



Committee Meeting Agenda

Friday 10 January 2014, 12.45 – 4 pm

Science Museum, London

1. Present: Michelle Lees, Jen Kavanagh, Jenny Brown, Adam Bell, Helen McConnell, Ciara Canning, Jude Holland, Fiona Byrne, Catherine Littlejohns, Cat Newley, Emma Harper, Steph Mastoris

Apologies: Steph Gillett

Minutes by Jenny Brown

2. Minutes of last meeting & matters arising

- a) Michelle's action about Museums 2020 to carry over.
- b) Cat volunteered to take the minutes at AGM and manage the elections on the day.
- c) There does not appear to have been a double payment to Shiremoor
- d) CIO application carried forward
- e) Have chased Jim Lynch at a second email address but have not received a response. We have not received any invoices from ACE1 from Jim, thus accounting for the underspend on ACE1. Michelle to put ad in MJ appealing for info on Jim Lynch, and seek legal advice.
- f) Contracts are in place for ACE2.
- g) Membership checks on jiscmail to be carried forward.

3. Minute of decisions taken since last meeting

- a) In October 2013, the committee agreed unanimously to the following delegated powers for members Leah Mellors and Verity Smith:

The Object Lessons committee:

- Comprises the current SHCG Seminar Organiser (Catherine Littlejohns), Leah Mellors and Verity Smith
- Continuously promotes the SHCG Object Lessons Boxes (for example to the SHCG Membership and via appropriate professional bodies and networks), takes bookings and monitors the location and condition of the boxes and their content, and administers the evaluation of the Object Lessons boxes
- Devises new facilitated sessions with the boxes to keep their relevance fresh
- Submits reports (usually via the SHCG Seminar Organiser) to SHCG committee meetings
- Submits a full written report to the SHCG Secretary every year for AGM, including how many institutions have borrowed the boxes, and the number of individual users (broken down by museum employees, volunteers and the general public)
- This committee may not claim expenses, except by prior agreement of the SHCG committee
- This delegation will be reviewed at the first committee meeting following SHCG AGM 2014

Time estimate: 15 hours (2 days) in a quarter, although 40 hours (5 days) in the initial quarter to assess and set up

Specific Objectives for SHCG AGM 2014:

- Put evaluation for the boxes onto survey monkey
- The boxes should move to at least two institutions before SHCG AGM 2014
- Objects Lessons delegation

- b) FirstBASE committee delegation – all agreed form of words circulated by email for delegated powers:
- c) Adam queried meeting twice a year due to costs. Steph and Emma replied that this had been reduced from 3 already.
- d) Adam also queried the number of people presently on committee (nine). Those present replied that they felt it needed to be open to anyone enthusiastic and/or with a specialist knowledge firstBASE needs. The duty manager role is also quite a heavy workload.
- e) Delegation to be reviewed by the Chair at least once within their term.

4. Q&A session with Steph Mastoris, FirstBASE General Editor

- a) Steph gave a background to FirstBASE. FirstBASE grew from a desire for a bibliography, to complement the Manual of Curatorship then in the pipeline. This grew from resource lists from the old AMA exam, used to drill people how to work out what something was if they didn't know. This became an Access database in 2001/2002 but soon became unworkable, hence the Esmee Fairbairn Trust funding to revamp the database and capitalise on new developments in crowd sourcing and digital technology. The peer review element is crucial to ensuring the quality of the content. Steph and Catherine Nisbet are the only remaining original members.
- b) Michelle asked how firstBASE communicated previously to main committee. Steph replied that it was set up at AGM in 2001/2002 with Chair and Web Editor, reporting to AGM and reviewed every 2 years.
- c) **ACTION:** Jenny to search for these minutes.
- d) Adam said Newcastle University Archive holds the SHCG archive, but Michelle said this was really the publications.
- e) **ACTION:** Jenny to establish nature of archive held by Newcastle.
- f) Michelle asked about SHIC's background. SHCG grew out of group for folk life studies, largely due to creation of SHIC. The original members of SHIC funded the publication of SHIC themselves, who hold the copyright. These original members agreed to the XML version for firstBASE as part of the Esmee Fairbairn work on firstBASE. Steph is currently researching an article on the history of SHIC for the Journal.
- g) Michelle thanked Steph for his contribution.

5. Committee Reports requiring decisions:

- a) Secretary's report
 - i. The committee signed the Trustee Declaration, which Jenny will now send to Steph Gillett to sign. Michelle signed the constitution.
 - ii. **ACTION:** Jenny to submit CIO application once the declaration is signed.
 - iii. Committee agreed on 30 May as the deadline for AGM reports and election nominations and agreed to allow nominees on the day if they are physically present, and their proposers/seconders are present.
 - iv. **ACTION:** All to prepare end of year/AGM reports by 30 May.

