



Trustees Meeting

Nuttalls Room, National Trust, 20 Grosvenor Gardens,
London SW1 (Victoria station/tube)
11am-3.30pm, 10th December 2013

Action points

Attending

Sarah Staniforth (**SS**), Museums and Collections Director, National Trust (Chair)
Nancy Bell (**NB**), Head of Collection Care, The National Archives (Deputy Chair)
Gill Campbell (**GC**), Head of Environmental Studies, English Heritage
Professor May Cassar (**MC**), Director Centre for Sustainable Heritage, UCL
David Howell (**DH**), Head of Conservation Research, Bodleian Library, Oxford University
John Jackson (**JJ**), Science Policy Co-ordinator, Natural History Museum
Deborah Novotny (**DN**), Head of Collection Care, British Library
Alison Richmond (**AR**), Chief Executive, ICON
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces

Dr David Saunders (**DS**), Keeper of Conservation and Scientific Research, The British Museum –
joined by telephone from 13.20

Apologies

Simon Cane (**SC**), Interim Director, Birmingham Museums Trust
Diane Gwilt (**DG**), Keeper of Collections Services, Amgueddfa Cymru-National Museum Wales
Dr Ewan Hyslop (**EH**), Head of Sustainability, Research and Technical Education, Historic Scotland
Dr Pip Laurenson (**PL**), Head of Collection Care Research, Tate
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland

In attendance

Caroline Peach (**CP**), Administrator, National Heritage Science Forum

No	Minutes of Meeting of 10 December 2013	Action
1.	Welcome	
	SS welcomed all to the third meeting of NHSF Trustees and recorded apologies. SS welcomed CP as the Forum's part-time Administrator.	
2.	Minutes of 26 September and matters arising	
2.1	The minutes were agreed with one amendment to item 5.2, composition of working groups.	CP
2.2	It was agreed that minutes should comprise a record of action points and decisions, subject to this meeting Charity Commission requirements, and that the papers accompanying agenda items should be identified in the minutes.	CP
3.	Administrator's report	
3.1	<p>Paper: <i>2013 12 10 AdministratorReport</i> circulated in advance.</p> <p>Weekly updates The frequency of the email update to Forum members was agreed as weekly, subject to sufficient content. It was agreed that the updates should be numbered sequentially to help recipients with their management.</p>	CP
3.2	<p>Press releases It was agreed that the Administrator should identify topics, with Trustees aiding with content. The Administrator is to manage distribution and Forum member press offices can be approached to act as the lead for issuing press releases as appropriate.</p>	NB, CP
3.3	<p>Twitter Forum members to follow @HertSci_UK and retweet.</p>	All
3.4	<p>Constitution The Forum's Constitution is to be typed up and added to the website.</p>	CP
3.5	<p>Storage of records It was agreed that Cloud storage and the use of the Forum's website (restricted access section) be investigated as potential storage locations for documents.</p>	CP
4.	Reports from conferences	
4.1	<p>Science and Heritage Programme conference The paper <i>2013 12 10 ScienceHeritageConference</i> summarising plenary sessions and identifying key points of relevance to NHSF was circulated in advance.</p> <p>Congratulations were recorded to UCL, Oxford University and University of Brighton for their recent awards.</p>	
4.2	<p>ICCROM Conservation Science Forum GC to contact Chris Wood (as UK ICCROM Council member) to clarify ICCROM Council's position on the future activity of the Conservation Science Forum.</p>	GC

5.	Governance	
5.1	Charitable status It was confirmed that NHSF has achieved CIO status following the September Trustee meeting at which the change to the Objects and definition of 'material cultural heritage' were agreed.	
5.2	Finance Achieving charitable status allows progress with opening the bank account. CAF bank is to be updated with charity registration number, authorised signatory identification, and notification of changes to the registered address and contact. Once the bank account is open the 2013-14 membership fees should be transferred from UCL. It was agreed that the membership year should start from 1 June and that membership subscriptions should change to start from this date. Invoices should be raised in January for those organisations that have not paid the second year subscription. The Trustees sought to align the dates of key processes. CP to check date of financial year-end and timing for the auditing of accounts. AR to research auditors. SS to provide information on the IIC auditor. CP to record key financial and charity commission dates on a Gant chart. The Trustees recorded a formal note of thanks to UCL and AHRC in recognition of their support during the incubation of NHSF.	CP CP, MC CP CP, AR, SS CP
5.3	Monitoring private benefits to non charitable organisations or individuals There were no matters to discuss.	
5.4	Number of trustees/members It was agreed that a large number of trustees is not manageable. NB to ask George Gawlinski to prepare a paper outlining options for trustee/member structures for NHSF to operate with a larger number of members. MC to provide support. Potential new members were identified. The membership strategy is to be reviewed and the list of potential members analysed with a view to prioritising effort. The Administrator is to be responsible for contacting new members. JJ to raise NHSF membership with Mike Dixon for discussion with NMDC. Membership to be added as an agenda item for the next meeting.	NB, MC NB, CP JJ CP
5.5	Election of Treasurer The Trustees elected DH as Treasurer. SS to put DH in touch with Velson Horie, (IIC Treasurer).	SS
5.6	Risk register It was agreed that the risk register should be the responsibility of a nominated Trustee. NB to work with CP to draft a risk register for the next meeting. GC to send the English Heritage example used for projects.	NB, CP, GC

