



Annual General Meeting

Thursday 23 June, Cathedral Conference Centre, Lincoln

Chaired by Cat Newley

Minutes by Michelle Lees

1. The meeting started at 3.30pm
2. Apologies and Attendance
 - a. Apologies were received from Briony Hudson, Dorothy Kidd, Sarah Maultby, Ciara Canning.
 - b. The meeting was quorate. A full list of members attending can be found in Appendix A.
3. Minutes of the 2015 AGM
 - a. Proposer: Holly Trubshawe
 - b. Seconded: Kitty Ross
4. Matters arising from the previous minutes - none
5. Accounts
 - a. Jen reported that the accounts are healthy and income is greater than outgoings. Jen thanked Adam for organising the membership and ensuring that invoices went out on time and were chased up. This has contributed greatly to the healthy bank account.
 - b. We made a net profit this year over £2000 more than last year
 - c. HSBC account will be closed this year as we change signatories on all accounts due to Board of Trustee changes.
6. Committee Reports (please see Appendix B for Trustee Reports)
 - a. Nothing was raised.
7. FirstBASE Sub-committee Report
 - a. Nothing was raised.
8. Election of Committee Members
 - a. Chair Elect – there were three candidates proposed:
 - i. Verity Smith was proposed by Cat Newley
 - ii. Helen McConnell-Simpson was proposed by Catherine Littlejohns
 - iii. Adam Bell was proposed by Emma Harper
 - iv. The count was undertaken by Jenny Brown and Simon Brown
 - v. The result was as follows
 1. Verity Smith 7

Date	6 DEC 2016
Chair's Signature	

2. Helen McConnell-Simpson 16
3. Adam Bell 12

Helen McConnell-Simpson was duly elected as Chair-Elect.

- b. Secretary – there were four candidates proposed:
- i. Verity Smith was proposed by Cat Newley
 - ii. Nick Sturgess was proposed by Holly Trubshawe
 - iii. Rebecca Lucas was proposed by Michael Terwey
 - iv. Helen Taylor was proposed by Jessica Lambert
 - v. The count was undertaken by Jenny Brown and Simon Brown
 - vi. The result was as follows
 1. Verity Smith 21
 2. Nick Sturgess 6
 3. Rebecca Lucas 4
 4. Helen Taylor 4

Verity Smith was duly elected as Secretary.

- c. Treasurer – there were four candidates proposed:
- i. Niti Acharya
 - ii. Leah Mellors
 - iii. Niamh Conlon
 - iv. Jenny Noble
 - v. The result was as follows
 1. Niti Acharya 2
 2. Leah Mellors 6
 3. Niamh Conlon 8
 4. Jenny Noble 18

Jenny Noble was duly elected as Treasurer.

- d. Ordinary Trustee – there were seven candidates proposed:
- i. Jemma Conway proposed by Verity Smith
 - ii. Niti Acharya proposed by Michelle Lees
 - iii. Nick Sturgess proposed by Holly Trubshawe
 - iv. Rebecca Lucas proposed by Michael Terwey
 - v. Lowri Jones proposed by Jude Holland
 - vi. Helen Taylor proposed by Jessica Lambert
 - vii. Adam Bell proposed by Emma Harper
 - viii. The count was undertaken by Jenny Brown and Simon Brown
 - ix. The result was as follows

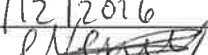
1. Jemma Conway	33 Elected on count
2. Niti Acharya	26 Elected on count
3. Nick Sturgess	25 Elected on count
4. Rebecca Lucas	30 Elected on count
5. Lowri Jones	15
6. Helen Taylor	12
7. Adam Bell	34 Elected on count

9. AOB - The conference organisers were thanked for a great conference so far.

10. Close of Meeting at 4.30pm

SHCG Annual General Meeting, Thursday 23 June, Cathedral Conference Centre, Lincoln

