



## Trustees' Meeting

World Conservation and Exhibitions Centre,  
The British Museum  
13.30-15.30, 11<sup>th</sup> November 2014

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### Action points

#### Attending

Sarah Staniforth (**SS**), Museums and Collections Director, National Trust (Chair)  
Nancy Bell (**NB**), Head of Collection Care, The National Archives  
Gill Campbell (**GC**), Head of Environmental Studies, English Heritage  
Simon Cane (**SC**), Interim Director, Birmingham Museums Trust  
Professor May Cassar (**MC**), Director Institute of Sustainable Heritage, UCL  
Mary Davies (**MD**), Principal Analytical Services Officer, National Museum of Wales  
Dr Christina Duffy (**CD**), Conservation Imaging Scientist, The British Library  
Dr Ewan Hyslop (**EH**), Head of Sustainability, Research and Technical Education, Historic Scotland  
Katy Lithgow (**KL**), Head Conservator, National Trust  
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  
(from 14.30)  
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces  
Professor David Watkinson (**DW**), Professor (Conservation), Cardiff University

#### Apologies

David Howell (**DH**), Head of Conservation Research, Bodleian Library, Oxford University  
Dr Edward Impey (**EI**), Director, Royal Armouries  
John Jackson (**JJ**), Science Policy Adviser, Natural History Museum  
Dr Pip Laurenson (**PL**), Head of Collection Care Research, Tate  
Dr Cordelia Rogerson (**CR**), Head of Conservation, British Library

#### In attendance

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

No	Minutes of Meeting of 11 November 2014	Action
<b>1.</b>	<b>Welcome</b>	
<p data-bbox="167 450 209 477"><b>1.1</b></p> <p data-bbox="167 595 209 622"><b>1.2</b></p> <p data-bbox="167 667 209 694"><b>1.3</b></p> <p data-bbox="167 772 209 799"><b>1.4</b></p>	<p data-bbox="268 376 616 403">The meeting started at 13.40</p> <p data-bbox="268 450 1262 546">Sarah Staniforth welcomed all to the meeting and confirmed it would be her last meeting as Chair and trustee of NHSF prior to standing down as a trustee at the AGM later in the afternoon.</p> <p data-bbox="268 595 679 622">Attendees introduced themselves.</p> <p data-bbox="268 667 1262 728">George Gawlinski was introduced and his role in leading agenda item 7 (business plan (transitional year)) was explained.</p> <p data-bbox="268 772 576 799">Apologies were recorded.</p>	
<b>2.</b>	<b>Minutes and matters arising</b>	
<p data-bbox="167 882 209 909"><b>2.1</b></p> <p data-bbox="167 987 209 1014"><b>2.2</b></p>	<p data-bbox="268 882 1075 943"><b>Minutes of 16 September 2014</b> The minutes were agreed with one amendment to paragraph 5.3.4.</p> <p data-bbox="268 987 1262 1518"><b>Matters arising from minutes of 23 June 2014</b> 3.5 One alternative bank has been contacted but contact has yet to made with Unity Bank.  4.3.3 Trustees were reminded of the need to think of suitable individuals for the role of Chair and forward suggestions to NB and MC.  4.3.5 The requirement for a timescale for recruitment of a new Chair was deferred pending discussions under item 6 of this agenda.  5.2.2 NHSF's contribution to Science Week (13-22 March 2015) is to be added as an agenda item for the December meeting.  5.3.5 The autumn statement will be announced on 3<sup>rd</sup> December. NHSF will prepare responses referencing its mention or lack of mention of heritage science.</p>	<p data-bbox="1289 1025 1321 1052"><b>CP</b></p> <p data-bbox="1289 1131 1321 1158"><b>All</b></p> <p data-bbox="1289 1348 1369 1375"><b>EH, CP</b></p> <p data-bbox="1289 1453 1321 1480"><b>MC</b></p>
<b>3.</b>	<b>Declarations of interest and monitoring private benefits to non charitable organisations or individuals</b>	
<b>3.1</b>	Trustees were not aware of any conflicts of interest or benefits received.	
<b>4.</b>	<b>Appointment of Executive Director (NB)</b>	
<p data-bbox="167 1818 209 1845"><b>4.1</b></p> <p data-bbox="167 1926 209 1953"><b>4.2</b></p>	<p data-bbox="268 1747 1187 1774">Paper circulated in advance: <i>4_2014 11 11 NHSF Development Director_v0.4</i></p> <p data-bbox="268 1818 1262 1879">NB/CP had reviewed the requirements of the roles of Chair, Executive Director and Administrator and updated the job descriptions.</p> <p data-bbox="268 1926 1262 2022">Trustees agreed that the job title of Executive Director should be changed to Development Director and that the role should be provided on a consultancy basis.</p>	