6.	Business plan	
6.1	<p>Composition of working groups JJ agreed to join the 'Conference' working group.</p> <p>Trustees' participation in the working groups was confirmed as follows: Research – PL (Convenor), DS, CV, DH Training – AR (Convenor), DN, GC plus Jane Henderson (external) Conference – DG (Convenor), EH, JJ Database of equipment, skills and resources – GC (Convenor), DH, JR, DS, CV Mapping and intelligence – MC (Convenor), NB, JR, JJ, SC Communications – NB (Convenor), SS, AR, EH, SC, JJ</p>	
6.2	<p>Working group activity</p> <p>Research Paper circulated in advance - <i>NHSF_Research_Working_Gp_PlanDec2013</i></p> <ul style="list-style-type: none"> • Eligibility should be included in the information provided about funding calls. CV • The area of the website to use to provide information about research needs to be identified. CV, CP • Investigate use of research mapping undertaken for Science and Heritage programme for re-use by NHSF. MC • Overview of planning cycles of funders to be added to the plan to communicate with funders. CV • Information on Heritage and Craft funders network to be sent to CP. AR <p>Training</p> <ul style="list-style-type: none"> • No report at present. • A meeting is to be arranged in January. AR <p>Conference Update circulated in advance as part of paper, <i>2013 12 10 WorkingGroupReports</i></p> <ul style="list-style-type: none"> • CP to contact MC to investigate existing NHSF publicity materials. Historic Royal Palaces may be able to accommodate their storage. CP • Clarification needed on goals of event. JJ to feedback discussions to the working group. JJ <p>Database of equipment, skills and resources Update circulated in advance as part of paper, <i>2013 12 10 WorkingGroupReports</i></p> <ul style="list-style-type: none"> • GC to investigate reduced subscription rate for use of Kit Catalogue. GC • Quote from web design company for enhancing existing NHSF website to be followed up. CP <p>Mapping and intelligence Exercise on the Policy Cycle to follow the Trustees' meeting. Paper: <i>NHSF INTELLIGENCE MAPPING ACTIVITIES 10 December 2013</i> circulated in advance to inform the exercise.</p> <p>Communications Paper circulated in advance: <i>NHSF comms plan_Draft2</i></p> <ul style="list-style-type: none"> • Identify primary and secondary stakeholders in advance of next meeting with input from NHSF members providing no private personal information NB, CP 	

	<p>is shared.</p> <ul style="list-style-type: none"> • Revise and re-circulate Communications Plan for February meeting. • Investigate whether TNA communications team can identify Heritage Science issues as part of its automated media monitoring. 	<p>NB NB</p>
7.	AOB	
7.1	<p>Mind the Gap Final event at Royal Society on 15 January 2014, NHSF Trustees to be invited.</p>	NB
7.2	<p>Consultation on the future of English Heritage</p> <ul style="list-style-type: none"> • SS to forward the invitation to participate in the consultation to CP for circulation to all Trustees. • SS to draft a response on behalf of NHSF. Deadline for consultation responses is 7th February 2014. 	<p>SS, CP</p> <p>SS</p>
7.3	<p>Process for electing new Chair SS will be leaving the National Trust at the end of June 2014. NHSF Trustees therefore need to formalise the process for election of a new chair in advance of the AGM in June.</p>	CP
7.4	CP has been asked for content for the people section of Icon News, referencing her appointment as NHSF administrator.	CP
7.5	<p>Launch of CDT in Science and Engineering in Arts, Heritage and Archaeology Trustees are invited to attend the event on 24 January, 2014.</p>	MC
7.6	<p>List of heritage science service providers The Royal Society of Chemistry would like to put together a list of specialists who can provide services in heritage science. GC to investigate, including NHSF branding.</p>	GC
7.7	<p>Online system for recording archaeological interventions The OASIS system is being redeveloped (new name HERALD) to capture more data. User requirements are soon to be addressed. Contact GC by email to be involved in this.</p>	All, GC
7.8	<p>SciFi Convention A stand could be arranged for NHSF at this event in August. It was agreed that this was not a priority at this time.</p>	
7.9	<p>Public engagement It was agreed a discussion session ‘What does public engagement mean?’ should follow the next Trustee meeting in February.</p>	NB
7.10	<p>Dates of next meetings It was agreed that 2014 Trustee meetings should be held in February, April, June (with AGM), July (provisional), September, and December. The February meeting will be in London. Birmingham and York will be investigated as locations for a subsequent meeting. CP to set up Doodle polls to agree dates.</p>	CP