Page 2 of 21

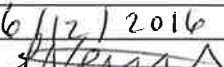
Date	6/12/2016
Chair's Signature	

Appendix A: List of Attendees


Aitken, Judy	London Borough of Southwark
Ball, Samantha	The National Trust
Basquill, Sara	Museum of Lincolnshire Life
Bell, Adam	Tyne and Wear Archives & Museums
Bies, Brittney	Student
Brown, Jenny	Aberdeen Art Gallery and Museum
Brown, Rowan	The Alfred Gillett Trust
Brown, Simon	Nottingham City Museums and Galleries
Camille- Wood, Elinor	Ferens Art Gallery, Hull
Chard-Cooper, Lis	Culture Coventry
Chard-Cooper, Sarah	Bletchley Park
Conway, Jemma	Barnsley Arts, Museums and Archives
Cook, Beverley	Museum of London
Cotton, Sarah	Tyne and Wear Archives & Museums
Currie, Roz	Islington Museum
Dearden, Graham	The National Trust
Doughty, Louise	Museum of London
Excell, Robert	London Transport Museum
Gosling, Kevin	The Collections Trust
Groves, Annie	RNLI
Harper, Emma	The Postal Museum and Archive
Harris, Lucy	Imperial War Museums
Hayes, Fiona	Glasgow Life
Henderson, Hannah	Norfolk Museums
Hill, Kate	University of Lincoln
Holland, Jude	Doncaster Heritage Services
Holmen, Jill	Epping Forest District Museum
Kavanagh, Jen	Freelance Curator
Lees, Michelle	Rochester Cathedral
Lowe, Mari	Refugee Wales
Mastoris, Steph	National Waterfront Museum
McConnell Simpson, Helen	Bristol Museums, Galleries and Archives
McGoldrick, John	Leeds Museums and Galleries
Murray, Laura	Bolton Museums
Murray, Sarah	Canterbury Museum, Christchurch
Nash, David	Museums Worcestershire
Nelson, Rebecca	University of Hull

SHCG Annual General Meeting, Thursday 23 June, Cathedral Conference Centre, Lincoln

Page 3 of 21

Date	6/12/2016
Chair's Signature	

Newley, Catherine	St. Albans Museum
Noble, Jenny	Culture NL – Museums
Onion, Katherine	The National Trust
Ord, Jack	Science Museum Group
Pape, Jenny	Aberdeen Art Gallery and Museums
Rodgers, Victoria	Cardiff Museums
Ross, Kitty	Leeds Museums and Galleries
Ryall-Stockton, Lauren	Thackray Medical Museum
Saul, Lydia	The Higgins, Bedford
Skinner, Deborah	Nottingham Trent University
Smith, Ian	National Museum Wales
Smith, Katie Ann	RNLI
Smith, Verity	National Media Museum, Bradford
Stephenson, Paul	The Postal Museum and Archive
Stonehouse, Frances	Kirklees Museums
Sturgess, Nick	Dingles Fairground Heritage Centre
Trubshawe, Holly	Kingsbridge Cookworthy Museum

Date	26/12/2016
Chair's Signature	

Appendix B: SHCG Trustee Reports

Title of paper: Chair's Report
Author: Catherine Newley
Date of report: 09.05.2016

Purpose of report: AGM

Annual Report

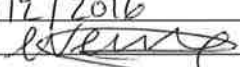
A focus for this year has been picking up on the visioning that committee did in 2014 and trying to establish an effective forward plan to guide us for the next few years. The financial instability of the last few years is not quite yet a distant memory as we try to build capacity to do more. As a result, we have started with a two year action plan to last the length of the current Chair's term and to pave the way for more ambitious activity in the future. We will be revisiting this in the coming year to look further ahead as we would still like to achieve some of the more challenging aspirations such as bursaries and professional development schemes. Our current action plan can be found on our website (under the "About" section).

One of our main focuses is on widening and diversifying (in all its forms) our membership more – just take a look at the current committee and you'll see we have work to do! To help with this, we are reaching out via MDOs and AMA support groups, as well as hoping to target more students emerging into the sector to spread the word about our group and how it can support social history practitioners. We'd like to do more of this and would welcome suggestions of other avenues we could pursue.

So what next? Well, now that Social History Curators Group is getting back to relatively good health, we mustn't rest on our laurels. We will be conducting a membership survey in the coming months – we want to know more about what your motivations are for being a member, whether we meet your expectations and what we should be doing that we're not currently. Please give us your honest feedback – we want to ensure we're on the right path.

