



Trustees Meeting

Castlerosse Room, National Trust, 20 Grosvenor
Gardens, London SW1 (Victoria station/tube)
11am-3.30pm, 12th July 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
Diane Gwilt (**DG**), Keeper of Collections Services, Amgueddfa Cymru-National Museum Wales
David Howell (**DH**), Head of Conservation Research, Bodleian Library, Oxford University
Dr Ewan Hyslop (**EH**), Head of Sustainability, Research and Technical Education, Historic Scotland
Dr Pip Laurenson (**PL**), Head of Collection Care Research, Tate
Dr Barry Knight (**BK**), Head of Conservation Science, British Library
Alison Richmond (**AR**), Chief Executive, ICON
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland
Dr David Saunders (**DS**), Keeper of Conservation and Scientific Research, The British Museum
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces
Dr Jim Williams (**JW**), Senior Science Advisor, English Heritage

Apologies

Simon Cane, Interim Director, Birmingham Museums Trust
John Jackson, Science Policy Co-ordinator, Natural History Museum
Deborah Novotny, Head of Collection Care, British Library (Barry Knight will deputise)

No	Minutes of Annual General Meeting	Action
1.	Welcome	
	SS welcomed all to first meeting of NHSF Trustees.	

2.	Minutes of Annual General Meeting and matters arising	
2.1	AR offered two amendments to the minutes of the Annual General Meeting: <ul style="list-style-type: none"> • Replace Council of British Archaeologists with Institute For Archaeologists 	
2.2	Press release for launch of NHSF sent to the following organisations: IIC, ICON, MA, AIM	
2.3	Further dissemination to NMDC, ConsDistList	AR
3.	Governance	
3.1	SS reported that the Charity Commission had requested further clarification of the role of NHSF. A response to their questions has been drafted.	SS
3.2	Trustees Role: It was agreed that a review of the roles and responsibilities of the Trustees was important at this early stage of the Forum’s development and that <i>Guidance Notes for Trustees</i> issued by the Charity Commission should be circulated to all Trustees. It was noted Trustees are serving as individual representation, not corporate. SS raised the issue that NHSF now had 15 member organisations and suggested that 15 Trustees could be too large a number for effective working. After some discussion the majority agreed: <ul style="list-style-type: none"> • at least for the next year every member organisation would appoint a Trustee; • there would be a small Executive Group (Chair, Vice Chair, Treasurer, Secretary) to take responsibility for governance and operational responsibility; • the balance of Trustees would constitute a wider Board that would lead on delivery through the working groups; • new members would be allowed to appoint a Trustee, at least for the first year. 	AR
3.3	Resignation and Elections of new Trustees <ul style="list-style-type: none"> • Jim Williams stepped down as the Trustee for EH and Gill Campbell was elected in his place • David Howell was elected as to represent Oxford University • John Jackson (representing the Natural History Museum) could not be elected as he was absent, this will be carried forward to the next meeting. 	
3.4	Bank Account <ul style="list-style-type: none"> • The NHSF has set up a bank account with the Charities Aid Foundation (CAF) Bank. This will be activated once we have received a charity number from the Charity Commission. 	

4.0	Appointment of part-time administrator	
4.1	<p>It was agreed that a part-time administrator would be appointed to set-up systems and provide administrative support for the Forum. A budget of £15k (upper limit) was agreed. It was agreed the person should work on a free-lance basis. NB to take forward.</p> <p>It was noted that a service contract for this person should be drafted and approved by SS, AR and NB. AR offered to provide a draft template and have it reviewed.</p> <p>A generous offer to provide office space for NHSF was made by HRP. This offer was very much appreciated by all Trustees and the option would be considered further. NB to follow-up with CV.</p>	<p>NB</p> <p>AR</p> <p>NB</p>
5.	Development of business plan	
5.1	<p>The Trustees divided into two groups to review the NHSF strategy and objectives and developed a business plan to support it. The following 'quick wins' were identified:</p> <ul style="list-style-type: none"> • organise one day conference in spring 2014 to report on year one activities and opportunity to engage with new members • appoint administrator to manage website, social media, communications etc (<i>see Action 4.1 above</i>) • create equipment, skills and resources database with memorandum of understanding to support sharing • extend or constrain scope of heritage science • all members to participate in national science and engineering week with NHSF marketing • all members of NHSF to promote membership in a co-ordinated way • begin work on developing training initiatives such as internships, work experience, exchanges etc • collaborate in research projects – organise one day meeting with grant funders 	
5.2	<p>Six working groups were proposed to take these quick wins forward, to report initially at meeting on 26 September 2013:</p> <ul style="list-style-type: none"> • Research – PL (Convener), DS, CV, DH • Training – AR (Convener), CV, DN • Conference – DG (Convener), EH, CV • Database of equipment, skills and resources – GC (Convener), DH, JR, DS, CV • Mapping and intelligence – MC (Convener), NB, JR • Communications – NB (Convener), SS, GC, AR, EH 	ALL
6.	Communications	
	<p>It was agreed that we needed a comprehensive list of our stakeholders and the list provided by RB would be updated and prioritised and would be reviewed at the next Trustees meeting.</p> <p>A communications strategy would be developed and reviewed by Trustees at the</p>	<p>NB</p> <p>NB</p>

	next meeting (<i>see Actions 5.2 and role of communications working group</i>).	
7.	AOB	
	None.	
8.	Date of next meeting	
	<i>11:00 am – 3.30pm Thursday 26 September 2013 Castlerosse Room, 20 Grosvenor Gardens, London SW1</i>	