



Annual General Meeting

16:00 Thursday 29 June 2017, University of Reading

Agenda

1. Apologies and Attendance
2. Minutes of the 2016 AGM
3. Matters arising from the previous minutes
4. Accounts
5. Committee Reports
6. FirstBASE Sub-Committee Report
7. Election of Trustees (Ordinary members)
8. Any Other Business
9. Close of Meeting

Title of paper: Chair's Report

Author: Catherine Newley

Date of report: 26 May 2017

Purpose of report: AGM

One of my main focuses of the last year has been establishing stronger links with other SSNs to share ideas and concerns and seek opportunities for joined-up working. There is now an SSN jiscmail list for committee members from across organisations. In March, I attended a meeting organised by ACE to bring together all the SSN groups in person. Representatives were there from a wide range of SSNs including:

- Association of Performing Art Collections (APAC)
- Contemporary Studio Ceramics
- Crime and Punishment Collections Network
- Dress and Textiles Specialists (DATS)
- European Paintings Pre-1900
- Geological Curators Group
- Islamic Art and Material Culture Subject Specialist Network
- Maritime Curators Group
- Museum Ethnographers Group (MEG)
- Musical Instruments Resource Network
- Natural Sciences Collections Association (NatSCA)
- Plastics Subject Specialist Network
- The Photographic Collections Network
- Rural Museums Network
- Social History Curators Group
- Society for Museum Archaeology
- Understanding British Portraits

Having established connections with several of these groups, we're exploring how we can team up for future events so watch this space for the return of collaborative seminars in the next couple of years. As part of the session, we were asked to consider how ACE can support SSNs more. They were clear that they don't yet know what budget will be available but several of us made the point that whilst funding to support what we do would be well-received, we're realistic there may not be much in future. However, there are other things we suggested ACE can do:

- They can ensure that anyone who applies for their funding must demonstrate that they are supporting SSNs through their work (e.g. allowing staff members the time to attend committee meetings, hosting meetings for free etc.)
- They can encourage MDOs to be advocates and ambassadors for the SSNs with museums in their individual patches.
- They can ensure that they have an up-to-date list of SSNs of the ACE website which links to the individual SSN websites

As always, SHCG has an important role to play in advocating for social history collections in museums. When, in July 2016, Kirklees Council announced that they were holding a consultation on the future of three of their museums, the committee wrote a letter in response. Whilst recognising the significant pressure faced by the council to make cuts to their budget, we emphasised the need to consider the on-going care and access to the social history collections if these buildings were to close. More particularly, highlighting the on-going need for staff to interpret and care for these collections and not to rely solely on volunteers. Unfortunately, the council has since gone ahead with its decision to close two museums but we will continue to keep an eye out for the future of the collections.

By now, you should all have received an invitation to take part in our membership survey – the aim for this survey is to use it as an opportunity to understand who our members are a bit better (in order to measure things like diversifying membership) and see what else you

think we should be doing to retain and increase membership. Please, if you haven't already, take the time to fill this survey in – it's very helpful to hear from you so we can shape our future activity.

Finally, I'd just like to say a big thank you to everyone on committee who has supported me for the past two years as Chair. I'll be stepping down this June after 7 years on committee knowing that the future of SHCG is in good hands. There are several others also stepping down this year so I'd like to pay particular thanks to Elinor Camille-Wood, Jemma Conway and Emma Harper for their huge efforts with the group over the last few years in a number of different roles.