Finally, we have several members of committee stepping down from their roles this year. I would particularly like to thank our Secretary Michelle Lees and Treasurer Jen Kavanagh. Michelle is one of the longest serving committee members of recent years, having held the positions of conference organiser, journal editor, Chair and Secretary over the last 8 years. She guided the group through a period of financial uncertainty and has made my role, as her successor as Chair, much easier as a result (for which I am eternally grateful)! Jen has worked wonders over the last three years as Treasurer, guiding the group through the financial maze of setting up a new charity account, establishing new practices for bookkeeping and making our accounts much easier to manage. She leaves the SHCG finances in a healthy state and that's an achievement to be very proud of!

I'd also like to thank ordinary members of the committee who are standing down this year. Jude Holland, a committee member since 2012, is standing down as our Marketing and Fundraising Officer. Ciara Canning is also standing down after 4 years as she has recently moved to a job in Qatar (unfortunately, the SHCG finances can't quite stretch to the return flight home for committee meetings!). To the members of committee up for re-election, I wish you good luck – I've enjoyed working with you and hope that will continue!

Date	6/17/2016
Chair's Signature	

Title of paper: Secretary's Report
Author: Michelle Lees
Date of report: 9th May 2016

Purpose of report: AGM

Annual Report

Handover of Secretary's files was completed very diligently by the outgoing Secretary. Secretary's first duty was to familiarise herself with the calendar of deadlines and to upload SHCG's accounts to the Charity Commissions website and update our web page with the new Board of Trustees. This process was repeated for the Office of the Scottish Charity Regulator.

Aside from the regularly Secretarial duties of Agendas, Minutes and Reports, the Board of Trustees identified that certain loop holes needed to be addressed in our Speaker and Cancellation Policies before the Call for Papers for conference.

Secretary circulated the two policies and updated them according to feedback and the Board took a remote decision to adopt the new policies (both available on SHCGs website for reference).

The rest of the SHCG cycle has continued as expected with three meetings this year at Doncaster, Barnsley and London.

Date	6/12/2016
Chair's Signature	

Title of paper: Treasurer's report
Author: Jen Kavanagh
Date of report: May 9th 2016

Purpose of report: AGM

Annual Report

SHCG finances and account documentation remains in strong order, ready for the handover to a new Treasurer. A new cashbook system continues to be a success, with monthly bank reconciliation taking place and reports shared with all of committee.

The old HSBC account was supposed to have been closed in the last year, but an error at HSBC means it remains open. However, some membership payments have continued to be paid into this account so action is being taken to inform these members. The account will be closed in the 2016/17 financial year.

A new charity account was opened with the Co-Op Bank, and is being used for our reserve funds. A staggered approach to transferring money to this account is being adopted, to prevent issues with cashflow. £2000.00 was transferred in 2015/16 financial year, with the aim of having £5000.00 saved by the end of this financial year. As a profit was made this financial year, thanks to new budgets and stricter spending, the committee feel confident that this can be achieved.

Financial summary for year end 31.03.2016

I am pleased to be able to present the accounts for SHCG for the financial year 2015-16

Total income 2015/16	Total expenses 2015/16
£19,064.32	£14,668.88

Receipts

Description	Total income 2015/16
Membership subscriptions	£8061.35
Conference 2015	£8135.39
Conference 2016	£627.96
Advertising and sponsorship	£400.00
Grant income	£917.00
Seminars	£920.57
Bank interest	£2.05
TOTAL	£19,064.32

Payments

Description	Total expenses 2015/16
Conference 2015	£4502.21
Conference 2016	£546.50
Seminars	£1026.56

SHCG Annual General Meeting, Thursday 23 June, Cathedral Conference Centre, Lincoln

Page 7 of 21

Date	6/12/2016
Chair's Signature	

News	£1996.67
Journal	£1929.67
Postage and stationery	£192.67
Committee travel and expenses	£1711.40
Miscellaneous and sundries	£1490.00
Tools for the Trade project expenses	£1273.20
TOTAL	£14,668.88

A payment of £2000.00 has been made to our charity account.

Cash Balance carried forward 2014-15: £4560.46

Cash Balance carried forward 2015-16: £4596.35

Summary of finances for April 1st 2015 to March 31st 2016

Membership subscriptions

Membership subscriptions have fluctuated over the past couple of financial years, from £5,535.00 in 2012-13 to £8402.00 in 2013-14, down to £4585.50 last year. This year income is much healthier, thanks to an effective new system implemented by the Membership Secretary for chasing unpaid fees.

Conference

The Social History Curators Group 2015 annual conference was another huge success, both in terms of the quality of papers and the profit made. A full report is issued by the Conference Organisers.