6. Questions on reports:

- a) Treasurer's Report – change of signatories is ongoing. Developing a new spreadsheet for coding expenses. Jen confirmed that at this moment she will be able to produce accounts for AGM by 30 May.
- b) Conference Organiser's report – Jude informed committee that conference delegate fees will probably be £200.
- c) Returning to the question of elections, Adam highlighted that people may be switching to personal memberships which will affect voting.
- d) Fiona queried the Library memberships, but committee felt they should remain. She also queried about retaining membership details for those who have left but may rejoin in future, but committee felt this needed further investigation in terms of the Data Protection Act.
- e) Jude asked whether we should ask for written submissions from conference speakers, if they are not in Journal, as take-up for the audio recordings has been very low. Some discussion about different ways forward, and support for the idea of an online discussion forum.

7. Committee then undertook a visioning exercise for the Forward Plan and the future of SHCG.

- a) Committee agreed to extend the next meeting to a full day, to spend half a day finalising the Forward Plan.

8. AOCB

- a) Cat queried whether the enquiry and membership email addresses were working, which was confirmed.
- b) Jenny appealed for nominations for Chair Elect this year and for nominations for ordinary Committee members.
- c) Catherine announced that she will be taking maternity leave early this year and will consequently be standing down at AGM.

9. Date of next meeting: 4 April 2014

- a) Visioning exercise, SS Great Britain, Bristol 10 am til lunch
- b) Committee meeting, M Shed, 2 pm til 5 pm

BACKGROUND PAPERS

AGENDA ITEM 1: Chair's Report

Author: Michelle Lees
Date of report: 17 December 2013

Purpose of report:

For information (report/briefing)
Discussion
Decision

Summary/key points

A very interesting few months since we met in October:

- ACE 1 and Jim Lynch
- Finances
- Forward Plan and the vision for SHCG

ACE 1 and Jim Lynch

As agreed over email in November, I gave Simon Collins the go-ahead to complete the ACE1 films. Images were received from Karen O'Rourke at National Museums Liverpool and Simon will have the finished products with us soon if not by the committee meeting.

I have attempted to contact Jim Lynch twice, once at the email address that I already had for him (Lynch_jim@ymail.com) and later at a different address received from Karen O'Rourke (james.lynch@adi.tv) both emails have receive no response.

Whilst helping Treasurer go through the past invoices received from Joe Carr, I noticed that we have not received an invoice from Jim for the filming and rough editing that he undertook for us. I agreed that I should seek legal advice around this from CAB. I have not yet done this, but it should be a priority for me in the new year.

Finances

Please refer to the full report from the Treasurer. Together, the Treasurer and I have gone through and organised the past invoices and taken advice from an Accountant on how we should record and store our invoices/receipts and payments. The acceptance of digital records (as long as both sides are scanned) will aid the Treasurer in keeping the records clear, tracked and not taking up acres of filing.

We are considering purchasing a Treasury hard drive to store digital accounts on. It would make it easier to pass on accounts to future Treasurers.

Forward Plan and SHCG vision

Steph put together a new forward plan based on submissions from committee members around their particular portfolio. There has been some discussion around the timescale of the forward plan and whether it is really aspirational or just operational. These discussions remain unresolved. However I feel that our business model, where people change every two years and our forward planning of up to 5 years don't sit very well together. We also aren't used to thinking in a very long term way and thinking of SHCG as one organisation. So I am initiating a re-visioning exercise which will help us all imagine where SHCG should be in 5 years time and this will feed into the forward plan.

This will give us an aspirational and achievable 5 year vision. I aim to split the forward plan into two parts, where our shorter term/operational milestones will be in one part and our new

aspirational vision is in the second part. One part has to build towards the other, giving us a roadmap to achieve our longer term aims.

Recommendations

Notes/Background

If you haven't seen the new forward plan circulated by Steph, then please seek out his email or ask me or Steph for another copy. It makes good background reading.

AGENDA ITEM 2: Treasurer's report

Author: Jen Kavanagh

Date of report: 16th December 2013

Purpose of report:

For information (report/briefing)

Discussion

Decision

Summary/key points

All financial paper documentation, as held by former Treasurer Joe Carr, was sent by courier to Jen in October. The condition of these files wasn't to the standard expected, so Jen and Michelle Lees spent a day sorting through the documents and filing them accordingly. A paper record of receipts and documents from 2007 onwards is now with Jen at the Science Museum in London.

On advice from an accountant, any records dating back older than six years have been destroyed. A shredder was purchased for SHCG but it was faulty so was returned to the store. Instead, a shredder at the Science Museum was used, at no cost to SHCG.

A plan to scan financial documents which date between 3-6 years and keeping them on a hard drive, rather than keeping paper copies, has been discussed. This is a time-consuming task but a trial will be made in the New Year to determine whether it is a viable option. If so, a storage solution will need to be found – please see recommendations below.

Access to the Co-Op bank account remains an outstanding issue. Georgina Young, who remains a signatory on the account, has been assisting with acquiring access by contacting Co-Op on our behalf and requesting for a change of address for account (from Joe's to Michelle's, where the charity is registered) and also requesting a new password for online banking access. This is outstanding as of December 2013 as the Co-Op have not sent the forms for Michelle to sign. George is chasing this in the hope it is resolved by January 2014.

