



Trustees Meeting

Nuttalls Room, National Trust, 20 Grosvenor Gardens,
London SW1 (Victoria station/tube)

13.00-16.50, 23rd June 2014

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)
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 (from 13.10)
Dr Pip Laurenson (**PL**), Head of Collection Care Research, Tate
Alison Richmond (**AR**), Chief Executive, ICON
Dr David Saunders (**DS**), Keeper of Conservation and Scientific Research, The British Museum (from 13.15)
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces

Apologies

Gill Campbell (**GC**), Head of Environmental Studies, English Heritage
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
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland
David Watkinson, Cardiff University

In attendance

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

Observers

Katy Lithgow (**KL**), Head Conservator, National Trust
Cordelia Rogerson (**CR**), Head of Conservation, British Library (left at 14.30)

No	Minutes of Meeting of 23 June 2014	Action
1.	Welcome	
1.1	Apologies were recorded.	
1.2	Cardiff University has joined NHSF. David Watkinson was welcomed in his absence.	
2.	Minutes and matters arising	
2.1	Minutes of 9 April 2014 The minutes were agreed with no amendments.	
2.2	Matters arising from minutes of 9 April 2014 1.1 CR will remain in attendance as an observer until after restructuring at the British Library at which point a trustee will be proposed. CR 2.5 The guidelines for trustees to use when engaging individuals in their organisations with NHSF are to be produced as a PowerPoint. CP 4.2 Potential members Approaches to Newcastle University and Imperial College will be made once the new membership material is available. NB DS to approach National Gallery DS DS to approach V&A DS NB to approach Wellcome. NB PL to approach The Courtauld Institute of Art PL The Natural History Museum was cited as an example of an organisation which paid for its membership from central funds (rather than departmental funds). 4.7 Promotion of NHSF. It was agreed that the forthcoming IIC and ICOM conferences are good opportunities to promote NHSF to potential members. 6.2.1 Research group: Costs for website work are needed before the outputs from the Research Group are added to the website. CP 6.2.3 Events group: Investigate the London event being planned by BSA/RSC. DG, JJ, EH	
3.	Administrator's report	
	Paper circulated in advance: <i>2014 06 23 Administrator Report</i>	
3.1	Web design changes still need to be drafted and a quote for changes requested.	CP
3.2	The Charity Commission has been contacted to confirm filing deadlines. The Commission has confirmed in writing that the annual report, annual return, accounts and independent examination should be filed for the period 10.10.13 to 20.03.15 (i.e. from the date of registration to the end of the first full financial year) and can therefore be submitted up to the deadline of January 2016. A file note has been made of the correspondence.	
3.3	A new bank mandate needs to be signed by all four signatories.	CP

<p>3.4</p> <p>3.5</p> <p>3.6</p>	<p>Copies of NHSF's income and expenditure transactions (ledger) and the progress against budget to 30.05.14 were reviewed by trustees. There were no comments.</p> <p>The final three membership renewals are in progress. These are being monitored.</p> <p>Trustees agreed to increase the Administrator's time to 1.5 days per week if needed and to extend the Administrator's consultancy contract to the end of December. This is to be confirmed in writing by the Chair.</p>	<p></p> <p>CP</p> <p>SS</p>
<p>4.</p>	<p>Governance</p>	<p></p>
<p>4.1</p> <p>4.2</p> <p>4.2.1</p> <p>4.2.2</p> <p>4.3</p> <p>4.3.1</p> <p>4.3.2</p> <p>4.3.3</p>	<p>The following papers were circulated in advance: <i>NHSF Chair</i> <i>NHSF Executive Director</i> <i>NHSF Trustee</i> <i>Membership categories_2014 06 10</i> <i>Draft Annual Report 2013-14_v0.2</i> <i>cc16a_CC_ReceiptsAccounts_010414v0.2</i> <i>2014 06 13 Resolution to amend Constitution</i></p> <p>Monitoring private benefits to non charitable organisations or individuals Trustees were not aware of any conflicts of interest or benefits received.</p> <p>Job descriptions: Chair and Executive Director</p> <p>The Chair's job description is to be clarified to make clear that the Chair is also a trustee, that the position is open to anyone, and that the role is voluntary. It was agreed that the role of Chair be recruited before that of Executive Director. It was agreed that the position be advertised for 6 weeks. It was agreed that interviews be held on the morning of 16th September 2014. A provisional interview panel was identified but it was agreed that all trustees would be contacted to invite involvement in the selection process.</p> <p>The Executive Director's job description is to be amended so that the role is described in more dynamic terms. Staff management is to be included under the responsibilities. Experience of managing staff is to be added to the person specification. It is to be clarified that performance will be reviewed annually. It was agreed that the position is to be offered as a consultancy contract for the provision of services at 2 days a week, on a flexible basis. A budget for 2 days a week is to be proposed and circulated to trustees for approval.</p> <p>Membership categories</p> <p>It was agreed that the individual category of membership was not appropriate as individuals could derive benefit as a result of their membership body being a member of NHSF.</p> <p>It was agreed not to have corporate members at this time.</p> <p>It was agreed that Associate members should not contribute to consultation responses.</p>	<p></p> <p>CP</p> <p>SS</p> <p>CP</p> <p>SS, NB, AR</p>