Journal and News

Two editions of the News and one edition of the Journal were paid for within this financial year. The cost of producing these has reduced on last year, after the successful changes in production throughout the previous financial year.

Projects and Grant Income

SHCG has been fortunate in maintaining a grant from Arts Council England (ACE) to support the Tools for the Trade project. A final payment from ACE was made in May 2015, resulting in costs of this project being covered. Support from a bursary scheme also allowed for Verity Smith to attend a seminar at the British Museum, with a £60.00 payment to cover this cost paid to SHCG.

Committee Expenses

Three Committee meetings were held during the year. Costs of Committee travel has been consistent with that spent in the last financial year. Committee tries to take advantage of early booking reductions where possible.

Miscellaneous and sundries

Miscellaneous costs relate to an annual subscription cost for SurveyMonkey, along with a repayment of £881.00 to Art Council England due to an underspend on the 'What is it?' project in previous year. Other costs include a couple of membership refunds, a banking admin charge for an out-of-date cheque, and our annual fee of £270.00 to our accountant for conducting the Independent Examiners Report.

Independent Examiner's Report will be available at AGM.

SHCG Annual General Meeting, Thursday 23 June, Cathedral Conference Centre, Lincoln

Page 8 of 21

Date	6/12/2016
Chair's Signature	

Title of paper: Seminar organiser
Author: Holly Trubshawe & Ciara Canning
Date of report: 05.06.2016

Purpose of report: AGM

Annual Report

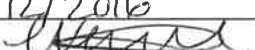
The seminar organisers successfully delivered a seminar on Social Media at the discovery centre, Leeds Museum on Monday 23rd November 2015. At the 'Beyond the Hashtag' seminar, the 22 delegates enjoyed a range of speakers in the morning followed by a forum for conversation and creative discussion in the afternoon. The more general nature of the seminar theme attracted delegates from a wide range of organisational types including libraries, archives, historic houses and cathedrals as well as a range of museum types. This enhanced the day and provided opportunities to learn from other experience and to discuss partnership working. As one delegate remarked:

"So often training is discipline specific, what was great about this event is that it was attended by such a wide range of heritage and information professionals – we should do more of this. The distinctions are meaningless to our users and we have a lot to gain by working together."

Feedback was collected from attendees for future seminars, and a decision was made to focus the next seminar on 'Spring cleaning' keeping social history collections clean and tidy. Of the bookings 14 were by non-member and 8 by members, highlighting the appeal of the seminar, and members enjoyed a £10 discount. The seminar ran at a loss of £67. 99 This was mainly due to cost of speakers travel. A cap and restrictions on speakers expenses has been introduced since that should help keep costs down.

Plans were begun in January to organise a seminar about 'spring cleaning' social history collections. A venue was found (MShed) but problems were found in finding and confirming speaker, through a range of factors including another event being held in Bristol on the same day. Discussions were held between the two seminar organisers and the chairman and it was decided that rather than rush the event & go live for booking when only 1 of 3 speakers had been confirmed, and there was only 6 weeks until the event, it would be better to postpone the event.

While postponing the event was disappointing, the positive aspect of this is that we are in a much better position to arrange this seminar for November 2016. Links have been made with the South West Museum Development partnership which should lead to closer working in the future, plus all speakers contacted expressed an interest in being involved in a future seminar. The plan is to try to organise the spring cleaning seminar at the end of this year. Plus the seminar organisers have been working on guidance notes for trustees about planning a seminar, so that future trustees are better informed and have a document they can refer to and update. We are still aiming to have 2 seminars a year, one in October/November and one in February/ March each year starting in 2017.

Date	6/12/2016
Chair's Signature	

Title of paper: Object lesson boxes
Author: Holly Trubshawe
Date of report: 09.06.2016

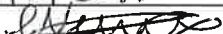
Purpose of report: AGM

Annual Report

Object lesson boxes have been used in several museums this year. They were borrowed by the South West Museum Development Partnership and were used by the region's Conservation Development Officer who took them round to various regional museum meetings. The boxes also went to the Garden Collection at Letchworth, who still hold one of the boxes (Wood). The other two boxes (Plastics and Metals) went on from the Garden Collection, to Norfolk Museum Service, where there were used by a Teaching Museum Trainee. There should be a report in the next SHCG news about the object lesson boxes, written by the Trainee, which should inform and promote the boxes to members. All places that used the boxes this year have been asked to complete a survey on survey monkey about how they used the boxes and their views on the scheme. The plan is to promote the boxes more next year to members and various groups (AMA support groups, MDO's & Museum Feds etc) to try to ensure the boxes have more use.

