodation costs covered for the Thursday night by SHCG.

Chair – SHCG to fund attendance (full package), not travel or extra accommodation

Possibly repeat pub quiz (hire costs are less) + can SHCG offer a welcome drink? OR evening drinks reception in Newark before travel to Nottingham?

**ACTION:** AG and LR-W to review costs and circulate budget for final agreement on costs.

1. **AOB**:

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

**ACTION: ALL** if you are planning on stepping down, please let VS know so this can be discussed.

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

Friday 3rd April (as JM is available) to be held at Head of Steam, Darlington

**ACTION:** AG to look into availability at Darlington and confirm by 31st Jan 2020 - *confirmed*

**ACTION:** LP to look into portable conference microphone/speaker for remote attendance

Meeting ended at 4.20pm**.**