Title of paper: Secretary's Report

Author: Verity Smith

Date of report: 31 May 2017

Purpose of report: AGM

- The handover of Secretary files was completed at Conference 2016 by the outgoing Secretary, Michelle Lees.
- Paper copies of Trustee meeting minutes and AGM papers from previous years were passed on by the outgoing Secretary and the current membership Secretary. These have been sent to the SHCG Archive held at the University of Leicester via Special Collections Archivist Caroline Sampson.
- The electronic SHCG Archive held on the Google Drive for the enquiryshcg@gmail.com account has been tidied up and documents filed for reference. I have been ensuring that Trustee Reports and minutes of meetings are saved following each meeting.
- Trustees' details were updated on the Charity Commission website following the election of new trustees at AGM 2016. These are amended each year following AGM and the election of new trustees.
- Charity Commission returns for England and Scotland were completed in December 2016 although there were some minor issues with the information submitted so I will ensure extra care is taken for the 2016/17 return to meet the necessary requirements.
- Registration with the Northern Ireland Charity Commission is not currently possible. This was confirmed by the statement on the NI Charity Commission website: *"only organisations which have been called forward by the Commission, and have received an application password, will be able to apply to register as a charity at present."* The website for reference is:
<http://www.charitycommissionni.org.uk/manage-your-charity/register-your-charity/>
- SHCG External Contacts Database – an older version of this which was used by Conference and Seminar Organisers for the previous 2 years has been updated and collated in a Google sheet. This is held securely on the Google Drive and maintained by all trustees. It has and continues to work well as a method of keeping a relevant list of external contacts, particularly for promoting Conference and Seminars.
- SHCG Trustee meetings for 2016/17 have been held at Coffin Works Birmingham, Verulamium Museum, St Albans, and M Shed, Bristol.

Title of paper: Treasurer's Report
Author: Jenny Noble
Date of report: 26 May 2017

Purpose of report: AGM

The current Treasurer would like to thank the outgoing Treasurer for her hard work in implementing an effective cashbook system during her time in office. The handover after last year's conference proved straightforward (apart from changing the bank account signatories, which has taken longer than anticipated) and the cashbook system has enabled the accounts to be kept up to date easily. Monthly bank reconciliation continues to take place, with reports circulated to all committee members.

A new charity account will be opened at the request of the Co-op Bank, once new signatories have been agreed during this year's conference. This will take the place of the community account currently used for all transactions.

The £2,000 reserve fund remains untouched in the existing SHCG charity account. No further funds were transferred into the reserves during 2016-17 due to the Treasurer being unable to access this account following handover. This issue is in the process of being resolved and it is anticipated that savings from 2016-17 can be transferred to the reserve fund this year.

The old HSBC account remained open during 2016-17 as several standing orders for memberships were still being paid in. Most members have now switched their SOs at the request of the Membership Secretary or Treasurer; action to transfer funds and close the HSBC account proceeded in May 2017.

Financial statement for year ended 31st March 2017

Total income 2016-17	£16,625.23
Total expenses 2016-17	£15,131.69
Surplus / (deficit) for 2016-17	£1,493.54
Total balance brought forward 2016-17	£6,768.05
Total funds in Co-op main account	£5,951.87
Total funds in Co-op reserve fund	£2,000.00
<u>Total funds in HSBC account</u>	<u>£ 310.00</u>
Total balance carried forward 2016-17	£8,261.87

Breakdown of receipts	Income 2016-17
Membership subscriptions	7,164.46
HSBC account membership subs	138.00
Conference 2016	9,098.41
Conference 2017	0.00
Advertising and sponsorship	100.00
Grant income	0.00
Seminars	115.00
Miscellaneous and sundries	9.36
Bank interest	0.00
Total receipts	£16,625.23
Breakdown of payments	Expenses 2016-17

Conference 2016	7,191.08
Conference 2017	729.00
Seminars	13.75
Newsletter	1,870.15
Journal	1,302.14
Postage and stationery	85.60
Committee travel expenses	1,552.17
Miscellaneous and sundries	561.90
FirstBase expenses	1,825.90
Total payments	£15,131.69

Summary of finances for April 1st 2016 to March 31st 2017

Membership Subscriptions

SHCG membership subscriptions are down slightly from £8,061.35 last year but remain much healthier than the preceding period, with over £300 of membership subscriptions from 2015-17 still to be transferred from the old HSBC account into the current Co-op account.

Committee Expenses

Three Committee meetings were held during the year. Committee travel expenses remain consistent with costs in the last two financial years, taking advantage of early booking reductions where possible.

Conference

Following on from the success of the SHCG 2015 annual conference, the 2016 conference in Lincoln returned a healthy profit of £1,907.33 (a full report is issued by the Conference Organisers). It should be noted that although payments were made for the 2017 conference prior to 31 March 2017 there were no receipts, thus slightly reducing the net profit for 2016-17 in comparison to the previous year where income was received before the year end.

Seminars

One SHCG seminar was held during 2016-17. Thanks to the Seminar Organiser securing the venue and tutor free of charge, the only expense incurred was for food; subsequently, delegates' fees could be kept to a minimum.

