



# Trustees' Meeting

Tate Britain  
13.30-16.30, 9<sup>th</sup> December 2014

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## Action points

### Attending

Gill Campbell (**GC**), Head of Environmental Studies, English Heritage  
Professor May Cassar (**MC**), Director Institute of Sustainable Heritage, UCL (co-Chair)  
David Howell (**DH**), Head of Conservation Research, Bodleian Library, Oxford University  
Dr Ewan Hyslop (**EH**), Head of Sustainability, Research and Technical Education, Historic Scotland  
John Jackson (**JJ**), Science Policy Adviser, Natural History Museum  
Dr Pip Laurenson (**PL**), Head of Collection Care Research, Tate  
Katy Lithgow (**KL**), Head Conservator, National Trust  
Alison Richmond (**AR**), Chief Executive, ICON  
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland

### Apologies

Nancy Bell (**NB**), Head of Collection Care, The National Archives (co-Chair)  
Mary Davies (**MD**), Principal Analytical Services Officer, National Museum of Wales  
Dr Christina Duffy (**CD**), Conservation Imaging Scientist, The British Library  
Dr Edward Impey (**EI**), Director, Royal Armouries  
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces  
Professor David Watkinson (**DW**), Professor (Conservation), Cardiff University

### In attendance

George Gawlinski (**GG**), Planning Together Associates (Facilitation and Chairing)  
Caroline Peach (**CP**), Administrator, National Heritage Science Forum

No	Minutes of Meeting of 9 December 2014	Action
<b>1.</b>	<b>Welcome and apologies</b>	
1.1	The meeting started at 13.35  May Cassar welcomed all to the meeting and introduced George Gawlinski (GG), describing his role over the forthcoming year in guiding the development of NHSF's governance and structure in preparation for the recruitment of a new Chair. GG gave an overview of his work with the heritage science community to date. It was agreed that GG would Chair this meeting.	
1.2	Apologies were recorded.	
<b>2.</b>	<b>Minutes and matters arising</b>	
2.1	<b>Minutes of 11 November 2014</b> The minutes were agreed as an accurate record.	
2.2	<b>Matters arising from minutes of 11 November 2014</b> 8.1 It was noted that the deadline for the to the Heritage 2020 consultation is 05.01.15.	<b>CP, KL, GC</b>
<b>3.</b>	<b>Declarations of interest and monitoring private benefits to non charitable organisations or individuals</b>	
3.1	Trustees were not aware of any conflicts of interest or benefits received.	
<b>4.</b>	<b>Administrator's report</b>	
4.0.1	Paper circulated in advance: <i>4_2014 12 09 AdministratorReport</i>  NHSF's relationship with the Heritage Alliance was discussed. It was noted that Historic Environment Forum was responsible for coordinating Heritage 2020. It was agreed that NHSF's participation in the Heritage 2020 initiative should be included in the response to the draft framework.	<b>CP, KL, GC</b>
4.0.2	It was agreed that AR should be added to the CAF Bank Mandate as a signatory to the CAF Bank cash account.	<b>CP</b>
4.0.3	It was agreed that the Adapt & Evolve conference programme should be reviewed to identify the extent of the heritage science contribution before deciding whether NHSF should pay to include publicity material in delegate packs or take a stand at the conference. The possibility of including publicity material on the Icon stand was raised.	<b>CP, AR</b>
4.0.4	JJ to monitor Research Fortnight for mentions of NHSF.	<b>JJ</b>
<b>4.1</b>	<b>Updated potential members</b>	
4.1.1	The following paper was circulated in advance: <i>4.1_2014 12 09 PotentialMembers</i>  CP to forward summaries of conversations with Cambridge University Museums to	<b>CP</b>