The change of signatories forms have been signed by Michelle Lees, Fiona Byrne, Jenny Brown and Jen Kavanagh as the new signatories, and by George Young, Kay Jones and Victoria Rogers as former signatories. As of December 2013, the forms were with Joe Carr for signing and returning to Jen for processing. Jen has chased Joe three times to find out if the forms were received by him, and to request for them to be signed as a matter of urgency. No response has yet been received.

Payments from the account have been made as requested by members and contacts, through the use of cheques signed by George. She has also signed paying-in slips, so membership cheques are being processed. However, lack of bank statement access means that the status of the account is unknown.

It is hoped that by early 2014 full access will be granted, through the change of signatories forms being processed and the online banking access being reset with a new username and password. Once this has been achieved, a new spread sheet will be created as a full record of our expenditure and income, which will be shared with the committee at future meetings, and on request.

Recommendations

- ❖ Scan financial records which date back between 3-6 years and keep as digital copies rather than paper copies, thus reducing the storage requirements at the Treasurer's home or work

place. What would be the best approach for storage? Ideally Cloud storage rather than external hard drive, for ease of access and handover, but what are the security implications of this?

AGENDA ITEM 3: Secretary's Report

Author: Jenny Brown

Date of report: 20 December 2013

Purpose of report:

For information (report/briefing)



Discussion



Decision



Summary/key points

CIO APPLICATION

- The final step for our CIO application is to attached a signed copy of our Governing Document (i.e. the Constitution) and the signed Trustee Declaration, and proof of income.
- Proof on income can be one of the following:
 - your charity's latest annual accounts (we have these from AGM)
 - a recent bank statement
 - a formal offer of funding from a recognised funding body (it may be useful to add our latest ACE funding letter, as we can add extra documents)
- We'll sign this in London in January and I'll submit the following Monday. The Charity Commission assigns a case officer who will assess our application. We have used a standard model for our constitution but we have amended it so can't be sure we'll receive an initial response within the stated 15 days – they may well need to ask us more questions to establish whether we are charitable in law. If successful though, it does seem that we may be able to backdate our existence as a charity for tax purposes to the date we adopted the new constitution.
- Further information on the application process and our responsibilities once we are a charity is available here: <https://www.charity-commission.gov.uk/publications/cc21.aspx#41>

AGM

- AGM will take place on Thursday 26 June at the Riverside Museum, Glasgow.
- **We must give notice of AGM to members on or before 11 June 2014, including the annual statement of accounts and trustees' annual report, details of persons standing for election or re-elections as a trustee.**
- Notice may be given via the website.
- The annual report must contain:
 - a review of the significant or main activities undertaken by the charity to further its charitable purposes for the public benefit
 - a statement by the charity trustees as to whether they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission
- The statement of accounts must have an independent examination if the CIO's gross income is more than £25,000 in the financial year and must be audited if gross income exceeds £500,000.
- Examples can be found here: <http://www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/example-trustees-annual-reports-and-accounts/>
- A guide to annual reports and accounts can be found here: <https://www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/charity-reporting-and-accounting-the-essentials-2009-cc15b/#d>

ELECTIONS

- Adam Bell, Ciara Canning, Jude Holland and Helen McConnell will retire from office at AGM and are eligible for reappointment. In future, Trustees are only allowed to serve three consecutive terms – this may be of consideration if anyone has long term plans to be Chair.

- Election for Chair Elect – all current committee (except Michelle) are eligible to stand for Chair Elect.
- Election for Ordinary Trustees – if the Chair Elect is elected from those of us still “mid-term” at AGM, there will be four ordinary vacancies. If Chair Elect is elected from the membership (including those retiring at AGM), there will be three ordinary vacancies.
- As in previous years we will run elections by secret ballot, first past the post (Michelle as Chair has the deciding vote). In order to circulate details of those standing, I will need to receive nominations by 30 May.
- My reading of the constitution does not allow for people to stand “on the day” but I’m happy to debate this point.

INDEXING MINUTES

- I am hoping to start indexing the minutes over Christmas – I hope this will give us a useful tool for investigating the background to issues and decisions as we go forward.

Recommendations

- We are becoming Trustees and have collective responsibility for SHCG. Everyone should take time to read the Trustees’ handbook here:
<http://www.charitycommission.gov.uk/detailed-guidance/trustees-staff-and-volunteers/trustee-handbook/>
- We set a deadline of 5 pm Friday 30 May 2014 for receiving committee and project reports and nominations for elections.
- We publish notice of AGM (including times and address) on the website (and other sites) on 11 June 2014, and simultaneously email it direct to members/jiscmail.
- Michelle undertakes to lead on the layout and content of the Annual Report.
- Jen undertakes to clarify our necessary level of financial reporting and independent examination.