Journal and News

Two editions of the SHCG Newsletter and one edition of the SHCG Journal were paid for within the financial year 2016-17. It should be noted that postage fees for each were minimised in this period thanks to The Postal Museum providing the use of old stamps.

Projects, Grant Income, Sponsorship and Advertising

Costs incurred by FirstBase relate to travel expenses and the Identifications section of the website. No grant income was applied for/received during 2016-17. £100 was received for advertising space in the News, a revenue stream which could be explored further in 2017-18.

Miscellaneous and Sundries

Miscellaneous income relates to sale of an SHCG Journal to a non-member (£9.36). Miscellaneous costs relate to couriering files to the new Treasurer (£16.51), reimbursement of a subscription paid twice in error (£32.00), web domain renewal (£8.39), annual subscription cost for Survey Monkey (£229.00) and accountant's fee for conducting the annual Independent Examiners Report (£276.00).

Title of paper: Membership Secretary's Report

Author: Adam Bell

Date of report: 4 June 2017

Purpose of report: AGM

Membership summary

At the start of the calendar year 2017, membership was as follows:

Individual print

Fully paid up for 2016/17: 42

Honorary members: 3

Individual digital

Fully paid up for 2016/17: 84

Institutional

Fully paid up for 2016/17: 88 (NB 38 of these were 'large' institutions, the rest were classed as 'small/medium')

Underpayments

Some Individual members (excluded from the numbers reported on above) have not been paying the correct membership rate, and have been contacted to encourage top-up payments and to change existing Standing Orders. These members are not currently receiving their full membership benefits, which will be restored when action is taken on the part of the members to rectify identified discrepancies.

Renewals

The new membership year began on 1 April 2017, since which date the Membership Secretary and the Treasurer have been busy processing membership renewals from both Institutional and Individual members, as well as new members.

Student offer

A special offer for free digital taster membership was offered to students on museum / gallery / heritage studies courses in November 2016, valid until April 2017. It was hoped that this would help to raise SHCG's profile among a new generation of museum professionals.

The offer was made to 20 universities around the UK and students from five universities responded: University College London; University of Manchester; Birkbeck, University of London; University of Ulster; Newcastle University.

In total, 53 students were signed-up. The free membership period has now finished, and the students have since been encouraged to pay for 2017/18 student memberships.

Title of paper: News Editor's Report

Author: Emma Harper

Date of report: 25 May 2017

Purpose of report: AGM

This year has been a good one for the SHCG News. We have continued to produce it with the help of Nick Drew Design. Several different projects have been highlighted throughout the year from different members and some good feedback received. Many thanks to all those who have written articles I think the News continues to reflect the realistic and changing face of social history on the ground in museums. We have had some issues getting the news to the designated libraries but have come up with a plan to ensure this happens.

As my final year as Editor and on committee I'd just like to take this chance to thank you all for all your support and hope to see you at next year's conference!

Title of paper: Journal Editor's Report**Author: Verity Smith****Date of report: 31 May 2017****Purpose of report: AGM**

- The Call for Papers for the upcoming issue of the journal went out in early September, with a deadline for submission of abstracts by mid-September and articles by early October.
- The theme for Issue 41 of the Journal is the 50th anniversary of the legalisation of homosexuality in the UK - Stuart Frost, Head of Interpretation & Volunteers at the British Museum was the guest Editor.
- The decision was made at the Trustees meeting in October that Verity Smith would be co-Editor of the Journal to cover Helen McConnell Simpson's maternity leave/ This took effect from w/c 14/11/16.
- There were 9 articles submitted for inclusion in this year's Journal, and each article was peer reviewed by 2 reviewers. This is the second year that we have used the peer review process which has worked well.
- Final versions of the articles were submitted by the contributors by early December. These were proof-read by SF and VS.
- A healthy response was received in response to the call out in January for Exhibition and Book Reviews for the Journal via the SHCG jiscmail list. 3 exhibition reviews, 1 book review and an "object in focus" piece were submitted for inclusion.
- All documents relating to the Journal have been saved to Dropbox folders managed by Helen and the Verity – these will be shared with the next Journal Editor following the election of new Trustees.
- The final version of the Journal was sent to the designer, Nick Drew in mid-March and sent out to all members in mid-April. My thanks to Cat and Emma for making this happen. The final cost of printing was slightly higher than last year as this year's edition is a few pages longer.
- The e-version was further amended (some typos were spotted) before it was sent out to all digital print members so this differs slightly from the print version.
- Previous issues of the Journal have been uploaded by Elinor to the SHCG website so that it is possible to view previous issues online.
- Emma has ensured that print copies of the Journal and Newsletter will be deposited in the SHCG Archive at the University of Leicester.

