



8th Annual General Meeting

Virtual meeting by ZOOM

18th November 2020 at 15:45

Draft Minutes

Attending: **N.B.** All attendees had pre-registered with the Honorary Secretary,

Nigel Llewellyn (**NL**, Chair)
Trevor F. Emmett (**TE**, Honorary Secretary)

By Member Institution (and representative):

British Museum	Carl Heron (CH)
Historic England	Jen Heathcote (JH)
Historic Environment Scotland	Aurelie Turmel (AT)
Historic Royal Palaces	Constantina Vlachou (CV)
ICON	Patrick White (PW)
National Trust	Nigel Blades (NB)
Natural History Museum	John Jackson (JJ)
National Museums of Scotland	Chanté St. Claire Inglis (CSI)
Tate Galleries	Bronwyn Ormsby (BO)
The National Archives	Lora Angelova (LA)
University of Cambridge Museums Service	Jo Vine (JV)
Wellcome Trust	Katherine Knowles (KK)

Apologies:

Cardiff University	David Watkinson
English Heritage Trust	David Thickett
National Galleries Scotland	Jacqueline Ridge
University College London	May Cassar
University of Oxford	Daniel Bone

Also present:

Caroline Peach (**CP**), Consultant Development Director, National Heritage Science Forum

1. Welcome

The meeting started at 15:45.
NL welcomed members to the meeting.

2. Minutes of the AGM 18th November 2019 meeting and matters arising

The minutes of the previous AGM on 18th November 2019 had been circulated in advance.

The minutes were proposed as a correct record by TE, seconded by AT and AGREED unanimously.
They were signed and dated (18th November 2020) by NL.

3. Ordinary resolution 1: To receive the trustees' Annual Report

NL briefly reviewed the year ending 30 March 2020, noting the difficulties imposed by the COVID 19 emergency and the necessity to switch to virtual meetings. He then invited questions in relation to the Trustees' Annual Report. There were no questions and so the resolution to receive the trustees' annual report to 30 March 2020 was proposed by BO, seconded by PW and unanimously AGREED.

4. Ordinary resolution 2: To receive the statement of annual accounts

It was noted that the current budget is under some stress but that the Board of Trustees was actively engaged in managing the situation. Interim draft budgets were received and discussed at every Trustees meeting. CP confirmed that Charity Commission's requirement that the Forum holds a monetary reserve sufficient for 6 months' normal operation has been met.

The resolution to receive the charity's annual accounts to 30 March 2020 was proposed by TE, seconded by JH and unanimously AGREED.

5. Composition of the Board of Trustees.

NL briefly outlined the proposed changes to the governance of the Forum that are actively being discussed and refined by the Trustees. Central to these changes are (i) a reduction in the number of trustees and (ii) the establishment of a Members' Council. To facilitate objective (i), the trustees voted on the 26th October 2020 not to propose replacements for those trustees who, constitutionally, have to stand down at this meeting. These trustees are:

May Cassar
John Jackson
Paola Ricciardi
Jack Ridge
Constantina Vlachou

It was noted that Paola Ricciardi had not reached the maximum term of seven years. NL acknowledged the contributions the retiring trustees had made to the activities of the Forum over the years and expressed the hope that these individuals would be able to continue engagement

with the Forum in the future. These sentiments were positively endorsed by the meeting. The Chair then formally thanked the retiring trustees for their contributions to date.

6. Any other business.

The date of the next AGM was provisionally set for **12:30 – 13:00 on Thursday, 18th November 2021**. It was hoped that, by then, the COVID restrictions will have eased and that the meeting could be held 'face to face', probably in London. Members were asked to note that there will probably be an EGM at some time in 2021 before the AGM in order to consider changes in governance and concomitant effects on the constitution.

There was no other business and so the AGM closed at 16:00.