AGENDA ITEM 4: Conference Organisers' report

Author: Jude Holland and Ciara Canning

Date of report: 19. 12. 13

Purpose of report:

For information (report/briefing)

Discussion

Decision

Summary/key points

- Jude Holland (JH) and CC (Ciara Canning) have now finalised dates for the conference, and booked conference venues. The Conference will be held on 26 and 27 June at the Riverside Museum, Glasgow and the National Mining Museum, Scotland in Newtongrange on 27 June
- The Mining Museum has generously agreed to provide the venue for free. A fee of £90 has been paid for hire of the Education room at the Riverside Museum.
- The theme for the conference will be: 'Deep Impact: demonstrating the value of social history collections
- JH and CC drafted a call for papers and sent this round to contacts and lists w/c 3 December. They will do another push on this in January. This year's call for papers went out almost a month before last years, in order to give potential speakers more time to submit proposals. JH and CC developed a submission form with word limits this year, modelled on that used by the Visitor Studies Group conference organisers. This will aid with the selection of papers and focus potential speakers as last year a few rather weak proposals were received
- JH and CC approached Mark O'Neil, Director of Policy and Research at Glasgow Life and Nick Poole, CEO of the Collections Trust to ask if they would consider making Keynote addresses at the Conference, with the view to there being a longer keynote paper on each day of the conference (c 40 mins) followed by the usual shorter papers (20 mins). Mark O'Neill replied saying that he would rather lead a panel session with his Glasgow Life colleagues. CC replied positively to this suggestion and we will get in touch with him to confirm details following the closure of submissions. To date no reply has been received by Nick Poole but the announcement of the dates for the Open Culture conference as 25 and 26 June make it unlikely that he would attend. JH and CC will continue to search for an alternative keynote speaker should Nick Poole be unavailable.
- Maurice Davies of the Museums Association has been in touch to offer a workshop session on Museums Change Lives. CC responded encouragingly asking him to submit a workshop proposal by the deadline for the closure of submissions.
- JH has booked the following number of en-suite rooms with breakfast at Strathclyde University, based on last year's accommodation figures:
25th June ; 20 rooms
26th: 30 rooms
27th: 10 rooms
28th: 5 rooms
There is some flexibility in terms of moving around and cancelling these allocations, so long as the figure of 30 rooms on 26 June remains the same give or take one or two rooms. Rooms will be £42.00 per night. A holding deposit of £300 has been paid.
- JH has booked the Tenement House Museum as the evening activity on the Thursday night. The Museum has kindly offered to stay open after hours from c. 5.30pm-c.7.45pm to allow delegates a window to visit between this time, before the evening meal. Volunteers will be on hand to answer visitors questions. The cost is £4.50 per person but we will also need to pay a charge of £110+VAT to cover the museum's costs for after-hours opening. As the visit works out slightly more expensive than usual it is recommended that we seek

sponsorship to cover the additional cost (we usually spend just c. £5 on an evening activity) or ask delegates to pay a small supplement

- JH has provisionally booked tapas restaurant café Andaluz for the conference dinner on the Thursday night, on a recommendation from Jenny Noble. It is c. 20 minutes walk from the Tenement museum and c. 10 minutes from the accommodation. We are currently negotiating a set menu but hoping to secure one for c. £17-18 per person
- JH and CC got quotes for coach transport between day and evening venues on Thursday p.m and from the accommodation to and from Newtowngrange on the Friday. They were £165 and £320 respectively from one provider. We will continue to secure additional quotes to see if we can get this cheaper.

Recommendations

- Consider a price rise for 2014 conference as all costs, including accommodation, venue hire, evening meal, evening activity and catering costs are up on last year
- Start to actively pursue sponsorship asap to support free places and possibly to subsidise Thursday evening activity
- As the Collections Trust's Open Culture conference has now been confirmed as taking place over our dates, we will need to work even harder to secure delegate places. J.H. and CC would like to call on all committee for their assistance in promoting to their networks and contacts.

Notes/Background

Price comparisons between 2013 and 2014 conferences (some figures for 2014 are estimates, as noted).

| 2013 costs | | |
|--|--------------------|---------------------------|
| Item | Fixed costs | Costs per delegate |
| Accommodation @£39.50 per night | 2,772.00 | |
| Evening meal Thurs Apartment | | 15.95 |
| Catering Ulster Museum catering based on 35 attendees, + fixed staff and hire costs +VAT quote 18.1. | 1,138.68 | |
| Catering Cultra | 816.00 | |
| Coach Belfast to Cultra coach (return): Belfast bus Company. 54 seater | 170.00 | |
| Transport accomodation to evening venue (Titanic). Meal to | 140.00 | |
| Admin (folders/badges) | 0.00 | |
| Mailout | 181.83 | |
| Speaker travel(estimates) | £883.36 | |
| Thursday eve Titanic Dock tour | | 4.50 |

| 2014 costs | | |
|---|--------------------|---------------------------|
| Item | Fixed costs | Costs per delegate |
| Accommodation (1 nights) | | 42.00 |
| Evening meal Thurs (estimate) | | 17.00 |
| Catering Thursday (estimate based on menus) | | 28.00 |
| Catering Friday (estimate based on menus) | | 19.00 |
| Coach accommodation to mining museum and return (quotation) | 320.00 | |
| Transport Riverside to accommodation to evening venue (quotation) | 165.00 | |
| Admin (folders/badges) (estimate) | 30.00 | |
| Mailout (estimate) | 200.00 | |
| Speaker travel (estimate) | £850.00 | |
| Thursday eve Tenement Museum (quote) | 132.00 | 4.50 |
| Glasgow Life Riverside venue hire (quote) | 90.00 | |