Title of paper: Web Editor's Report

Author: Elinor Camille-Wood

Date of report: 24 May 2017

Purpose of report: AGM

The Web Editor has continued to update the website with new content, adding in new pages for #SHCG17 conference, events and news items. The journal page has been updated with Volume 39 and 40 also the Trustee role descriptions have been updated.

The Web Editor has added a list of Museum Federations to the related organisations page and contacted all of the FED's to ask if they can reciprocate by adding the SHCG website information on their website. So far, several Museum Federations have replied with a positive response.

The Marketing and Partnerships Officer and Web Editor have been working together on marketing and communications plan for the #SHCG17 conference and anticipate that these two roles will work more closely together in the future to promote the work of SHCG.

Twitter: Current audience is 1,111 followers with the majority 71% are female on average we gain one new follower per day and 90% are from the UK. Twitter is an important part of engaging with our membership and beyond. Particular thanks to @CuratorKitty for sharing on twitter some of the amazing objects in the Leeds Museums collections and always copying in @SHCG1 and helping to raise awareness of the organisation.

Facebook: Current audience is 921 likes with 72% being females. Most of the audience is from the UK followed by the USA, Greece and Canada. Audiences have enjoyed posts featuring objects, seeing museums members have visited and hearing about job opportunities. To encourage greater levels of audience engagement the Web Editor in future will share more relevant content from other pages and post on a more regular basis.

Jiscmail: Current number of subscribers is 289, in the past year due to the work of the Membership Secretary around membership renewals there have been 112 new subscribers to the list, 11 people left the list and 430 posts on the list. The list continues to be a valuable source of information and advice for members and all members are encouraged to subscribe to the list if they have not already done so.

Finally, thank you to everyone who has liked, re-tweeted, shared, commented, posted and generally supported SHCG online – long may it continue!

Title of paper: Marketing and Partnerships Officer Report

Author: Jemma Conway

Date of report: 29 May 2017

Purpose of report: AGM

- The focus of the past few months has been to support the promotion of conference, through social media, MDO newsletters, jiscmail, MA lists, FEDs, the Heritage Consortium etc. to engage a broader audience for the conference including students and museum professionals who do not class themselves as 'social history curators'.
- Once conference papers and locations were confirmed, a marketing/comms plan for conference was developed with the Social Media and Web Editor. The social media marketing was specifically focused on the three weeks before the booking date closed, including an overview of sessions, what's on offer and what people can expect at the conference.
- Partnerships have been built through committee and their contacts, including an SSN networking day attended by the Chair, and textile network through Seminar organisers.
- Areas of focus for 2017/18:

*Use current members to support networking and raising SHCG's profile through supplying PowerPoint presentation files for those who are willing to do talks on SHCG to local groups and local universities on SHCG's behalf. The idea is to roll this out across the country by contacting members to ask whether they could get involved to help spread the word about SHCG and the benefits of joining.

* Build relationships with MDOs and Federations across the U.K to raise SHCG's profile, with a focus on driving membership.

*Investigate opportunities for collaboration on training and workforce development through working closely with seminar organisers. Ensure SHCG is represented through other SSN networking opportunities and collaborations.

*Investigate ways to diversify and boost the membership with the Membership Secretary- free student digital membership trialled this year as an introductory offer could be capitalised and rolled forward for unemployed members for example.

*Develop and implement a marketing plan for the organisation alongside committee.

