



Trustees' Meeting

Syndicate Room, Fitzwilliam Museum, Cambridge
13.15-16.30, 3rd October 2018

Minutes

Attending

Dr Lora Angelova, **(LA)**, Head of Conservation Research and Audience Development, The National Archives
Daniel Bone **(DB)**, Deputy Head of Conservation, Ashmolean Museum, University of Oxford
Gill Campbell **(GC)**, Head of Environmental Studies, Historic England
Professor May Cassar **(MC)**, Director Institute of Sustainable Heritage, UCL
Professor Pip Laurenson **(PL)**, Head of Collection Care Research, Tate
Alastair McCapra **(AM)**, Chairman
Dr Paola Ricciardi **(PR)**, Research Scientist, University of Cambridge Museums
Alison Richmond **(AR)**, Chief Executive, ICON
Jacqueline Ridge **(JR)**, Keeper of Conservation, National Galleries Scotland
Professor Mary Ryan **(MR)**, Imperial College London
Dr Aurelie Turmel **(AT)**, Conservation Science Manager, Historic Environment Scotland
Constantina Vlachou **(CV)**, Historic Royal Palaces (by telephone)

Apologies

Dr Christina Duffy **(CD)**, Conservation Imaging Scientist, The British Library
Professor Carl Heron **(CH)**, Director of Scientific Research, The British Museum
John Jackson **(JJ)**, Science Policy Adviser, Natural History Museum
Katy Lithgow **(KL)**, Head Conservator, National Trust
David Thickett **(DT)**, Senior Conservation Scientist, English Heritage
Professor David Watkinson **(DW)**, Professor (Conservation), Cardiff University

In attendance

Dr Nigel Blades **(NB)**, The National Trust
Professor Matija Strlic, E-RIHS (item 4 only)
Caroline Peach **(CP)**, Preservation Matters Ltd

No.	Draft Minutes of Meeting of 3 rd October 2018	Action
1.	Welcome and apologies	
1.1	The meeting started at 13.15. Alastair McCapra, chairing the meeting, welcomed everyone, including Matija Strlic (presenting item 4) and Nigel Blades (attending as a non-voting nominated substitute for Katy Lithgow).	
1.2	Apologies were recorded as above.	
2.	Resolution to appoint Aurelie Turmel and Lora Angelova as trustees of the National Heritage Science Forum	
	A resolution was proposed to appoint Aurelie Turmel and Lora Angelova as trustees of the National Heritage Science Forum. Proposer: May Cassar Seconder: Mary Ryan All trustees present voted in favour of the appointments.	
3.	Declaration of interest and monitoring of private benefits to non-charitable organisations or individuals	
	May Cassar declared that she is Chair of E-RIHS UK (item 4) Caroline Peach declared that she is Director of the company that currently holds the contract for provision of operations services to NHSF (item 5) Alastair McCapra declared that he is a current volunteer and past Board member of Wikimedia UK.	
4.	E-RIHS presentation (Prof Matija Strlic, Prof May Cassar) Proposal for E-RHIS/NHSF future relationship	
4.1	Matija Strlic gave a presentation on E-RIHS (European Research Infrastructure for Heritage Science) and the preparatory phase of the UK hub, E-RIHS UK.	
4.2	The development of E-RIHS UK was framed in the context of the UKRI-led exercise to develop a roadmap for research infrastructure.	
4.3	The draft roadmap for research infrastructure is due to be published in November and this will be an important consultation for NHSF and its members to engage with – to make the case for heritage science to be named specifically within the infrastructure roadmap.	
4.4	The structure of E-RIHS UK was described, with its partner organisations (13 members, 5 of which are also members of NHSF).	
4.5	The following proposal was made to the trustees of NHSF (see paper circulated in advance 4_ <i>Proposal for a framework agreement between National Heritage Science Forum (004)</i>): Framework agreement and immediate benefits to NHSF A framework agreement between the NHSF and E-RIHS.uk would, subject to confirmation of the E-RIHS.uk Steering Committee, immediately: i. give the NHSF Chair, or representative, a seat on the E-RIHS.uk Steering Committee, and ii. when an ERIC is launched with the UK (having sought and secured funding) as a member, all NHSF institutional members will become members of E-RIHS.uk either as a provider or user of heritage science research facilities. This proposal is therefore in principle a phased invitation to all NHSF members, present and future, to join formally and freely E-RIHS.uk.	