AGENDA ITEM 5: Sponsorship and Development Officer Report

Author: Steph Gillett
Date of report: 21 December 2013

Purpose of report:

For information (report/briefing)
Discussion
Decision

Summary/key points

I am currently looking at sponsorship needs and opportunities for next June's Conference; I anticipate that other sponsorship, marketing and development activity will be driven by our forward/strategic planning.

Jude and Ciara have suggested that the visit to the Glasgow Tenement Museum on Thursday night of the Conference should be something we try and attract sponsorship for due to additional costs, for example inviting a local design agency to sponsor a drinks reception nearby and subsidising the overall costs.

Another element potentially requiring sponsorship is an additional free place, as our own budgets will only permit us to offer one. Jude and Ciara have suggested we approach the Federation of Scottish Museums or similar for sponsorship for a free place for a first-time Scottish delegate.

Committee is asked to consider these suggestions and also comment on potential sponsors (see notes below); suggestions for sponsors and contact details will be welcomed after the Committee meeting.

Recommendations

We seek sponsorship as suggested by the Conference organisers.

Notes/Background

Possible Conference sponsors:

1. Museum suppliers based in Scotland

ClickNetherfield Ltd, Livingston
Mike Stoane Lighting, Midlothian

2. Corporate supporters of National Museums Scotland

Allander Print Ltd
Anderson Strathern
Artemis Investment Management LLP
Brewin Dolphin Ltd
Diageo
The Glenmorangie Company Ltd
The Miller Group Ltd
The Royal Bank of Scotland Group

3. Business Patrons of Riverside Museum Appeal

Arnold Clark
BAE Systems
Bank of Scotland
Caledonian MacBrayne
First
Optical Express
Rolls-Royce
Scottish Hydro
SPT
The Royal Bank of Scotland Group
Weir

4. Exhibition Designers near Glasgow:

3Dx Design Solutions Ltd
Citrus Displays
Merit Display Equipment
Mobex
Redblu Graphics & Displays Ltd
Scotpanel Display Ltd
Scotsman's Exhibitions

AGENDA ITEM 6: FirstBASE Tools for the Trade Project (ACE funded)

Author: Emma Harper

Date of report: 19th December 2013

Purpose of report:

For information (report/briefing)

Discussion

Decision

Summary/key points

The Tools for the Trade project is progressing well. An edit of the first film will be available for viewing and comment in the next couple of days. Once I have received this I'm going to forward it to the FirstBASE Editorial Committee for comment but can also forward it to SHCG main committee. This first film features Blacksmith's tools and was filmed at the Black Country Living Museum with a live demonstration and voiceover by a specialist (this same format will be followed for future films). There is quite a challenge to keep the films down to 4- 4 ½ mins so a bit more editing is required. Also, within this time it was only possible to focus on 4 tools in detail – Anvil, Tongs, Hammers and Bellows.

The next batch of filming is scheduled for January and will feature Ropemaking with a specialist (Des) who has his own collection, but hopefully also some shots of other collections too (suggestions welcome). The third film will feature Coopering and Sarah is currently awaiting recommendations for a Cooper for demonstration. The fourth film has not yet been decided on but will probably either feature a group of medical tools (via Briony Hudson) or something more agricultural/rural to get broaden out the reach of the films.

We still have a lot of budget left, Sarah is claiming her travel expenses separately which are keeping costs down and the Black Country Museum was local to both her and the filmmaker, Luke. She and Luke are travelling in the same vehicle to the various locations which is keeping costs down. Next venue is in Suffolk and Des, who will act as both specialist and demonstrator, will not charge a fee. It is worth noting that as well as the £1200 for expenses (of which we have £1067 left) we also have £1200 set aside to pay for specialists/filming permissions. Luke will invoice us in the next couple of weeks but is in no rush for payment as he understands people will be away over the Christmas/New Year holidays.

I have made contact with our ACE contact, Paula Kitching and have spoken to her about the project. I queried the funding timeline with her we thought that the money/project had to be complete by the end of March 2014 but our offer letter states end of March 2015 with various reporting points in-between (the first being March 2014). The situation is that 2 years worth of ACE funding have been bolted together which is why the timeline is currently running until March 2015. However, Paula didn't see a problem if we wanted to complete the project by March 2014 then we can have the money earlier, equally if we want to extend our current timeline until say June 2014 then that should be fine as well, just to let her know our preference and we can arrange the payments accordingly. Paula also said if we had any events coming up or anything connected with the project then both her and her colleague (Sarah I think) are eager to make more contacts with the SSNs and come along to events etc.

