

ICON Care of Collections Group

Minutes of the meeting held on 3rd April 2019

Attendees: Jane Thompson-Webb (Chair), Karen Bradford (minutes) and Julie Phippard

Apologies: Sarah Hamlyn, Kerren Harris, Abby Moore and Victoria Stevens

<p>1. Dates of future meetings</p> <p>18th July 2019, 14.00 Kew Palace</p> <p>It was suggested that Christmas lunch meeting could take place on the 4th December to coincide with the Pest Odyssey meeting</p>	<p>Action: Kerren to confirm this is the correct date and time for next meeting</p>
<p>2. Minutes from the last meeting</p> <p>No changes or amendments</p>	
<p>3. Group management rules</p> <p>The new proposed Group Management Rules template was circulated for comment by Jane before the meeting. Most of the comments/ queries were related to sections committee members' duties, composition of the committee and the record keeping aspects of the document. It was agreed that there needs to be more clarity on such things as the size of groups, if you can be a member of more than one committee, how groups are expected to circulate minutes to their committee members and the process for archiving documents.</p> <p>Feedback needs to be given at the next Group Chairs' meeting on the 17th April. Jane cannot attend and has asked if someone else could attend and feedback on her behalf.</p>	<p>Action: Karen to send email to CCG about attending the Group Chairs' meeting</p>
<p>4. Vacant posts</p> <p>Sarah and Emily completed their draft role profiles and Jane circulated to the group for comment. It was agreed both are good and that Karen is to combine and create template for all roles based on their drafts. Karen agreed to circulate to the group for a fast approval so the Iconnect can go out as soon as possible. Once the Iconnect goes out Sarah can add them to the CCG pages of the website.</p> <p>It was agreed that once the applications have been received the group would vote for the roles electronically with the aim of the new members being ratified at the AGM.</p>	<p>Action: Karen to circulate the 2 vacant roles with the role template for approval</p>

<p style="text-align: center;">5. Events</p> <p>Planning for the AGM: Jane has been in touch with Ian Boyd from SPAB and confirmed they have capacity of 40 people at their building with the possibility of using St Botolph’s church as an additional venue. It was suggested that depending on numbers the meeting could be held in the church and groups could be split for tours and talks in the SPAB building. Jane needs to confirm capacity in the garden for the evening reception. Julie suggested we separate the event tickets in to two (daytime and evening).</p> <p>PACR Workshop: Kerren has completed the events proposal form and circulated it to the group. There was some confusion on the costs; would the Eventbrite and refreshments be coming out of CCG budget? Jane mentioned that Kerren would need to co-ordinated with Victoria or Michael to get the group Eventbrite password for the event.</p> <p>Additional events proposed for Autumn/winter: It was agreed that we would re-visit once the new Events Co-ordinators takes up post.</p>	<p>Action: Jane to contact find out if September is a good month for the event and capacity for the garden</p> <p>Actions: Kerren to confirm if CCG are covering costs and to get the Eventbrite password</p>
<p style="text-align: center;">6. Pest Odyssey Network</p> <p>Jane will email Michael to find out if there will be a decision on the networks before the Stockholm Conference in May.</p>	
<p style="text-align: center;">7. Updates for ICON News/Iconnect</p> <p>Nothing to report</p>	
<p style="text-align: center;">8. Any other business</p> <p>It was discussed and agreed that everyone in CCG should write their own role profile once the template is agreed.</p>	<p>Action: All to draft role profile by next meeting</p>