

BOARD MEETING REPORT MARCH 2016

The following report is a summary of discussions and decisions made at the Icon Board of Trustees meeting on 16th March.

Main points: Conservators' Salary Guidelines, Conservation Awards Evaluation, Staff Handbook, Membership Survey, Advertising Policy, Office Move, 2016-17 Budget, Appointment of Auditors, and Strategic Task & Finish Groups.

1 Conservators' Salary Guidelines

A new Task & Finish Group will be set up and will report to the Board on 22nd September allowing the outcome to be announced to members at the AGM which has now been moved to 7th December 2016 at the St Brides Foundation.

2 Chief Executive's Report

This included the good news that the Chantry Library has a new owner at the Oxford Conservation Consortium, the new Conservation & Collections Care Technicians' Diploma will be launched with the V&A Museum soon and that the new complaints procedure will be circulated to the board for approval by email.

3 Conservation Awards Evaluation

The Chief Executive had circulated a very extensive report. The event had been very successful and seems to be well appreciated by participants. However it is very time-consuming and depends on generous sponsorship – in 2015 from Beko plc. It was agreed that the existing PR & Profile Task & Finish Group should review Icon's approach to running the Awards..

4 Staff Handbook

Icon has a comprehensive Handbook to ensure a consistent approach is taken to all aspects of Icon's role as a small employer. The Board approved a number of small changes to take account of recent legislation and adopted new policies for IT and Data Protection.

5 Membership Survey

Michael Nelles, Membership Manager, joined the meeting to introduce his report on the Survey. The Board congratulated him on his very insightful analysis of the 604 responses – that is from 25% of the membership.

This is a much better rate of return than achieved with most surveys of this sort and the Trustees really appreciate the time taken by members to express their views. Most of the responses were very positive, with some main areas for improvement and a lot of detailed ideas.

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All three of the Strategic Task & Finish Groups will use the report in framing their proposals. An initial article on the Survey will be in the May *Icon News*, an Executive Summary will be in *Iconnect* in a few weeks and more details will appear on the website.

6 Advertising Policy

Icon's Advertising Policy was reviewed. Advertising will continue to be included in *Icon News* and conference programmes etc and 2-4 pages will be offered in future issues of the *Journal of the Institute of Conservation*. The possibility of advertising on the website was considered to be low priority but its viability and merit will be investigated.

7 Icon Office Move

Simon Green, Business Manager, updated the Trustees on the Occupation Agreement at the Leathermarket which was due to expire in June 2016. Following negotiations between Alison Richmond, himself and the landlord, the Board agreed to accept an offer of a slightly larger office at the Leathermarket at the same rent. *[The move was made on 11th April.]*

8 2016-17 Budget

The Trustees approved the budget for the coming financial year. Icon has now fully adapted to the major changes in income and expenditure following the end of the Heritage Lottery Fund programme.

9 Appointment of Auditors

The Trustees decided to appoint haysmacintyre as Icon's new auditors. This follows engaging Mazars plc continually since Icon was established in 2005. The tender process was very well contested by several firms and the Trustees remain very grateful for all of Mazars support in the past.

10 Strategic Task & Finish Groups

The three Groups are continuing to make good progress and will submit reports to the Trustees in June. These will then form the basis for the Trustees' Planning Day in September and discussion at the AGM in December.

The meeting was held at on 16th March 2016 at the October Gallery in London – and attended by Siobhan Stevenson (Chair), Penny Bendall, Iain Boyd, Ylva Dahnsjö, Rebecca Hellen, David Howell, Charlotte Lester, Peter Martindale, Caroline Peach, Adam Webster, Jenny Williamson, Alison Richmond (Icon CEO), and Simon Green (Icon Business Manager).

The next Board of Trustees meeting will be on 22nd June 2016.