Recommendations

None at the moment, proceed as at present.

Notes/Background

The *Tools of the Trade* project seeks to harness the collections understanding around one specific topic (tools) within social history collections, and enable those working in museums to learn from each other's expertise and experience.

The tangible outputs of the project will be:

- Working in partnership with other relevant SSNs, professionals, expert curators, significant collections/museums to identify appropriate content and interviewees for films
- Commissioning up to 6 films*, based around commonly held tools in museum collections (for example, likely to include: tools for construction, woodworking, blacksmith/farrier, coopers, leather/shoe repair, dressmaking/millinery, agriculture)
- Providing the films as easily accessible resources with a wide reach by adding to SHCG's firstBASE resource (www.shcg.org.uk/firstbase) website and CollectionsLink for free download.

Current Timeline

- The project will run from August 2013 to March 2014.
- The planning and commissioning of the Project Coordinator and film maker will take place in August and September 2013.
- Liaising with and briefing specialists to be interviewed and filming will then take place during the autumn and winter 2013.
- Editing and online upload of the films and the evaluation of the project will be carried out in February and March 2014.

AGENDA ITEM 7: Membership Secretary's Report

Author: Fiona Byrne

Date of Report: 05/01/2014

Purpose of report:

For information (report/briefing)



Discussion



Decision



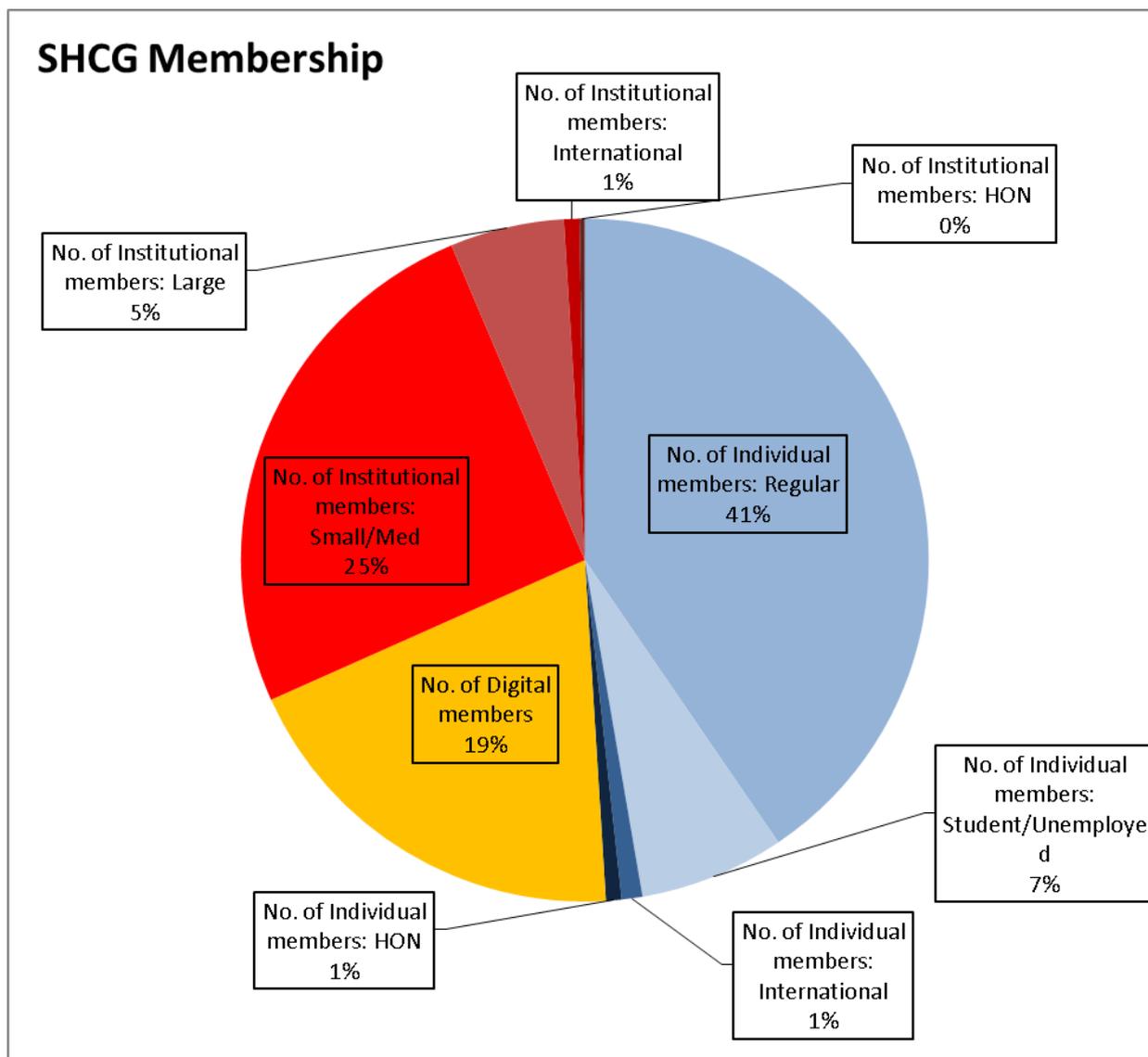
Summary/key points

- Membership online database and membership spreadsheet are both as up-to-date as possible.
- Aim to contact members to ensure we have all contact details up-to-date before Invoice time in April 2014.
- Priority to try to contact those who have not paid this year or newsletters/emails have been returned to see if they still wish to be members.
- Maintaining Online Database and Membership Spreadsheet together so both are up-to-date and can be ready to send at any time to Newsletter or Journal Editors.
- Need list of BACS payees etc. when available from Treasurer to mark members as paid or not.

Recommendations

- International Membership to be altered to that of digital membership. Postal costs etc.
- To have two invoice periods throughout the year: March April and September for those who have joined in the second half of the membership year. I am keeping track of when new members join to separate these from the general bulk of renewals. To avoid confusion of 'freebie years' and for people having only paid in December to be then invoiced in March/April for next membership year.
- When members join halfway throughout the year to send them PDFs of newsletters they perhaps have just missed a mailout.
- To provide the Newsletter and Journal Editor with labels or envelopes with labels already attached. [I am aware of how time consuming stuffing envelopes can be without having to deal with mail merge and printing labels etc.]
- Providing our bank account details on membership form for convenience for those setting up Standing Orders – I have had this requested by a member.

Notes/Background



| | | |
|------------------------------|--------------------|---|
| No. of Individual members | 201 | (28 stud/unemp, 4 international, 3 Hon) |
| No. of Digital members | 79 | |
| No. of Institutional members | 130 | (104 Sml/Med, 22 large, 3 international, 1 Hon) |
| Total: | 410 Members | |

- 9 New Members processed since September 2013 – Individual and Digital members