<p>4.6</p> <p>4.7</p> <p>4.8</p> <p>4.9</p> <p>4.10</p>	<p>Trustees discussed risk (that the initiative is European, but not EU – the two must not be conflated; that there will be a need to get a commitment to national funding for the UK to be part of the ERIC (European Research Infrastructure Consortium)). Trustees discussed the commitment required from NHSF (attendance at two steering group meetings per year; possible inclusion of NHSF member representatives on the working groups).</p> <p>Trustees were asked to vote on the proposal to establish a framework agreement between NHSF and E-RIHS UK. Proposer: Pip Laurenson Secunder: Alison Richmond All trustees present voted in favour of the proposal.</p> <p>Action: CP to share presentation slides with trustees. Action: MC to inform CP of date of next steering group meeting (January 2019) and confirm when steering group have agreed to the proposal.</p> <p>Matija Strlic was thanked for his presentation, and left the meeting.</p>	<p>CP MC</p>
<p>5.</p>	<p>NHSF membership structure proposal</p>	
<p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p>	<p>Paper circulated in advance: <i>5_MembershipStructureProposal</i></p> <p>Trustees agreed that CP should remain present for this item.</p> <p>AMcC introduced the agenda item. Trustees had previously agreed that it is timely to review the effectiveness of the organisation, particularly its operational structure. Capacity is a limiting factor, in terms of the available time of trustees to deliver activities and funds to outsource activities to the current operations service provider.</p> <p>Options include reducing the number of trustees, involving more volunteers, bringing in other skills and reviewing who does what tasks within the organisation.</p> <p>Trustees discussed the proposal to seek a volunteer Treasurer who would take on a wider range of financial duties and an Honorary Secretary to provide company secretary-type support. It was explained that the position of Honorary Treasurer is reasonably common, with organisations such as Reach regularly advertising individuals interested in fulfilling this role for charities.</p> <p>CP recapped conversations with member organisations held over the summer in which community-building had been identified as a primary goal of membership.</p> <p>The proposed new structure includes a Member Council as a mechanism for community-building. The Member Council would focus on topics of relevance to the heritage science community while a smaller trustee body would focus on the responsibilities of the Charity.</p> <p>Trustees questioned how the Member Council and smaller trustee body would interact. They agreed that the diagram in the paper was not sufficiently clear. Trustees agreed that the Chair of the Board of Trustees would also act as Chair of the Council. Council Officers would be the nominated point of contact for each member organisation.</p>	

	<p>Members would be able to send up to three people (including the Council Officer) to attend meetings. Other representatives of the member organisation can substitute for the Council Officer at meetings of the Member Council.</p> <p>The Chairs of the working groups are to be drawn from Council Officers.</p> <p>There was overall support for a Member Council and smaller trustee body. It was confirmed that there are no restrictions in NHSF's Constitution, so the change to a smaller trustee body is reversible.</p> <p>Action: CP to clarify Member Council, Council Officers and Trustees through production of Terms of Reference and role descriptions.</p> <p>[Mary Ryan left the meeting]</p> <p>Trustees discussed the fee structure that had been proposed. Several trustees felt that the levels had been set too high.</p> <p>The proposed fee structure sought to differentiate between organisations of different income, number of members, number of institutional members.</p> <p>Some trustees found it difficult to identify where their organisation would sit in this structure.</p> <p>Trustees voted on a fee range for new structure of £500-£3000.</p> <p>Proposer: Alastair McCapra Secunder: May Cassar</p> <p>All trustees present voted in favour of the proposal (Constantina Vlachou was not present on the telephone for this vote).</p> <p>It was agreed that CP should conduct a survey of trustees to establish the current income, number of individual members/beneficiaries (staff/students), number of institutional members – and use this information to establish a new tiered fee structure.</p> <p>Action: CP circulate survey to trustees</p> <p>It was noted that other organisations (e.g. PARN) simply use turnover and this could be a less complicated option.</p> <p>The paper noted that NHSF relies solely on membership income and although a registered charity, it does not carry out any fundraising activity. AR felt that this should be important in the future and noted that fundraising is also a valuable means of engaging others with the charity's work.</p>	<p>CP</p> <p>CP</p> <p>CP</p>
6.	Draft minutes of meeting of 27 February 2018 and 22 May 2018	
6.1	The draft minutes of the meeting of 27 February were agreed as a correct record.	
6.2	The draft minutes of the meeting of 22 May were agreed as a correct record with the following changes: item 3.2, change 'net' to 'next'; item 4.1 change 'CPe' to 'CP'.	
6.3	Matters arising	
	Unless otherwise stated, actions are complete.	
6.3.1	5.2.1 The actions for CP to contact Heritage Science publisher and follow up with Taylor & Francis to identify journals they publish (other than the Journal of the Institute of Conservation) that might receive articles eligible for NHSF support are outstanding.	
	Action: CP carried forward above action.	CP
6.3.2		