About:

Object lesson boxes are exciting series of resources designed to help you develop your skills and confidence in identifying and caring for core materials found in social history collections. Each resource is made up of a loans box of museum objects with an accompanying pack of information which guides you through the basic principles of materials' identification and care. The box also contains a selection of key books currently available on the topic. Current boxes are on the following materials: wood, plastics and metals. Each box is free to hire, but you must cover the costs of transporting the box to your museum. <http://www.shcg.org.uk/object-lessons>

Date	6/12/2016
Chair's Signature	

Title of paper: Web Editor
Author: Elinor Camille-Wood
Date of report: 12.5.16

Purpose of report: AGM

Annual Report

Website

Throughout the year the SHCG website has been updated with relevant content and a new page has been added for the SHCG 2016 conference.

In October 2015 the Web Editor identified that the website analytics account had been spammed meaning that the statistics were not accurate. After researching online, it was discovered that the analytics account had both 'ghost spam' and 'crawler referrer spam'. These spam leave a trail of fake data meaning that the analytics is not accurate. The Web Editor applied a number of filters to the analytics data in an attempt to provide an accurate record and stop the spam attacks. This was not successful and the Web Editor will continue to try to find a way of stopping the spam.

Social Media

Facebook

The SHCG Facebook page currently has 789 likes (up to 11.5.16). According to Facebook 72% of the SHCG 'likes' are female. The majority of the audience is from the United Kingdom (464 likes) with United States (75 likes) and Canada (23 likes) being the second and third largest audiences. Geographically throughout the United Kingdom the audience is wide spread, with the top 5 cities being London, Newcastle, Bristol, Edinburgh and Belfast.

The web editor has increased the number of Facebook posts and has been varying the content to see what is most popular. This included a series of daily postings about #MuseumRainbow which had varying degrees of success. The most popular was 'It's all gone a bit blue this evening for #MuseumRainbow' (with associated image). This post reached 723 and had 21 likes. While the 'Happy St Patrick's Day and rather appropriately today's #MuseumRainbow theme is Green!' post only received 4 likes and reached 287 people. A further set of posts were produced around #MuseumWeek and again had varying levels of success. Future developments for the Facebook page include continuing to link in with national and international museum events and trialling a series of boosted (paid) posts to promote the conference and future seminars.

Twitter


The SHCG1 twitter account currently has 760 followers, 78% of these followers are female. A high majority of the followers are from the United Kingdom – 92%. These followers have varying interests with twitter insights listing the top 3 categories as painting, photography and performing arts. The Web Editor along with fellow trustee Conference Organiser Jemma Conway have been updating the SHCG twitter feed with relevant content about SHCG activities. Where appropriate content mentioning SHCG has been re-tweeted and engaging content that the Web Editor feels maybe interesting to members has been liked and re-tweeted. Future developments for the twitter account includes producing a more regular programme of tweets and increasing the number of followers.

JiscMail

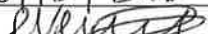
The SHCG Jisc mail currently has 213 subscribers. In the past year (1 April 2015 – 1 April 2016) there has been 482 posts made to the list. These posts have been on a range of subjects

SHCG Annual General Meeting, Thursday 23 June, Cathedral Conference Centre, Lincoln

Page 11 of 21

Date	6/12/2016
Chair's Signature	

including helping identify mystery objects, job opportunities and conservation advice. The Jisc mail list is a great benefit for members and the Web Editor has worked with the Membership Secretary to ensure new members are added quickly and current member's details are updated when needed.

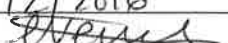
Date	6/12/2016
Chair's Signature	

Title of paper: SHCG Newsletter
Author: Emma Harper, SHCG Newsletter Editor
Date of report: 6th May 2016

Purpose of report: AGM

Annual Report

SHCG has produced two Newsletters this year as usual although the timings of these have changed slightly to October and May to better fit in with the rest of the committee's work. The Newsletter Editor appointed a new designer for the newsletter, Nick Drew, who was able to give the newsletter a re-design whilst also keeping costs. Positive comments have been received from the membership so far. The news has been able to continue to share the knowledge and experience of social history in the museum sector from exhibition reviews to projects being undertaken by our membership.