<p><b>4.3</b></p> <p><b>4.4</b></p>	<p>It was agreed that responsibility be delegated to the Development Director to manage administrative support to a budget agreed by trustees.</p> <p>CP left the room.</p> <p>Trustees discussed the proposed job description for the role of Development Director and its alignment with the current responsibilities delivered by the Administrator.</p> <p>It was proposed that CP be appointed to the position of Development Director rather than embark on a recruitment exercise.</p> <p>It was agreed that CP be appointed to the position of Development Director.</p> <p>NB to discuss contract and remuneration.</p> <p>CP returned to the room.</p>	<p><b>NB</b></p>
<p><b>5.</b></p>	<p><b>Administrator's report</b></p>	
<p><b>5.1</b></p> <p><b>5.2</b></p>	<p>The following papers were circulated in advance:  <i>5_2014 11 11 AdministratorReport</i>  <i>5.1_2014 11 11 Budget_2014-15_Reforecast</i>  <i>5.2_2014 11 11 PotentialMembers</i></p> <ul style="list-style-type: none"> <li>• The new membership leaflet was distributed to trustees.</li> <li>• It was confirmed that light touch changes to the structure and content of the NHSF website had been completed, including the addition of profiles of recent Heritage Science trainees.</li> <li>• Work on the Trustees' meeting, AGM and Members &amp; Friends event (all 11.11.14) was reported. The list of attendees at the evening Members &amp; Friends event was reviewed by Trustees.</li> <li>• CP confirmed that she had attended the launch of the Icon Conservation Awards on behalf of NHSF.</li> <li>• It was agreed that CP should attend the Heritage Alliance 'Heritage Day' on 4<sup>th</sup> December and the registration fee of £25 was approved.</li> <li>• There were no questions about the financial (income and expenditure) summary that formed part of the Administrator Report circulated in advance.</li> </ul> <p>It was agreed that the reforecast budget should be reviewed and resubmitted at the December trustees' meeting.</p> <p>Cambridge University Museums has expressed interest in joining NHSF. To be followed up by CP.</p> <p>Other contacts as on the circulated paper 'Potential Members', to be reviewed again for progress at the December meeting.</p>	<p><b>CP</b></p> <p><b>CP</b></p> <p><b>CP</b></p> <p><b>All</b></p>
<p><b>6.</b></p>	<p><b>Recruitment of Chair</b></p>	
<p><b>6.1</b></p> <p><b>6.2</b></p>	<p>SS proposed, that NB and MC should act as Co-Chairs for an interim period while trustees agree the future structure and governance model for NHSF. The trustees agreed to appoint NB and MC as Co-Chairs of NHSF for an interim period.</p> <p>GG has agreed to facilitate discussions around structure and governance at future</p>	