Title of paper: Seminar Organiser
Author: Holly Trubshawe and Niti Acharya
Date of report: 23 May 2017

Purpose of report: AGM

Following on from participant feedback last year, a seminar took place at Hackney Museum on Thursday 1st December 2016. Libby Finney, regional collections care development officer at the Museum of London ran the session. Attendees were responsible for their own lunch arrangements so we could minimise costs and charge £5 for members and £10 for non-members. Expenses for the day totalled £13.75 for light refreshments attendee fees totalled £115. Libby giving her time for free, providing supplies (covered by funding received for her role), and a large number of non-members attending, the seminar has made a profit of £101.25. We plan to use this to cover a free place (or places) in future seminars or to help ensure the next seminar doesn't make a loss. Overall, feedback from the seminar was positive and highlighted that participants want a mix of theoretical and practical application from a knowledgeable session leader:

“Beginning with the very well-structured theoretical overview of both dry and wet cleaning, and then having the opportunity to put this into practice afterwards really ensured that I absorbed the learning from the day. The handouts were great too.”

There were also some improvements to note such as a larger room size. SHCG Committee agreed non-member fees for seminars should be significantly higher to provide a better offer for members - this will be developed on a seminar by seminar basis, taking into account delivery costs.

Feedback was collected from attendees for future seminars, and a decision was made to focus the next seminar on Textiles and textile Care. We have been in communication with DATS (Dress and Textile specialists- <http://www.dressandtextilespecialists.org.uk/>) We have been in communication with Suzanne Smith, the Subject Specialist Network officer for DATS and the DATS chair, who is based in Glasgow, Rebecca Quinton. We had identified Glasgow as being a good place to hold the seminar and Trustee Jenny Noble has suggested places that we can contact in Glasgow as well as potentially offering space at her museum, Summerlee which is only 20 minutes from Glasgow and on public transport routes. Plans for it to be held in the Summer/Autumn of this year have had to be put back due to Scottish holiday season and issues around locating a conservator in the region who is available and within our budget. We will continue try to find a suitable solution, which may include postponing this seminar until next year or moving the seminar to a different location.

At the last Trustees meeting, following feedback received from the Subject Specialist Network (SSN) meeting, we are starting conversations with other SSN's about organising more seminars with other groups making the most of our expertise and gaining the experience that other SSN's can offer us. The seminar team are also beginning to take a strategic approach to ensuring we deliver two seminars per year for the next couple of year. This includes more forward planning, ensuring that we programme two seminars every year, and plan a year at least in advance, with one seminar focused on skills and experiences and one exploring more strategic issues to meet the needs and requirements of members, whatever career stage they are at.

One of the seminar organisers, Niti Acharya, is due to go on maternity leave from the end of June 2017. Plans have been put in place to ensure that the planning and delivery of seminars will not be affected.

Title of paper: Object Lessons

Author: Holly Trubshawe

Date of report: 30 May 2017

Purpose of report: AGM

SHCG has 3 Object lesson boxes that are designed to help anyone working with social history collections to identify and look after collections made of plastic, metal or wood. The boxes are free for museums or individuals to borrow, the only cost is transportation (around £75) and to ensure the boxes are insured. More details can be found at <http://www.shcg.org.uk/object-lessons>

The wood object lesson box is currently at Letchworth Garden City Collection. They also previously had the metals and plastic boxes. The contact at the museum has now left, but we have a contact email on record for when the box moves on. It has been at Letchworth since February 2016.

The metals object lesson box was at Norfolk Museums Service as part of their teaching museum. It was requested by Darlington Railway Museum, where it has been since December 2016. They have used it to deliver one session to volunteers and have another planned for June. The feedback from them has been positive.

The plastics object lesson box is currently at Norfolk Museum Services as part of their teaching museum. It has been used for sessions with trainees in the past 12 months.

Morgan Bell, Teaching Museum Trainee, (Curatorial), Ancient House and Lynn Museum wrote a review of the boxes in the October 2016 edition of SHCG news (issue 77) which helped to promote the boxes.

The boxes are clearly still of use, but the issues around storing them (museums hold on to the box/boxes until requested by another organisation or individual) and promoting them remains. This will be explored over the next year by the Trustee responsible for Object Lessons.

Title of paper: Conference Organisers Report
Author: Rebecca Lucas and Nick Sturgess
Date of report: 20th May 2017

Purpose of report: AGM

Annual Report

The 2017 conference was developed in response to feedback from attendees at the 2016 conference in the feedback survey.