Date	6/12/2016
Chair's Signature	

Title of paper: Membership Secretary
Author: Adam Bell
Date of report: 09/05/2016

Purpose of report: AGM

Annual Report

Summary of members for 2015/16 (1 April 2015 to 31 March 2016):

Total number of members: 250

A breakdown of this figure reveals that there were:

Individual members: 173

Institutional members: 77

A further breakdown reveals that there were:

Individual Print: 68 (incl. 3 honorary members)

Individual Digital: 105

Institutional (small/medium): 43

Institutional (large): 31

Institutional (international): 3

The above figures relate only to members who paid their subscription and were entitled to receive membership benefits.

Despite encouragement and reminders, there was no record of payment by a number of individuals and institutions who had previously been paid-up members, who were, as a result, not entitled to receive membership benefits in 2015/16. The below figures relate to those individuals and institutions. They will be retained on the membership database, for the time being, to be contacted again and encouraged to re-join, however SHCG is committed to ensuring that only those who pay their membership fees are entitled to receive the commensurate benefits.

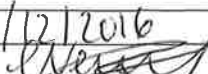
Individual Print: 18

Individual Digital: 33

Institutional: 13

The number of individual digital members who had not renewed their membership for 2015/16 may, in part, be explained by the fact that non-member attendees at SHCG's annual conference pay a higher attendance fee, entitling them to one year's individual digital membership of the Group, and not all decide to continue their membership when it becomes due for renewal the following April.

In summary, during 2015/16 the Group gained a few new institutional and individual print members, but the majority of new members opted for individual digital membership.

Date	6/12/2016
Chair's Signature	

In 2015/16 the Membership Secretary worked closely with the News and Journal Editors to ensure that those members who were paid-up received their publications promptly following the publication dates. All members with e-mails on file (244 out of a potential total of 250) were e-mailed digital versions of the publications, and print copies were posted out to those entitled to receive them.

At the time of writing, many members have already made their renewal payments for the new 2016/17 membership year. The Membership Secretary is working closely with the Treasurer to log which members have paid for 2016/17, and reminders will be issued in due course to those for whom we have no record of a renewal payment.

The Membership Secretary will continue to work closely with other Trustees, particularly the Chair and the Marketing & Fundraising Officer, to seek to promote the benefits of SHCG membership to prospective new members.

Date	6/12/2016
Chair's Signature	

Title of paper: Marketing and Partnerships Officer's Report
Author: Jude Holland
Date of report: 9 May 2016

Purpose of the Report: AGM

Annual Report

- With the agreement of the Trustees, the Marketing and Partnerships Officer revised the role description for this role to focus on partnership working and marketing. The role title has been changed from Marketing and Fundraising Officer and the role will focus on building relationships with MDOs, Federations, other SSNs and similar organisations across the U.K to raise SHCG's profile, driving membership, and investigating opportunities for collaboration on training and workforce development.
- Following a similar arrangement with Museums Development Yorkshire in 2015, the Marketing and Partnerships Officer worked with Museums Development East Midlands who kindly provided a grant of £194.00 to fund a place at SHCG conference for a delegate from the region to attend the 2016 annual conference in Lincoln. SHCG would like to thank Museums Development East Midlands for their generous support, and assistance with promoting conference in the region.
- The Marketing and Partnerships Officer worked with the conference organisers to promote conference attendance through Museums Development networks across the U.K.
- The Marketing and Partnerships Officer sought sponsorship for the April 2016 editions of SHCG news and journal, although unfortunately sponsorship was not forthcoming this year.

Date	6/12/2016
Chair's Signature	

Title of paper: Journal Editor Annual Report 2016
Author: Helen McConnell Simpson
Date of report: 9/05/2016

Purpose of report: AGM

Annual Report

Issue 40 of *Social History in Museums* was published in May 2016. The issue took the theme of the commemoration of the start of the First World War, and highlighted projects engaging with this theme in a variety of ways. Nine articles shared insights into innovative ways of working with artists; digital and live interpretation outside the walls of the museum; and communities both leading and participating in heritage projects.

A peer review process was introduced to the Journal for the first time. The Journal Editor intends for this, over time, to raise the standing of the Journal through increasing the standard of articles. Contributors were encouraged to reflect on their practice, draw on similar work or published writings, and engage with wider issues beyond an individual case study.