	Board meetings, following the proposals to be discussed under item 7.	
<b>7.</b>	<b>Business plan</b>	
	Paper circulated in advance: <i>7_2014 11 11 NHSF 2015</i>	
<b>7.0.1</b>	GG introduced the paper <i>NHSF 2015: A significant transitional year</i> which outlined three grand challenges for NHSF to focus on during 2015. The challenges proposed are the externally facing objectives of the NHSF delivery plan.	<b>GG, NB, MC</b>
<b>7.0.2</b>	Trustees worked in groups to discuss the challenges and whether they embodied the strategic goals for NHSF.	
<b>7.0.3</b>	The purpose of the discussion was to clarify the shared cause of NHSF that will underpin future communication and activities.	
<b>7.0.4</b>	It was agreed that the paper should be re-written in the light of the discussions and reconsidered at the December meeting to form a firm base for next year's plans.	
<b>7.0.5</b>	The need to re-visit the operational plan following consensus around the bigger aims was agreed.	
<b>7.0.6</b>	It was agreed that a new structure and ways of working to deliver against the aims are to be discussed at the December meeting.	
	Members agreed to defer the start of the AGM until 16.30 to allow for completion of outstanding business from the trustees' meeting.	
<b>7.1</b>	<b>Verbal reports from working group convenors on 2014-15 business plan activities</b>	
<b>7.1.1</b>	<b>Research</b> Pip Laurensen (Convenor), David Saunders, Constantina Vlachou, David Howell, David Watkinson The group has focused on: 1. Funders and the timing of calls 2. Research strategies of members.  The former (item 1) needs fine-tuning. In the future the group intends to look through the strategies to see what they focus on so that the information can be shared more widely. A future activity is the bringing together of examples of funded projects in heritage science so that people can see what has been successful.	<b>PL, DS, CV, DH, DW</b>
<b>7.1.2</b>	<b>Education and training</b> Alison Richmond (Convenor), Gill Campbell, Jane Henderson (external) A web page on training opportunities and career development in heritage science (UK and internationally) has been created. Five profiles of recent trainees have been added to the website to create a resource that will inspire others to pursue training and a career in heritage science.	

<b>7.1.3</b>	<b>Events</b> John Jackson (Convenor), Ewan Hyslop Key forthcoming events were identified as British Science Week (March 2015) and British Science Festival (September 2015). EH and JJ to discuss how NHSF should best engage with these activities.	<b>JJ, EH</b>
<b>7.1.4</b>	<b>Database of equipment, skills and resources</b> Gill Campbell (Convenor), David Howell, Jack Ridge, David Saunders, Constantina Vlachou The first three paragraphs of the MoU around sharing equipment are to be drafted. Trustees were reminded that facilities could be added to Kit-Catalogue as well as items of equipment.	<b>GC</b>
<b>7.1.5</b>	<b>Mapping and intelligence</b> May Cassar (Convenor), John Jackson, Simon Cane, Nancy Bell, Jacqueline Ridge NHSF responded to two BIS consultations over the summer. The outcome of the capital expenditure consultation will be known in December and NHSF should prepare reaction responses. NHSF might want to consider how it could influence the development of partnerships across the UK if the outcome of the capital expenditure consultation is favourable to heritage science.	<b>MC</b>
<b>7.1.6</b>	<b>Communication</b> Nancy Bell (Convenor), Sarah Staniforth, Gill Campbell, Alison Richmond, Ewan Hyslop The leaflet for potential members is available for circulation. Structural changes have been made to the website to allow for more content to be added and to improve navigation.	
<b>7.2</b>	<b>Access to database of equipment, skills, and resources by Icon members</b>	
	Paper circulated in advance: <i>7.2_2014 11 11 KitCatalogueIcon</i>	
<b>7.2.1</b>	The paper proposed a mechanism for Icon members to contribute equipment to Kit-Catalogue, acting as a 'sub-organisation' under Icon within the hierarchical structure. Members with login access that enables them to add equipment would also be able to view the 'non-public' resources of other member organisations.	
<b>7.2.2</b>	It was agreed that this access level did not constitute individual benefit to members of Icon but fell within the charitable objects of NHSF.	
<b>7.2.3</b>	It was agreed that the approach be piloted with AR and CP to resolve the mechanism for issuing access.	<b>AR, CP</b>
<b>8.</b>	<b>AOB</b>	
<b>8.1</b>	<b>English Heritage and Historic England consultation responses</b> CP to draft these with the input of KL and GC.	<b>CP</b>
<b>8.2</b>	<b>ICCROM</b>	
<b>8.2.1</b>	The publications from the ICCROM forum on heritage science will go online in early 2015.	
<b>8.2.2</b>	ICCROM have sought the assistance of NHSF in reviewing their draft mission statement and business plan at the end of 2014, and in commenting on their	<b>NB</b>

	communications strategy. The trustees agreed to provide this support to ICCROM with NB acting as liaison.	
<b>9</b>	<b>Dates of next meetings</b>	
	9 <sup>th</sup> December 2014 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 16.20	

### 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. This to be replaced by the press release following the Members and Friends event.	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	6.2.3	NHSF to 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. Followed up but no response; press release and article	CP, NB, MC  CP

		about Members and Friends event will be submitted.	
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

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