	KL and JR so they can use in their own conversations with their contacts.	
<b>4.1.2</b>	DH to follow up with contacts at Durham University and to prompt MC to contact Pro Vice Chancellor if sufficient potential.	<b>DH</b>
<b>4.1.3</b>	GC to follow up with Exeter University.	<b>GC</b>
<b>4.1.4</b>	A pro rata fee for members joining part way through a year was discussed and not favoured by trustees.	
<b>4.1.5</b>	It was suggested that the 'challenge' paper could be shared amongst potential and interested members to get them engaged in NHSF's work.	
<b>5.</b>	<b>NHSF's contribution to Science Week</b>	
	March's Science Week and September's Science Festival were discussed.	
<b>5.1</b>	JJ and EH to think about target audiences and an approach for engaging with Science Festival for review at February meeting.	<b>JJ, EH</b>
<b>5.2</b>	An online contribution to Science Week, for example through a blog which could be mirrored through member organisations is to be investigated (including mechanism and licensing arrangements).	<b>JJ</b>
<b>5.3</b>	A sum of £1000 to contract an external provider (e.g. person with science journalism background) to see what value they could deliver in gaining profile, particularly at Science Festival was agreed in principle, subject to the preparation of a brief and timetable. JJ and EH to draft brief and identify action plan of who needs to do what by when.	<b>JJ, EH</b>
<b>6.</b>	<b>NHSF transitional year</b>	
	Paper circulated in advance: <i>6_2014 12 09_ NHSF 2015</i>	
<b>6.1</b>	The suggestions following November's discussion of the paper have been incorporated into the updated version circulated in advance of this meeting.	
<b>6.2</b>	Trustees worked in groups to consider the three grand challenges presented in the paper and how they could be turned into goals, identifying for each area: <ul style="list-style-type: none"> <li>• What could be achieved (goals for years 1, 2 3)</li> <li>• How the goals should be delivered (who is involved, how decisions are made)</li> </ul> A fourth area of governance/operational management was also considered.	
<b>6.3</b>	Representatives of each group to provide a one-page summary to CP.	<b>MC, KL, JJ, AR</b>
<b>6.4</b>	CP to work with GG to draw together into a paper for February meeting to be reviewed by co-Chairs and AR prior to circulation to Board. The goal in February is to identify people leading each of the working groups.	<b>CP, GG MC, NB, AR</b>
<b>7</b>	<b>Any other business</b>	

	There was no other business	
<b>8</b>	<b>Dates of next meetings</b>	
	25 <sup>th</sup> February 2015 21 <sup>st</sup> April 2015 23 <sup>rd</sup> June 2015 29 <sup>th</sup> September 2015 18 <sup>th</sup> November 2015 (also AGM)  The meeting finished at 16.30	

### Appendix – Action Log

Date of minutes	No.	Action	Responsible
10 December 2013	3.5	Options for secure online storage to be summarised and circulated. CP to test options.	CP
10 February 2014	4.3.3	Skills audit of current trustees. AR to identify skills areas. CP to find template.	AR, CP
10 February 2014	5.1	MC to approach DCMS to investigate re-use of DCMS information on use of grey literature.	MC
10 February 2014	5.1	MC to investigate timescale for Research Council's publication of report on funded science and heritage projects, and whether the report will be available to share.	MC
09 April 2014	4.3	Update website registration details with the Nominet registry	CP
09 April 2014	4.7.2	MC to approach the past president of the RSC about: <ul style="list-style-type: none"> <li>its intention to compile a list of specialists who can provide services in heritage science</li> <li>promotion of NHSF at the RSC conference</li> <li>forthcoming RSC special issues of relevance to an NHSF submission or insert</li> </ul>	MC
09 April 2014	7.3	ACE report 'The value of arts and culture to people and society'. The report cited a lack of research into science and technology, and environment and sustainability. SS to write to Sir Peter Bazalgette and Hedley Swain to highlight the NHSS evidence base and to build links between ACE and NHSF.	SS
23 June 2014	6.2.3	Events group: Investigate the London event being planned by BSA/RSC.	JJ
16 Sept 2014	5.2.2	CP to contact Nick Poole about establishing a social media network to support awareness-raising campaigns.	CP
16 Sept 2014	5.3.4	Cardiff University to be provided with login access to Kit-Catalogue	CP
16 Sept 2014	5.3.6	Trustees to review presentation for use within member organisations and send comments to NB. NB to finalise the presentation with the assistance of a designer.	All NB
11 Nov 2014	2.2	Contact Unity Bank as potential alternative banking provider	CP
11 Nov 2014	7.1.4	The first three paragraphs of the MoU around sharing equipment are to be drafted.	GC

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