- A number of Individual Print members will be switching to Digital Membership next membership year

AGENDA ITEM 8: Journal Editor Report

Author: Helen McConnell

Date of report: 19/12/2013

Purpose of report:

For information (report/briefing) x
Discussion x
Decision

Summary/key points

- All articles for Issue 38 received, proof-read and sent to Designer.
- Eight articles in issue. Three are Conference papers, five are new articles.
- Call for exhibition and book reviews to go out early in the new year. Two exhibition reviews already promised.
- Three quotations sourced for design work. Decision made to go with our previous designer, who provided the middle quote in terms of cost but has proven himself to be very reliable and to produce work of a high standard. It was considered by the Journal Editor and the Chair that the cheapest quote was unrealistic and might result in an unsatisfactory final product.
- Journal on track to be published alongside the News in June 2014.

Recommendations

- I would like the Journal to maintain a balance between presenting Conference papers for those who did not attend, and informing our members about innovative work being done, in order to suggest new ideas and prompt discussion. This would involve a more proactive stance – keeping abreast of interesting work being done and approaching people to request articles.
- Committee members could commit to forwarding the details of interesting projects they encounter to the Journal Editor.
- To discuss: do committee members feel that it would be useful to provide a forum for discussion of articles in the Journal after its publication, and if so, what form could this take?
 - Is there / could there be a comments section on the SHCG website?
 - Could we start a discussion on the Linked In group, and direct people to it via the email list?

AGENDA ITEM 9: *SHCG News* Editor report

Author: Adam Bell

Date of report: 19 December 2013

Purpose of report:

For information (report/briefing)

Discussion

Decision

Summary/key points

Issue 72 (Dec 2013):

SHCG News no. 72 was issued to members in December. When the digital version was e-mailed around 60 e-mails bounced back. I made a note of the e-mails that bounced back, then submitted this to the committee, who were very helpful in identifying up-to-date / correct e-mails for some members.

There was a delay in posting out the print copies due to database issues, but I did manage to get them all posted before the Christmas 2nd class posting deadline.

Because we still didn't have access to the bank statements (and to a large extent still weren't sure who had paid for 2013/14 and who hadn't) I decided to give all members (excluding digital only members) the benefit of the doubt and send them a printed copy of the *News*.

I checked my records from the June mailout and also sent members who had not received printed copies in June (because we believed at the time that they had not yet renewed) a copy of the June *News* and the 2013 Journal - again giving them the benefit of the doubt - rather than running the risk of alienating members who were in fact fully paid-up but may not have received anything since December 2012.

Issue 73 (June 2014):

Issue 73 is due out in June 2013, and will be issued along with the 2014 Journal as in June 2013. Submissions for Issue 73 should be received by 25 April 2014. I already have one submission for the Theory & Practice section: an article by Kay Jones of National Museums Liverpool about the *April Ashley: Portrait of a lady* exhibition. I would be grateful if committee members would consider sending me topical news for the Bulletin Board, etc.

