



Trustees' Meeting

Nuttalls Room, National Trust, 20 Grosvenor Gardens,
London SW1 (Victoria station/tube)
13.00-16.30, 16th September 2014

Action points

Attending

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
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
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces

Apologies

Professor May Cassar (**MC**), Director Centre for Sustainable Heritage, UCL
Mary Davies (**MD**), National Museum of Wales
David Howell (**DH**), Head of Conservation Research, Bodleian Library, Oxford University
Dr David Saunders (**DS**), Keeper of Conservation and Scientific Research, The British Museum
Sarah Staniforth (**SS**), Museums and Collections Director, National Trust (Chair)
Dr Ewan Hyslop (**EH**), Head of Sustainability, Research and Technical Education, Historic Scotland

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
David Watkinson (**DW**), Professor (Conservation), Cardiff University

No	Minutes of Meeting of 23 June 2014	Action
1.	Welcome	
1.1	Nancy Bell welcomed all to the meeting in her capacity of Chair of this meeting.	
1.2	David Watkinson, Cardiff University, was welcomed to his first meeting. Mary Davies was welcomed, in her absence, as the new representative for National Museums Wales.	
1.3	Apologies were recorded.	
2.	Minutes and matters arising	
2.1	Minutes of 23 June 2014 The minutes were agreed with no amendments.	
2.2	Matters arising from minutes of 23 June 2014 It was agreed that matters arising would be covered as agenda points where covered by items on the agenda. 4.4.2 The date of the AGM was confirmed as 11 November as circulated between meetings by SS. 6.2 NB has contacted ICCROM (Alison Heritage) about its mission statement for heritage science but has not yet received a reply.	NB
3.	Administrator's report	
	Paper circulated in advance: <i>2014 09 16 Administrator Report</i>	
3.1	The new leaflet targeting potential members has been drafted, for discussion under item 5.3.	
3.2	The Royal Armouries has agreed to join NHSF and the process will be actioned by CP.	CP
3.3	A list of priority contacts for new members has been compiled for discussion under item 5.1.	
3.4	The new bank mandate has been approved by CAF bank. Current signatories are Sarah Staniforth, Nancy Bell, May Cassar, David Howell.	
3.5	Information has been received from Icon about Unity Bank. CP to make enquiries to Unity Bank on behalf of NHSF and to investigate at least one other potential bank account provider.	CP
3.6	The financial statements were reviewed and Trustees were informed that the CAF cash account balance is greater than that covered by the financial services compensation scheme.	
3.7	Trustees agreed a budget of up to £1000 to commission a focussed piece of external communications work around the AGM. NB to write a brief for the work, clarifying desired outcomes of the work and defining its timescale. The brief is to be circulated for comment.	NB JJ

4.	Governance	
	The following papers were circulated in advance: <i>4.2_NHSF Executive Director_v0.3</i> <i>4.3_ChairBriefingNote_2014 08 27v3</i> <i>4.4_AGM_2014</i> <i>4.5_DraftFinancialPolicies 2014 09 16</i>	
4.1	Monitoring private benefits to non charitable organisations or individuals Trustees were not aware of any conflicts of interest or benefits received. Agenda item 4.3 was taken before item 4.2	
4.3	Recruitment of Chair and priorities for the Chair	
4.3.1	NB updated the Board on recruitment of the Chair and the decision to re-recruit, carrying forward the application received in this round.	
4.3.2	It was agreed that the requirements for the role should be reduced and that the requirements thus removed should be added to those of the Executive Director. The revised job description is to be circulated to all.	NB, CP
4.3.3	There was unanimous agreement that the role of Chair should be a figurehead role. There was a preference for a person with a scientific background who is confident in their ability to influence policy. Trustees were asked to think of suitable individuals to approach and to make suggestions to SS and NB.	All
4.3.4	Trustees agreed the need to advertise via different forums and agreed that paid advertising should be used alongside personal contacts. New Scientist and the Royal Society were given as examples of fora to use.	
4.3.5	It was agreed that it is desirable to have the new Chair in place for January 2015. A revised recruitment timescale is to be drawn up which includes dates for a selection committee.	CP
4.2	Executive Director job description	
4.2.1	The job description for Executive Director is to be revised in the light of the reduced role of the Chair. The job description is to be linked clearly to deliverables so that the value of the role is clear to members.	CP
4.2.2	Administrative support for the Executive Director is to be considered so that the Executive Director can deliver against external-facing objectives. Different budget scenarios for an Executive Director (2 days a week) and Administrator (1 day a week) are to be prepared and circulated.	CP
4.4	AGM	
4.4.1	It was agreed that the AGM is to be held as part of the trustees' meeting on the afternoon of 11 November, (separately from the evening event and reception which is open to staff of member organisations and non-members).	
4.4.2	The process for retirement and re-appointment of trustees was discussed in line	CP

