

ICON Care of Collections Group

Minutes of the meeting held on 8th February 2018

Attendees: Jane Thompson-Webb (Chair), Karen Bradford (minutes), Sarah Hamlyn, Kerren Harris, Abby Moore, Victoria Stevens and Emily Watts

Apologies: Amy Crossman and Julianne Phippard

<p>1. Dates of future meetings</p> <p>Change of date for the next meeting:</p> <p>26th April 2018, 14.00 (Hampton Court Palace)</p>	
<p>2. Planning for the AGM</p> <p>Venue and date agreed – 16th May 2018 at British Library, Boston Spa. Emily updated that we can offer 75 tickets and she can arrange internal catering. Victoria enquired about trade stalls but Emily confirmed there would not be enough space this time. There was discussion about transportation to the venue; Emily confirmed there is free parking on site and suggested we put on a coach or mini bus from York Station to Boston Spa to make the event as appealing as possible. Emily has had a quote for £300 for the coach/mini bus. There was discussion about ticket pricing; Emily suggested £25 for ICON members. Kerren confirmed there is approximately £3200 left in the budget and with catering (£500), Transport (£300), speaker expenses (£100 per person) and printing costs we would still make money.</p>	<p>Action: Emily to send Kerren financial details for the AGM.</p>
<p>3. Future Events</p> <p>The risk assessment workshop re-run will be held on the 17th April 2018 at the British Library. We will offer places to the waiting list plus 5 more spaces.</p> <p>Condition checking workshop is to be held in July with detail TBC. Victoria updated the group about a suggested format of the day. There will be brief 10 minute presentations, flowed by a round table discussion and practical in the afternoon. Victoria ran through the topics for the 10 minute presentations and asked if the group had anything to add. Jane suggested a topic around ratings for condition assessing. She felt there is a need to get away from the usual 'poor, fair, good' to a more defined system of scoring. The question was raised of how to attract speakers. Victoria suggested a call for papers via Iconnect. The venue is to be confirmed but it was agreed that it would need to be a London venue with a handling collection and education suite. There will be a maximum of 30 delegates. The</p>	<p>Action: Victoria to draft a call for papers for the Condition checking workshop.</p>

<p>Museum of London was mentioned as a possible option.</p> <p>Jane is pencilled in to give the presentation skills workshop in June.</p> <p>Emily will run a workshop about managing volunteers in September (more details TBC).</p> <p>Kerren was asked about the possibility of giving the accreditation workshop in November. She said Icon haven't say 'no' but they haven't said 'yes' either. It was agreed that if the workshop did go ahead it would be a maximum of 20 people.</p> <p>Emily reminded the group, if they are running an event or workshop to please give the event form to her a minimum of 2 months before it takes place.</p>	<p>Action: Emily to send Sarah and Victoria the events form template.</p>
<p>4. Pest Odyssey Network</p> <p>Jane said we now need to prepare a statement about whom and what we are then draft something to send to the Pest Odyssey Group.</p> <p>Pest Odyssey 2021: Jane mentioned that the next Pest Odyssey is in 2021. The last two events took several years to plan and so we should start thinking about organising things sooner rather than later. The first step is to find a venue and then think about finances. It was suggested that we might want to spread the cost over 2 financial years.</p> <p>It was mentioned that Birmingham and British Museum might not have received their copies of Pest Odyssey 2011. If not, then Kerren will purchase them out of the CCG budget.</p>	<p>Action: All to go away and think about what the organising group should look like then draft something to send to Pest Odyssey group.</p>
<p>5. Updates for ICON News/Iconnect</p> <p>The deadline for the next ICON news is 2nd April 2018 to be published in late May.</p> <p>It was agreed that we could do group Iconnects and then send them out as and when we want/need to.</p>	<p>Actions: Victoria & Jane to send their workshop blurs to Abby.</p>
<p>6. Any other business</p> <p>Emily was going to find out what other groups do about offering free event place at the next Chair's Group meeting but ran out of time.</p> <p>Kerren and Abby have not sent in their bios/abstracts for the website and Emily needs to send an updated version.</p> <p>There was discussion about whether Samantha and Amy may be being in breach of the CCG constitution. It was agreed that they were not adhering to the constitution for missing three meetings in a row. Jane</p>	<p>Action: Kerren & Abby send bios to Sarah to put on the CCG pages of the website. Emily to send an updated version of her bio.</p>

was asked to draft an email asking them to step down step down as committee members until they had the time to be able to commit in the future.

It was decided that we would review committee roles at the next meeting and discuss if we want to re-recruit for Samantha and Amy. Jane suggested that we stop recruiting general members and a social media officer role was mentioned.

Action: Jane to draft an email asking Samantha and Amy to resign as committee members and circulate to the group for comment.