<p>6.3.3</p> <p>6.3.4</p> <p>6.3.5</p> <p>6.3.6</p> <p>6.3.7</p> <p>6.3.8</p>	<p>5.2.3 The action to review the trustee role description has been postponed until after the Trustee discussion about the structure of the Forum (now covered by 5.7 above).</p> <p>5.2.4 The action to draft an anti-bribery policy is outstanding. Action: CP draft anti-bribery policy</p> <p>5.2.5 The third partnership event with Wikimedia UK has not yet taken place. Action: CP to ask CD to take forward.</p> <p>5.2.6 AMcC has discussed the research abstracting proposal with NB. It is felt to be a good activity for a new Chair to pick up with NB on her return to the UK.</p> <p>6.2 The action for the Policy Group to refine the brief for an evidence collection project (particularly greater clarity of outputs) is carried forward. Action: Policy group to refine evidence project brief.</p> <p>9.2 An electronic vote was circulated on 15 June proposing that trustees vote to appoint Plummer Parsons to carry out the Independent Examination of NHSF’s accounts for the year ending 30 March 2018. 12 votes were received, all in favour of the appointment.</p> <p>12.1 A formal proposal has not yet been received about the 2019 British Archaeology Awards and potential sponsorship. Action: GC to bring a formal proposal to a subsequent trustee meeting.</p>	<p>CP</p> <p>CP, CD</p> <p>Policy group</p> <p>GC</p>
<p>7.</p>	<p>Executive group report</p>	
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Papers circulated in advance: 7_NHSF Executive Group report for Board Oct 2018 7.1_NHSF_Budget2018-19 at 31 Aug 2018 7.2_AnnualAccountsForApproval_NHSF2017-18 7.3_NHSF_AnnualReport2017-18_DRAFTv1</p> <p>There were no questions on the Executive group report. It was noted that Ewan Hyslop has resigned as a trustee. A vote of thanks is recorded for his considerable contribution to NHSF as a trustee.</p> <p>A summary was presented showing income and expenditure to date against budget. It was noted that the variance on membership income is one of timing against the phased budget (i.e. income has not been received as early in the year as projected). It was noted that the budget allocated to the Policy group could be used for working with E-RIHS UK to engage UKRI on the roadmap for heritage science infrastructure. Action: MC to develop a proposal, if appropriate, and consult with Chair.</p> <p>The Letter of Representation has been received from Plummer Parsons (Independent Examiner) to be signed by the Chair on behalf of the Board of Trustees. The Trustees voted on the proposal to sign the Letter of Representation. Proposer: Gill Campbell Secunder: Alison Richmond All trustees present voted in favour of the proposal.</p> <p>The final version of the Trustees’ Annual Report had been circulated in advance of the meeting. A resolution was proposed to approve the Trustees’ Annual Report for the year ending 30 March 2018.</p>	<p>MC</p>

7.4	<p>Proposer: May Cassar Seconder: Paola Ricciardi All trustees present voted in favour of the proposal.</p> <p>The final version of the Annual Accounts for the year ending 30 March 2018 had been circulated in advance. A resolution was proposed to approve the final accounts for the year ending 30 March 2018. Proposer: Jacqueline Ridge Seconder: Lora Angelova All trustees present voted in favour of the proposal.</p>	
8.	Chair succession	
8.1	The Chair and individual trustees have talked to several people who may be interested in the role.	
8.2	The Executive Group has agreed a formal recruitment process including advertisement, submission of CV and covering letter, and interview.	
8.3	Conversations continue to be held with potentially interested candidates with the goal of recruiting a new Chair by the 2018 AGM.	
9.	Working group report – Partnerships and networks	
9.1	<p>CP reported on behalf of MR that MR had reviewed the strategic priorities of the Research Councils and the opportunities for engaging them in heritage science. The [UKRI] perception is that heritage science should come under AHRC but there is also a strong argument for it coming under EPSRC and MR has been talking to a representative of EPSRC about strengthening engagement. MR has suggested that a representative of EPSRC might be invited to an NHSF meeting to talk about opportunities for engagement. Action: CP to ask MR the name of the person who might be interested in talking to NHSF.</p>	CP
10.	Working group report – Policy	
10.1	Recent activity has focused on heritage science infrastructure and the need to get the UK government to recognise heritage science in substantive terms.	
10.2	A response was submitted to the DCMS call for evidence on HLF policy directions.	
10.3	Briefing notes were produced (and publicised online and through the newsletter) on the Civil Society Strategy and developments at UK Research and Innovation.	
10.4	<p>On 15 June the Chair wrote to all trustees by email proposing that NHSF propose itself to take up the second seat on the governing board of the JPI on cultural heritage. Eight votes were received: 7 in favour and 1 abstention. The Chair wrote to the JPI-CH to express NHSF's interest in the second UK seat on the governing body.</p>	
11.	Working group report – Resource-sharing	
11.1	<p>Paper circulated in advance: <i>11_NHSF-Resources WG --5th Sept 2018 –minutes</i></p>	

