

ICON Care of Collections Group

Minutes of the meeting held on 16th January 2019

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

Apologies: None

<p>1. Dates of future meetings</p> <p>21st March 2019, 14.00 Museum of London – Karen suggested a change of date for this meeting to sometime in April.</p> <p>18th July 2019, 14.00 Kew Palace</p>	<p>Action: Karen to send a doodle poll for alternative dates for next meeting</p>
<p>2. Minutes from the last meeting</p> <p>No changes or amendments</p>	
<p>3. ICON Conference 2019</p> <p>The group has agreed to all of the abstracts and posters that were submitted for approval. Victoria mentioned that there were a lot of late submissions for the posters and has been asked by the conference committee to compile a list and submit to group for approval. Julie questioned whether individual groups should have to pick posters as well. It was assumed that there would be a main poster session which would be chose by the conference committee. There was discussion around the clarity of correspondence hence the late submission of posters. Victoria went on to update that the new groups had a lot of submissions and some groups had none at all.</p> <p>There was discussion around who from CCG group would be attending the conference: Julie, Kerren, Victoria and Abby confirmed they were <u>NOT</u> attending; Karen, Emily and Sarah will attend as long as their papers are accepted and Jane confirmed she is planning to attend no matter what. Karen asked what would be needed from the groups. Jane confirmed that we need to chair and summarise our group sessions. It was agreed we would share the responsibilities among the committee members that are attending.</p> <p>There was discussion around the organisation of the conference in general and it seems to be structured differently this year. Julie suggested we keep records of our comments and concerns and feed them back if there is a wash up meeting. Victoria said if there is anything else she can do to let her know.</p>	<p>Action: Victoria to find out if the group needs to choose posters as well and if so, how many do we need to pick.</p>

4. Events

Planning for the AGM:

The committee agreed that we would hold a social event for the AGM instead of a conference. It was mentioned that a social event is a good idea but it will need a study element to it so we don't limit attendees as some members may not be able to justify a purely social event.

Abby suggested we hold a study session in the afternoon and a social in the evening. There was discussion around what type of event it should be: Jane suggested Dennis Servers' House and incorporating a collection care element by discussing how they manage their collections. Another suggestion was a similar event but at the Sir John Soane's Museum. Jane mentioned doing something a SPAB and has a contact there. This seemed to be the best received idea and September was suggested as a good month to hold the AGM.

Condition Survey Workshop:

Victoria updated that there are 2 people on board to speak already and Helen Lindsay has agreed to be the keynote speaker for the event.

Victoria also mentioned the issue of the venue asking us to provide insurance. She asked if this is something ICON has or will cover. Jane offered to ask Michael if ICON could cover this as she needs to speak to him regarding other matters anyway.

There was then discussion around costs of the running the event. Victoria requested feedback about refreshment costs, she suggested that we order coffee and tea and provide our own biscuits to keep costs down. She also suggested we cap the speaker expenses at £35 so the event breaks even. Julie made a point about why are we worried about making a profit on every event if we have not spent very much of our allocated annual budget. She explained that we should be paying for people's time and expertise. Some groups pay fees and expenses for speakers and if we cut the speaker's fees then we risk de-professionalising our events. It was agreed we will up speaker's costs and refreshments and any excess funds will come out of the main allocated budget. Kerren agreed to arrange a PO to charge the over spend to the allocated budget.

PACR Workshop:

Kerren updated that the accreditation workshop has been pushed forward to April or May. She has completed the events proposal form and will circulate to the group.

Action: Jane to contact Ian Boyd at SPAB for more information

Action: Victoria to send and Iconnect calling for more speakers

Action: Jane to speak to Michael Nelles about insurance

Action: Kerren to raise a PO for the event

Action: Kerren to circulate event proposal

<p>Additional events proposed for Autumn/winter:</p> <p>Emily mentioned that we could easily re-run the Risk Assessment workshop due to popularity. It was suggested that it could be held regionally in Yorkshire this time.</p> <p>Abby suggested a 'soft skills' workshop and offered to write an events proposal. It was agreed that this year might be a bit ambitious but has offer to scope and take it forward in the future.</p>	<p>Action: All to email Abby with ideas and/or companies that could get involved</p>
<p>5. Pest Odyssey Network</p> <p>Jane raised the issue with Michael of how do people join networks on the website. He explained that there will not be a way until the ICON website officer role is filled. He re-assured her that once the role is filled that it will be a straight forward process and people will be able to click a 'join' button on the first page of the website which will direct you to join a group. He also confirmed that you will not have to be an ICON member to join a group.</p>	
<p>6. Updates for ICON News/Iconnect</p> <p>Victoria agreed to send Abby the call for papers for the condition survey workshop to go out in the next ICON news on 1st February.</p> <p>It was agreed we would try and submit a blurb for the AGM and the committee member adverts in the following issue due end of March.</p>	
<p>7. Any other business</p> <p>Kerren gave an update on the budget:-</p> <p>Our budget is up next year on last due to increased CCG membership. We are starting with a group allocation of £5385 based on a total reach of 1534 members (270 primary/ 537 secondary and 727 email subscribers to our group). This makes us the largest overall reach this year. Books and paper are second with 642 primary/ 109 secondary and 300 email subscribers with an allocation of £6420 and Heritage Science are third with 82 primary/ 194 secondary and 759 email subscribers with an allocation of £1790. She explained that we broke even last year and did not break in to the allocated budget at all. Kerren will draft a budget for next year with an increased allocation for the AGM.</p> <p>Victoria suggested we do something ambitious with the central budget. Jane mentioned that The Museum Environment is in need of updating and this was well received by the group. Julie made the point</p>	<p>Action: Kerren to circulated next year's budget to the group for comment</p>

<p>that there has been a lot of movement internationally around the topic and that it shouldn't be a solely British initiative. She reminded us that we need to be mindful about what we would want to do with this and who would be involved. She also suggested it might be useful to have an international conference on the subject.</p> <p>Emily has drafted her profile advert and sent it to Jane for comment.</p> <p>Jane reminded the group that we need to use the ICON Eventbrite account. Emily confirmed that we already do.</p> <p>Sarah announced her resignation from CCG. She has agreed to write her replacement advert but suggested that the role change to social media officer.</p> <p>Kerren updated that she is now the Vice Chair for the PACR committee.</p> <p>Jane gave an update on the group chairs discussions. ICON are looking in to how the groups are run. If the trustees vote for new regulations there could be caps to the length of terms people sit on the committees. She also said there will not be another update until the next chair's meeting at the earliest.</p>	<p>Action: Sarah to write a profile for her replacement</p>
--	--