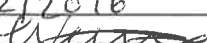
Following a call for volunteers and some direct approaches, a small pool of peer reviewers with various specialties was gathered. Each reviewer provided comments on one or more articles, and the writers then had a chance to amend their work in view of the comments received.

In general, the peer review process worked well, and seemed to provide useful feedback through which writers could further improve their articles before publication. The process itself will require further development, to gather a larger pool of reviewers, allow more time for the process, offer more guidance to reviewers on the type of comments required, and potentially allow for selection for the final publication following the review process.

The Journal Editor further suggests developing a new structure for the Journal, to include full articles, case studies, opinion pieces and exhibition and book reviews. This would allow for a range of projects and subjects to be included, and give an opportunity to further refine the content and length of different types of article.

This issue used a new designer and digital rather than lithographic printing. This created a saving of over 30% on last year's costs.

The next issue of the Journal will be themed to mark the 50th anniversary of the legalisation of homosexuality in the UK, and will be guest edited by Stuart Frost, Head of Interpretation & Volunteers at the British Museum.

Date	6/12/2016
Chair's Signature	

Title of paper: Conference Organisers Report
Author: Verity Smith and Jemma Conway
Date of report: 8th May 2016

Purpose of report: AGM

Annual Report

The 2016 conference was developed in response to feedback from attendees at the 2015 event in the conference feedback survey. The conference organisers are aware of the financial and time pressures on members which may affect members attending conference.

Eastern and central England proved to be popular recommendations and there was a feeling that the SHCG conference should be held somewhere it had not been to before. Following research into potential venues, the costs, and accessibility by public transport, as well as general knowledge of the area, Lincoln was chosen as the destination for both days of the conference. Day 1 will be held at the Cathedral Conference Centre and Day 2 will be held at The Collection. There has been a recent amendment to the venue however due to availability of appropriate rooms - day two will be held at the The Collection in the morning, with the afternoon session to be held at the Cathedral Conference Centre.

The cost of hiring the venues for conference at the Cathedral Conference Centre is £225 (plus catering costs) and at The Collection, it is £100 (plus catering costs).

The conference dates 23rd and 24th June were chosen according to the availability of venues and to avoid clashing with the Yorkshire FED conference, the Oral History Society conference and others. Unfortunately, once again, the Association of Independent Museums Conference being held in Edinburgh conflicts with the dates for SHCG Conference. This may result in some competition for delegates but we recognise that it's not always possible to avoid clashes with other museum conferences and events.

The conference has been publicised as widely as possible without paying for advertisements. It has been listed on the SHCG website and has generated attention on social media, alongside being widely distributed by email and listed as an event on the MA website.

The theme for this year's conference, "*The Only Way is Ethics: Social History and the 21st Century Museum*" developed in response to delegate feedback and to recognised that Social History practitioners make ethical decisions every day, whether it's around conservation, rationalisation, contemporary collecting, charging entry, workforce and training, diversity, censorship, donations, disposal or a multitude of other concerns. Given the recent publication of the Museums Association new Code of Ethics, there was a desire to explore how practitioners are being innovative, engaging with audiences, responding to contemporary concerns and the challenges of caring for museum collections whilst making those everyday ethical decisions.

There was an excellent response to the call for papers which went out in December 2015, with over 20 proposals submitted of a very high standard and providing diverse responses in relation to this year's theme. We therefore had a difficult time choosing some papers over others. Papers were selected based on the relevancy to the conference theme, variety in terms of projects and experiences, and to offer some opportunity for participation in practical workshops alongside the traditional format of papers plus Q&A sessions.

Date	6/12/2016
Chair's Signature	

The short presentation format of 20-minute papers has been retained with 9 papers being presented across 2 days. We have incorporated time for questions at the end of each session rather than after each individual speaker as has been done in previous years. This is to allow more time for discussion and encourage interactive participation from delegates which we hope the practical workshops on day two will also be a forum in which to do so. This year we have invited 6 delegates to each present a 3-minute paper which clearly explains a problem or issue they have faced, what the dilemma was, how they approached it, and what the outcome was. Following the presentations, all 6 speakers will then facilitate group discussions round tables which will aim to give delegates practical advice and guidance, how to (or how not to) face issues in all areas of museum practice and at all career levels. In addition, we have incorporated time to explore the respective venues with a guided tour of Lincoln Cathedral on day 1 of conference.