There wasn't a stand out location in the feedback survey so a number of possibilities were investigated. We were approached by staff at Reading Museum and The MERL with the suggestion that the 2017 conference was held in Reading with the offer of assistance in organising the event. After comparing options it was decided that Reading would be the location for 2017. Day 1 will be held at the University of Reading London Road Conference with a visit to The MERL and Day 2 will be held at Reading Museum and Town Hall.

The cost of hiring venues for the conference at the University is £576 (plus catering costs) and at Reading Town Hall is £500 (plus catering costs).

The conference dates of 29th and 30th June were chosen to avoid clashing with the Association of Independent Museums Conference and University of Reading graduation dates. Unfortunately this date falls within the Scottish school summer holidays which may affect attendance from Scotland.

The conference has been advertised as widely as possible. It has been listed on the SHCG website and on the MA events page. It has been shared on social media and distributed widely by email.

The theme for this year's conference 'Changing Tides: Museums and Cultural Identity in a post-2016 landscape' was chosen to give an opportunity to investigate and discuss how social history practitioners react to current events.

There was a relatively low number of responses to the call for papers however the quality was excellent. This may have been due to the nature of the conference theme. All papers that were submitted were selected with the addition of a discussion panel session. Tony Butler and Helledd Fychan will provide key-note papers to begin each day.

In addition to 9 papers and the 'Question Time' panel discussion session we have incorporated a visit to The MERL and opportunity to look around Reading Museum. On the Saturday morning delegates are invited to attend a historical tour of Reading.

For 2017 SHCG has been able to fund 1 free place for a first time delegate. The successful delegate will write a review of the conference for SHCG news.

A good number of delegates have booked at the early bird booking rate, the discount continues to be an incentive for delegates. Early Bird bookings were open for approximately 1 month and we have offered the discount to unsuccessful applicants for the free place who still wish the conference. Those who are speaking at this year's conference are able to attend the relevant day of conference free of charge and travel expenses will be reimbursed to speakers.

Rooms have been booked for overnight accommodation with the University of Reading at their Bridges Townhouses. Unfortunately breakfast was not included with these rooms but it will be provided in a more 'self-catering' format and is included in the room rate paid by delegates.

The Friends of Reading Museum have generously organised and funded an evening drinks reception at Reading Museum on Thursday 29th June (prior to dinner at Sweeney and Todds).

There is once again an optional informal activity on the Saturday morning following conference. This will be a tour of Reading led by Brendan Carr from Reading Museum taking in the town's historical sites.

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.

Title of paper: FirstBASE Editorial Team Report

Author: Steph Mastoris

Date of report: 30th May 2017

Purpose of report: AGM

It is now almost twenty years since the committee of SHCG approved the start of firstBASE, the long-term project to create a resource for history curators as a starting point for research into their collections. Since then huge advances have been made, turning a basic printed text into an interactive online resource, searchable through SHIC or keywords and now full of peer-reviewed user-generated content.

Furthermore, over the past five years the firstBASE project has spawned two important video resources, thanks to external funding (Arts Council England and MA/Esmee Fairbairn). First, *Tools of the Trade*, a suite of films looking at the identity and use of the tools for a number of key trades represented in history museum collections. Second, nine films on the theory and practice of artefact identification, generically titled *Where do I start?* These are available publicly on the SHCG *YouTube* channel (<https://www.youtube.com/channel/UCK7Q9bUM6i-fPKuS-20B5MA/feed>) and so far have been viewed nearly 30,000 times. As a training resource the identification films can be viewed in sequence along with a narrative on the firstBASE section of our website: <http://www.shcg.org.uk/Identifications>

During the last twelve months the firstBASE database has continued to develop, thanks to contributions from members of SHCG and 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*.

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. Full details of how to contribute are available on the firstBASE section of the SHCG website: <http://www.shcg.org.uk/contribute>

The Editorial Team is also very keen to recruit new members. The time commitment is not large (one team meeting a year along with an annual stint as Duty Editor that usually takes a few hours to prepare) but the impacts on the work of SHCG and your own CPD can be considerable. No specialist knowledge is required, just an interest in the resources we use everyday in preparing exhibitions and projects, documenting collections and answering enquiries. Please contact me if you would like to get involved (steph.mastoris@museumwales.ac.uk)