4.3.4	It was agreed that the membership fee for Associate members should be £2000 per annum.	
4.4	AGM	
4.4.1	SS to approach DS about use of the new British Museum Conservation Laboratories as a venue.	SS
4.4.2	All trustees to continue to hold 10,11,12 November as potential dates for the AGM.	All
4.5	Draft annual report	
4.5.1	It was confirmed that the draft annual report is for the use of trustees and members; filing is not required with the Charity Commission.	
4.5.2	Trustees agreed to approve the annual report.	
4.5.3	CP to send to SS for signing and then add to the website.	CP, SS
4.6	Financial policies	
4.6.1	It was agreed that the Expenses policy should be amended to clarify that expense claims could be made for purposes agreed by the Trustees; at present that is limited to expense claims made by the Administrator.	CP
4.6.2	It was agreed that reserves should be held in a separate bank account.	
4.6.3	AR to share the report by Icon's Business Manager on Unity Bank. CP to review report.	AR, CP
4.6.4	In principle it was agreed that £20,000 of reserves be held in the CAF Bank Account with the balance transferred to a Unity current account.	CP
4.7	Annual accounts 2013-14 The trustees agreed the annual accounts for 2013-14.	
4.8	Resolution to amend the Constitution	
4.8.1	The trustees resolved to amend the Constitution as follows: <ul style="list-style-type: none"> 1. Delete clause 10(4)(a) "Any decision to remove a trustee must be taken in accordance with clause 15 (2)". 2. Delete the words "(including proxy and postal votes)" from clause 11(6)(a) "Any decision other than one falling within clause 10(4) (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting (including proxy and postal votes). Every member has one vote unless otherwise provided in the rights of a particular class of membership under this constitution. 3. Reinstate clause 12(3)(a) "There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee" 	
4.8.2	The updated Constitution will be submitted to the Charity Commission.	CP