Dr Rowan Brown, Director of the Alfred Gillett Trust and Chair of the Museums Association Ethics Committee, has been invited to open this year's conference with a Keynote address. We hope this will be a stimulating way to begin this year's conference. Kevin Gosling, Chief Executive of the Collections Trust, has been invited to provide a Keynote address on day two.

We felt that this would be very appropriate for Rowan to share her experiences of working with the MA Ethics Committee, and for Kevin to explore some of the ethical dilemmas around collections. The longer length of the keynote paper will also provide an opportunity for deeper analysis and detail as well as opportunity for questions and discussion among delegates.

Once again, SHCG has been able to fund two free places at conference for a member. As part of SHCG's aim to increase diversity at conference, this year we have offered one free place to a first time delegate in the category of student/volunteer/unemployed, and one free place to a first time delegate already working in museums. We are very pleased that Museums Development East Midlands is also able to fund a free delegate place. We have asked all successful applicants to write a review of conference for SHCG News, and the individual specifically funded by *MDEM* will also be asked to contribute to the funder's blog and newsletter. There were eleven applications for the free place this year.

A good number of delegates have booked for conference at the early bird booking rate, the discount continues to be an incentive for delegates. Early bird bookings were open for approximately 6 weeks, and we have offered the discount to unsuccessful applicants for the free place who still wish to attend conference. Those who are speaking at this year's event are able to attend the relevant day of conference free of charge and travel expenses will be reimbursed to speakers.

Following enquiries into the availability of university accommodation at the University of Lincoln and the difficulty in booking the number of rooms required in university-term time, we have been successful in booking accommodation at Wickham Hall, Bishop Grosseteste University. It was felt that the BGU could offer value for money for the majority of delegates and en-suite rooms with breakfast were reserved at a very reasonable rate. This has proved to be at a very similar cost to university accommodation used for SHCG Conference in previous years.

At the time of writing, we are looking at the possibility of holding an evening drinks reception on Thursday 23rd June (after day 1, prior to dinner at Browns Pie Shop) at a suitable venue that could be sponsored by a relevant organisation.

Date	6/12/2016
Chair's Signature	

There is once again an optional informal activity on the Saturday morning following conference. This year's visit to Lincoln Castle will be on Saturday 25th June. This will give delegates the opportunity to visit the Magna Carta exhibition and the Poppies on tour.

We hope that this year's conference is a great success and we look forward to receiving delegates' feedback on the format and content of the conference in this year's follow-up survey.

Date	6/12/2016
Chair's Signature	

Title of paper: firstBASE report
Author: Steph Mastoris
Date of report: 18 June 2016

Purpose of report: AGM

Annual Report

During the last twelve months the firstBASE database has gone from strength to strength thanks to the dedication and sustained efforts of its Editorial Team (Emma Harper, Jill Holmen, Briony Hudson, Michelle Lees, Sarah Maultby, Cat Newley, Catherine Nisbet, Victoria Rogers and myself). We have added many new bibliographic and web resources to the database, thanks to our own researches and to those from other members of SHCG. The team has also promoted firstBASE through the monthly Duty-Editor's themed selection of content, advertised in the *SHCG List*.

Under the expert management of Victoria Rogers the Museums Association/Esme Fairbairn-funded project to create a new section of firstBASE has been completed and went live in May. This section addresses a long-recognised need for a basic introduction to the identification of artefacts. After much persuasion by the firstBASE Editorial team I 'volunteered' to be the presenter for a suite of short films that deal with six key elements of any identification. We were very fortunate to be able once again to commission Sara Hayes and Luke Unsworth to direct and produce the films, and our web designers (Surface Impression) have ensured that the new section fits snugly into the firstBASE section of the SHCG website. The films are also available via the group's YouTube channel:

https://www.youtube.com/results?search_query=Social+History+Curators+Group. As we hope to evaluate this new section during the coming year, it would be good to have any comments from users as soon as possible.

The work of broadening and deepening the content of firstBASE continues so please share with us the results of any research for an exhibition or from a recent identification that you think may help others. We would also welcome guest Duty Editors, particularly if they have an interest in an area of history curatorship not yet dealt with in firstBASE.

Steph Mastoris
General Editor, firstBASE

Date	6/12/2016
Chair's Signature	