	with the Constitution. A list of trustees to retire and be reappointed is to be circulated in advance with the Notice of the AGM.	
4.4.3	The title of the keynote talk is to be confirmed and the event is to be advertised to peer professionals and allied organisations.	NB, SS, CP
4.5	Financial policies	
4.5.1	The updated financial policies: reserves; preparation and approval of annual budget; monitoring of budget; authorisation of expenditure; expenses policy were approved by trustees.	
5.	Business plan activities	
	The following papers were circulated in advance: <i>5.1_2014 09 16 Membership</i> <i>5.2_NHSF Delivery plan_Web text</i> <i>5.3 2014 09 16 Working Group Reports</i>	
5.1	Membership	
5.1.1	Trustees agreed that the use of personal contacts is a good way to grow NHSF membership. The list of potential members was discussed and added to. CP to update list and recirculate.	CP
5.1.2	Trustees agreed that there would be no change to NHSF's membership in the event of a 'Yes' vote in the referendum for an independent Scotland.	
5.1.3	Eligibility for 'Full' and 'Associate' membership categories was discussed with reference to other membership organisations. CP to check previous minutes for agreed criteria.	CP
5.2	Delivery plan	
5.2.1	It was agreed that the delivery plan should make reference to the outcomes of activities more clearly and that there should be a balance between activities and NHSF's role in influencing policy.	CP
5.2.2	Trustees agreed that NHSF should act as a forum for distribution, promotion and advocacy of heritage science issues and not duplicate activities going on elsewhere. It was agreed that NHSF's contribution to Science Week should be investigated, for example through the creation of a list of people/topics for blogging throughout the week. CP to contact Nick Poole about establishing a social media network to support awareness-raising campaigns.	JJ CP
5.2.3	The trustees agreed that the delivery plan could go online, subject to minor amendments.	CP
5.3	Working group reports	
5.3.1	Research	

	<p>It was agreed that as many member research strategies as possible be published online and linked to from the NHSF website.</p> <p>For member organisations unable to publish their research strategies online, it was agreed that the members should be supported to share their strategies within NHSF.</p> <p>It was agreed that the long-term aim of sharing information about member strategies was to review how the aggregate activity maps to the National Heritage Science Strategy.</p>	<p>PL, CP</p> <p>All</p>
<p>5.3.2</p>	<p>Training</p> <p>A proposal to address bullet points 2 and 3 under section 5 of the delivery plan was tabled. It was agreed that the communications brief (item 3.7 above) should be expanded to include the drafting of a web page that provides information about training opportunities and career development in heritage science and provides links through which individuals and organisations can gain access to funding for training and find placements.</p> <p>It was agreed that this commissioned work should be available on the NHSF website in advance of the event on 11 November 2014.</p>	<p>AR, CP, PL</p> <p>CP</p>
<p>5.3.3</p>	<p>Events</p> <p>No update received.</p> <p>It was agreed that JJ would convene the Events group following Diane Gwilt's resignation as a trustee.</p>	<p>JJ</p>
<p>5.3.4</p>	<p>Database of equipment, skills and resources</p> <p>Trustees were encouraged to make greater use of the 'public visibility' option to display content from within Kit-Catalogue and to add content in advance of the 11 November 2014.</p> <p>Cardiff University is to be provided with login information.</p> <p>The group reported progress on the creation of an MoU. Three elements have been identified: an introduction outlining the purpose of the MoU; the intent for reciprocal sharing of data based on use of a piece of equipment from an NHSF member and publicity surrounding NHSF's role in facilitating the availability of the equipment; where charging models for the use of equipment are in place, agreement to a discount for members of NHSF.</p> <p>It was agreed that the group is to draft the MoU for review by the Board. The percentage discount that members of NHSF will receive where charging models are in place will not be stated. The standard discount that should apply will be revisited in one year.</p> <p>It was agreed that GC and AR should continue their work on a proposal as to how Icon members access Kit-Catalogue so that the catalogue can be promoted amongst this community.</p>	<p>All</p> <p>CP</p> <p>GC</p> <p>GC, AR</p>
<p>5.3.5</p>	<p>Mapping and intelligence</p> <p>A response to the BIS consultation on long-term capital investment in science and research has been prepared and submitted.</p> <p>A response to the BIS Science and Innovation Strategy consultation has been prepared and submitted.</p>	

<p>5.3.6</p> <p>Communications</p> <p>The Powerpoint for use by member organisations to build understanding of, and capacity for, the work of NHSF amongst the staff of member organisations was discussed.</p> <p>It was agreed that NHSF's influencing work is to be given greater prominence within the presentation. Trustees are to review the draft and send comments to NB. NB to finalise the presentation with assistance of a designer.</p> <p>The leaflet aimed at potential members was discussed. It was agreed that the language is to be made sharper. NB to work with Susan Hughes to review.</p>	<p>It was agreed that NHSF should monitor the autumn budget statement for reference to the Science and Innovation 2014 strategy and should prepare a statement in response to any reference made to the strategy.</p>	<p>NB, JJ, MC</p> <p>All</p> <p>NB</p> <p>NB</p>
<p>6.</p>	<p>AOB</p>	
<p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>Birmingham Museums Trust and HS2 SC reported on the impact of heritage science research on Birmingham Museums Trust's negotiations with HS2.</p> <p>Forthcoming launch of Icon Conservation Awards The Conservation Awards are to be launched on 21 October 2014 at the Cutty Sark. NHSF trustees will be invited to the launch; their help is also requested in disseminating information about the Awards.</p> <p>HRP heritage science scholars The first HRP heritage science scholar has graduated and the second is just about to start.</p> <p>Dates of next meetings 11th November 2014, AGM and trustee meeting followed by Members and Friends Event. 9th December 2014 25th February 2015 21st April 2015 23rd June 2015 29th September 2015 18th November 2015 (also AGM)</p>	<p>AR</p>

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	GC

		science. GC to investigate, including NHSF branding.	
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. DH to continue contact with Durham University in collaboration with EH. MC also offered support.	EH 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
23 June 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
23 June 2014	6.2.1	Research group: Costs for website work are needed before the outputs from the Research Group are added to the website.	CP
23 June 2014	6.2.3	Events group: Investigate the London event being planned by BSA/RSC.	JJ

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