4.9	Trustee declaration forms are to be signed by all trustees at the meeting and sent by CP for completion by trustees not at this meeting.	CP
4.10	The risk register is to be discussed at the September meeting.	NB
5.	Business plan activities	
	The following papers were circulated in advance: <i>Draft National Heritage Science Delivery Plan</i> <i>2014 06 23 WorkingGroupReports</i> <i>NHSF Equipment&Skills_report_0614</i> <i>Draft NHSF Member Leaflet_170614Compressed</i>	
5.1	Updated draft delivery plan	
5.1.1	Group convenors to review actions and timescales and to send any changes to NB and CP by 1 st July 2014.	PL, AR, DG, MC, NB, GC
5.1.2	Delivery Plan to be trimmed and converted to text form for addition to the website on the Aims & Objectives page.	CP, NB
5.2	Working group reports	
5.2.1	Research PL to approach DW to join the research group.	PL
5.2.2	Training The group raised the need to communicate externally how people can join working groups.	
5.2.3	Events No update received	
5.2.4	Database of equipment, skills and resources <ul style="list-style-type: none"> • Good progress has been made on populating Kit-Catalogue by NHSF members. • A benefit of NHSF membership is the facility to make equipment known. • CP to arrange for Kit-Catalogue to go live on 30 June 2014. 	CP
5.2.5	Mapping and intelligence <ul style="list-style-type: none"> • The list of organisations to monitor for future engagement opportunities has been prepared in draft. The draft is to be circulated to members of the Mapping and Intelligence group before being presented at the next Board meeting so that key organisations can be identified by Trustees. • Once the key organisations have been identified by trustees, a forward diary of their activities will be created. • BIS consultation response: a draft response has been prepared. Confirmation was sought from trustees on a potential coordinating role for NHSF and access by IROs to equipment. The draft response is to be circulated to NB, JJ and SS for comment. The response is to be submitted by MC. 	MC MC, NB, JJ
5.2.6	Communications <ul style="list-style-type: none"> • The draft membership leaflet was discussed. It was agreed that benefits to 	

	<p>society should come first, and those to the heritage science community second.</p> <ul style="list-style-type: none"> CP to contact Debbie Williams for images from SHP for use in the leaflet. 	CP
6.	AOB	
6.1	Non-attendance of trustees at meetings	
6.1.1	<p>Trustees discussed how to make participation in meetings easier and agreed to:</p> <ul style="list-style-type: none"> Seek venues for future meetings outside London. Be more active at offering participation by teleconference or Skype. Encourage comments on papers in advance. Allow observers to attend in the place of trustees. 	
6.1.2	SS to contact absent trustees to find out reasons for non-attendance, and to ask what would make attendance easier.	SS
6.1.3	The draft job description for trustees was discussed. It was agreed that any trustee who participates in fewer than 1 in 4 consecutive Board meetings may be asked to nominate an alternative trustee.	
6.2	ICCROM mission statement for heritage science NHSF has indicated that it wishes to stay in touch and provide support for ICCROM's development of a mission statement. NHSF awaits further communication from ICCROM.	
6.3	Dates of next meetings 16 th September 2014 (NB to Chair) AGM (tbc) – [since the meeting this has been confirmed as 17.30-20.30 on 11 November 2014, to be preceded by a trustee meeting in the afternoon]. 9 th December 2014 A Doodle Poll is to be circulated to identify dates for trustee meetings in 2015 in February, April, June, September, the AGM, and December.	NB CP

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 December 2013	5.4	A note describing NHSF and its work is to be drafted for inclusion in the NMDC newsletter.	CP, JJ
10 December 2013	6.2	Three day's work on stakeholder identification has been outlined, to report at the June trustee meeting. One day's work remains.	CP
10 December 2013	7.6	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.	GC

10 December 2013	7.7	It was agreed NHSF should respond to the ADS consultation on user requirements for OASIS. The consultation has yet to be issued.	GC
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	4.3.6	Member organisations to be contacted to supply names of wider internal stakeholders.	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	4.2.1	EH to contact Jane Carmichael at National Museums of Scotland about joining NHSF. SS to contact Edward Impey at the Royal Armouries. DH to continue contact with Durham University in collaboration with EH. MC also offered support.	EH SS DH, EH
09 April 2014	4.3	Update website registration details with the Nominet registry	CP
09 April 2014	4.7.1	Promotion of NHSF Investigate promotion at the Royal Society of Chemistry conference	GC
09 April 2014	4.7.2	Review the topics of forthcoming RSC special issues and contact the publisher for leaflet insert rates	CP
09 April 2014	6.2.1	Research working group: Additions to the list of funders and to the list of research strategies to be sent to PL	All
09 April 2014	6.2.3	SS to provide title of talk to be given as keynote address at AGM	SS
09 April 2014	6.2.3	NHSF investigate holding a half-day event as part of Science Week next year	EH
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
09 April 2014	7.4	Request for feature article on heritage science for Icon News. Agreed to prepare an article in advance of the AGM (August submission for September publication), also making reference to the work of the Icon Science Group.	CP, NB, MC

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