<p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p>	<p>Heritage Science ‘101’ event. It has been agreed that this will be held in March 2019 to coincide with British Science Week. The venue will be agreed in the next couple of weeks. PR is working with the Icon Heritage Science Group on the programme.</p> <p>Kit-Catalogue. NHSF has been informed that Loughborough University is withdrawing its support for hosted versions of Kit-Catalogue from July 2019. CP has had an initial exchange of emails with Zac (web designer) about whether NHSF could host Kit-Catalogue itself. CP now needs to put Zac in touch with the technical contact at Loughborough University. It was noted that security standards could be problematic when transferring hosted databases.</p> <p>Gold Open Access. The group has agreed that the fund can be used to convert existing publications into Gold Open Access. CP is to promote this. The group is considering extending use of the fund to cover data.</p> <p>Data seminar. The seminar will not be held on 20th November but will be run as a joint event with Icon Heritage Science Group, SEAHA and E-RISH on 11 February 2019 at Here East, Stratford. The group continues to work on development of the programme and an associated abstract for publicity. The programme will consist of invited speakers and (possibly) posters for students.</p> <p>It was suggested that NHSF might want to reserve places for key invitees (e.g. from UKRI and BEIS).</p> <p>Action: trustees to send names of key invitees to CP</p> <p>Supporting attendance at conferences. The group has discussed how NHSF approaches its support for conference attendance. This year NHSF made a donation to the SEAHA conference to support two places, in return for students tweeting and blogging. The group has discussed the need for an open and fair application process. Trustees agreed this is necessary and that the process should calibrate what is given against what is received (a £500 donation could be the equivalent of one annual member fee).</p> <p>It was agreed that the Resources group should be asked to draft a policy for consideration by trustees. A key principle is support for younger professionals/ECRs.</p> <p>Action: Resources Group to draft policy for consideration at next Board meeting.</p>	<p>Trustees</p> <p>Resources Gp</p>
<p>12.</p>	<p>AGM proposal</p>	
<p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p>	<p>Paper circulated in advance: <i>12_AGM proposal 2018</i></p> <p>The proposal was discussed and trustees agreed the date and time of the AGM. CV offered to enquire whether the event could be hosted at the Tower of London on 5th December 2018.</p> <p>Action: CV to enquire about hosting AGM and associated event at Tower of London.</p> <p>The timescale for circulation of notices and papers was noted.</p> <p>The list of trustees for eligible for election/re-election was noted. It was noted that Alison Richmond will be standing down from the Board of Trustees at the AGM in December 2018.</p> <p>Action: CP to confirm the names of trustees standing for election/re-election at the AGM.</p>	<p>CV</p> <p>CP</p>

	The trustees agreed that there should be an associated event (following the AGM) at which to announce the new Chair (if recruited) and launch the new strategic framework for heritage science in the UK.	
13.	Risk register	
13.1	It was noted that the contract for operational support with Preservation Matters Ltd has been renewed to 30.09.18. It was noted that the next trustee meeting must finalise NHSF's structure and who does what in order for a new schedule of services to be defined. It was agreed that the contract should be extended on its current basis until 31 st December 2018. Action: AMcC to extend contract with Preservation Matters Ltd	AMcC
13.2	The Board was asked if anyone had any questions on the new risks that had been added to the register. There were no questions.	
14.	AOB	
14.1	It was agreed that there is a need to investigate better linkages across the country for trustee meetings, e.g. video conferencing. Trustees could be surveyed to establish who had access to what type of facilities. Action: CP to enquire of trustees what facilities they can use.	CP
14.2	British Archaeology Festival As noted under 6.3.8 above, there is no further information available about this at present.	

Dates of next meetings:

5 December 2018, 13.30-16.30 – Tower of London. Followed by AGM and launch of strategic framework for heritage science in the UK.

-End-