

Saturday 15 May 2021 at 1:30 pm
Zoom



Trustees present: Veronica Isaac, Lucy Johnston, Susan North, Natascha Radclyffe-Thomas, Danielle Sprecher, Phillip Warren, Chris Wright, Hannah Wroe

Appointed Officers present: Louise Chapman, Beth Evans, Victoria Haddock, Joanna Jarvis, Babette Radclyffe-Thomas, Christine Stevens, Amy Wilson, Sophie Wilson, Janet Wood

MINUTES

1. Apologies received: Alexandra Kim, Shelley Tobin, Ben Whyman
2. Minutes of the meeting of the previous meeting and any further actions. 3.a still in process. 6.b.i PW needs names and emails from VH to proceed.
3. Chairman's report and Communications review: Vicky Haddock, Ambassador Co-ordinator and Social Media Manager and Emma Kelly, Blog Editor have been confirmed in their roles. PW, CW and LJ are currently interviewing for the new News Editor role. The revamped website was launched in January, in time for our series of online events. Our social media programme focusses back to the website. The next stage of the Comms Review will focus on the members' area and offer. Many thanks to VI who is stepping down as trustee. LJ is our new Vice Chair of Grants & Awards, stepping down from her trustee role. So we are looking for two new trustees, to vote in at the AGM in July. This is an opportunity to clarify roles and participation. SN to send current job description to PW. Many thanks to SW, who is standing down after many years sterling work as Programme Chair; she will remain on the committee. A draft Programme Committee chair has been circulated.
4. Treasurer's Report: our subscription income is up significantly. Our major expenditure has been the website update. CW is in communication with accountants to have 2020 accounts ready by early, mid-July.
5. Comments/queries on circulated reports from Publications, Grants & Awards committees and 2022 Conference report: None
6. Decisions/actions to be taken, arising from:
 - a. Programme sub-committee
 - i. 2021 Conference report: help needed to manage the virtual conference exclusively online, three to manage chat bar, email accounts, letting in. BRT Jade Bailey-Dowling, SW, AW, two or three Ambassadors will be helping, HW, CW also volunteers. AW will also ask Claudia Vogt if needed. AW to draw up a rota. NRT, SN, and PW (CS if within broadband range) to chair. Booking going well, lots of members who've never attended before. Reminder to all to book for conference.
 - b. Publications sub-committee – any comments/queries from Exec to be raised with EUP at the annual meeting on 7 June 2021. SN requested copies for the Archivist be discontinued as these are on the website and Cos Soc no longer has a physical archive space. BE to remove Archivist from

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EUP mailing list. CW noted that EUP gives us 25 free presentation copies. CS and AK get three free copies each and the editorial team also get a copy, which accounts for about 15. NRT noted that e-copies not infallible, believes it better to hold a physical copy. **PW & SN to pick up discussions about the archive.**

c. Awards sub-committee

- i. Elizabeth Hammond Conservation Grant: Where on the website is best to advertise the EH grant? It can go on the page belonging to the award, awards home page. We can use the recent Dorset award as a promotion. Could we also use short video clips of conservator at work, with their permission? **JW to draft a blog post.**

As of today, we have an application for a storage project and there are two other applications in the pipeline. The slow response is due to the lockdown and the impact of financial cutbacks on museums. Hopefully, the new website will increase applications to all our grants and awards.

We can also advertise G&As at the conference – each chair to take one of these. To be followed up with the Programming Committee.

- ii. Museum Work Experience Grant – extension for North Hertfordshire Museum and Greer Parker (2020-21 grant) due to lockdown and inability to carry out work? **Yes all agree. Or if Greer cannot take it up, North Hertfordshire can substitute another student.**

Judges needed for the MWEG and YG awards: **SN for MWEG (if V&A not applying)** As of 7 May there have been no applications for either grant. **We will extend deadline and if no applicants roll over to offer two of each award next year.**

PW suggested that we consider making contributions to museums to cover costs of staffing or for materials for projects. **To be discussed further for next year's awards.**

- iii. PoP & PoF are seeking funding for a promotional YouTube video to interview applicants and judge, Michelle Clapton, invite Cos Soc members to speak briefly about the award. JJ and LC have a recent graduate from a film course who is keen to do this for us. We can use it at the conference to introduce applicants to the members and as part of the award ceremony 21 July. PW and CW noted that reduced conference costs means that up to £500 is available, so it was agreed we can do this. **PW to ask a professional colleague what they would charge to provide a baseline. LC and JJ will ask candidate for her costs and will draw up a brief of what she will do.**

7. Membership report – we now have 613 members. As a more inclusive procedure, new members will be welcomed after the receipt of their subscription and the Exec gave a formal welcome to 87 new members. **Reminder to Exec Committee to pay their subs!**
8. AGM dates & method: this year we will do an email & mail version, to go out mid-July 2021 to get replies in time for the Charity Commission return in August. **SN to liaise with CW re: accounts and to call for AGM reports.** AGM 2022 will be part of a real London study day.
9. AOB: PW suggested a possible cross-committee admin assistant for exec roles, to help membership secretary, chair, VCs, PoP/PoF awards, conference organiser, etc? This would benefit them as training role for future exec post. **SN & HW to follow up by asking committee members for help they might need.**

DATES OF FUTURE MEETINGS

AGM – tbc, mid-July?

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EO/OH meeting confirm 2020 accounts – tbc early July?
Saturday 25 September (virtual/real?)
Saturday 22 January 2022 (virtual/real?)