Looking forward:

I intend to explore the possibility of selling advertising space in the *News*, and would be grateful for the assistance of the Sponsorship & Development Officer to help achieve this.

AGENDA ITEM 10: Seminar organiser report

Author: Catherine Littlejohns

Date of report: 18th December 2013

Purpose of report:

For information (report/briefing)

Discussion

Decision

Summary/key points

My intention is to focus on two key seminars in the first year, in May and October, avoiding bad weather and summer holidays!

I had originally intended to follow up existing contacts in Bournemouth for a plastics workshop, but on consideration felt that a seminar in Bournemouth or along the South Coast may discourage many people from coming if they are not in the immediate area.

Instead I am hoping to organise the plastics seminar in London. I have contacted Sue Mossman, former Curator of Plastics at the Science museum, who is also Vice Chair of the Plastics Historical Society in London. Sue was initially enthusiastic about what could be achieved but I have not been able to speak with her since to begin discussing details.

I think there is lots of potential for working with Sue and with other members of the Plastics Historical Society, so I will be pursuing this in the new year.

Please see also separate report from Verity and Leah about Loan Boxes.

Recommendations

My plan for the second seminar of 2014 is to focus on Oral History training, using a local trainer recommended by OHS along similar lines to that which the British Library offer, but without having to go to London.

If there is sufficient demand this would be the sort of seminar that could be run regularly at different locations and people would know that there would be one near to them sooner or later.

AGENDA ITEM 11: Object Lessons Report

Author: Leah Mellors & Verity Smith

Date of Report: 18 December 2013

Purpose of report:

For information (report/briefing)

Discussion

Decision

Summary/key points

Action taken

- Contacted Frances Stonehouse at National Railway Museum to establish contents and measurements of boxes.
- Liaised with SHCG Committee members.
- Created booking form and booking spreadsheet.
- Contacted York Museums Trust directly – they are interested in taking the boxes (currently at National Railway Museum) in the summer of 2014.
- Received enquiry from Guildford Museum – they are interested in taking two of the boxes towards the end of 2014 or in 2015.

Problems encountered

- There was no official handover process, meaning that we were initially quite confused about the nature of the boxes and our role. We will consider creating documents outlining the boxes and processes involved in administering them, for any future handover.
- Not all museums require all three boxes – we are unsure of where to store unused boxes if this is the case.
- Museums are constrained by budgets, which not only affect their ability to transport the boxes (as the costs are quite high), but also affect the timescales involved (e.g. Guildford may need to wait until 2015 to take the boxes to fit in with their next annual budget).

Intended ways to promote boxes

- SHCG News
- SHCG Mailing List
- Targeted emails to museums in Yorkshire for 2014
- Regional newsletters or mailing lists, e.g. Yorkshire & Humberside Federation, South West Federation, MidFed etc.
- Museum Development Officers (regional)
- HLF Skills for the Future project managers

Actions to take

- Target regions to move boxes around – since we have provisional bookings, these could be Yorkshire for 2014, Surrey for 2015. This will facilitate moving the boxes as they could be collected by the museum, reducing costs. Create email lists of museums in each region and identify Museum Development Officers and regional federations.
- Identify HLF traineeship project managers who could assist with promotion or run training sessions with trainees.
- Actively promote boxes through mailing lists, newsletters and targeted emails.
- Set up a survey monkey evaluation for the boxes

AGENDA ITEM 12: Web Editor Report

Author: Catherine Newley

Date of report: 17th December 2013

Purpose of report:

For information (report/briefing)

Discussion

Decision

Summary/key points

Website update:

Last time I reported about the issues with the website hosting and how it was hoped these had now been resolved by having new gmail email address. **I would like confirmation from those affected that the new email addresses are working adequately.** This will allow me to confirm our reduced costs with fasthosts (our old hosting provider).

Since my last report, Fiona and I have had a chance to use Laura's data in the membership database and found several snags with the way it works. The priority however was to get the membership information updated and useable and once done the plan is to go back to the web designers and ask for the necessary changes. I think the sooner we can do this the better – it's hard to tie them down anyway and I would like to get them working on this before it's been so long that they can claim this is work on a new project.

We have had about 490 hits to the website since our last meeting in September, although a huge proportion of hits are, I suspect, from search engines. The most commonly accessed pages are the homepage (165 hits) and the firstBASE index pages (24 hits).

Email list and social media

There are currently 210 subscribers to the SHCG email list.

We have 363 likes on facebook and 159 followers on Twitter. The posts on Facebook about the Editor's Choice on firstBASE are consistently getting likes and interest and the recent call for papers for next year's conference reached 270 people, all of which is helping with SHCG's profile online. With the current Tools for the Trade project, there have been some great posts on twitter about the filming sessions and several retweets which have resulted in more followers.