

## ICON Care of Collections Group

Minutes of the meeting held on 18<sup>th</sup> August 2017

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

**Apologies:** Samantha Archetti, Amy Crossman and Sarah Hamlyn

<p><b>1. Secretary Role</b></p> <p>Sarah has stepped down from her role as group Secretary after 4 years. Thank you Sarah for your service to the group.</p> <p>Karen is has offered to step in as Secretary but would like to offer it out to anyone else who may be interested. The responsibilities of the role include taking minutes, circulating the agenda and prompting the Chair when necessary.</p>	<p><b>Action:</b> All – if anyone is interested please let Jane and Karen know</p>
<p><b>2. Updates from previous minutes</b></p> <p>Reminder for everyone to provide a couple of sentences explaining where they work and what they do to go on the committee page of the group page.</p> <p>Finances: The deficit no longer features on our account and we are about 4k in surplus.</p>	<p><b>Action:</b> All – send to Sarah to add to the committee members page</p> <p><b>Action:</b> Kerren to send Emily final figures so she can reconcile against her events spreadsheet</p>
<p><b>3. Dates of future meetings</b></p> <p>The following dates and locations were agreed:</p> <p>8<sup>th</sup> November, 14.00 (British Library)</p> <p>8<sup>th</sup> February 2018, 12.00 (The George Inn, Borough High Street)</p> <p>8<sup>th</sup> May 2018, 14.00 (Hampton Court Palace)</p>	<p><b>Action:</b> Karen to book a table</p>
<p><b>4. Planning for the AGM</b></p> <p>Potential dates were discussed for when to hold the next AGM. It was agreed that the November date is too short notice and that it would be more sensible to hold it in May 2018. There were questions on whether we are expected to have an AGM every year. Jane explained that according to our constitution yes we should but ICON are not insisting we strictly adhere to the constitution. It was also agreed that we should always attach a conference to the AGM as it is more</p>	

<p>effective and delegates can apply for funding to attend.</p> <p>It was agreed that Manchester would be a good venue especially given the topic of sustainability. Jane will be in Manchester next week and will see if Manchester Museums are interested in hosting the event. If it is not possible, Jane will let Emily know so she can start researching other venues.</p> <p>It was agreed that sustainability in collection care would be a good theme, focussing on energy savings and passive control rather than how we can be more sustainable as a profession.</p> <p>It was agreed that the format of the day would be similar to our other events – a mix of visits, tours and presentations. We agreed to wait and see what the response for our call for papers is before we decide on an exact format.</p>	<p><b>Action:</b> Jane to speak Sarah Potter at Manchester Museum</p> <p><b>Action:</b> Julie to draft a call for papers before the next meeting</p>
<p><b>5. Events</b></p> <p>The Oxford Storage Day held on 16<sup>th</sup> May was a great success – well attended and well organised. It was a lively atmosphere and it sold out in record time.</p> <p>Bite the Bullet: Managing firearms and other tricky collections, held on 26<sup>th</sup> July was also a success with nearly 60 delegates. Leeds did most of the organising; CCG handled the advertising and tickets sales. There will be a write up provided by one of the delegates.</p> <p>“Tick Tock: Care of Clocks Study Day” is due to be held on the 23<sup>rd</sup> August at Museum of London. Abby is organising the refreshments, delegate packs and post event write up.</p> <p>The Risk assessment workshop proposal was approved and is due to be held on the 24<sup>th</sup> October at the British Library Conservation Centre. It was agreed that the event is for ICON members only, the tickets will be £10 and there could be a maximum of 15 delegates plus free places for any CCG committee members that want to attend.</p> <p>Joint Icon Scotland and Icon Collections Care Group is going ahead on 27<sup>th</sup> October in Edinburgh. The event is to host a re-run of some of the papers given at the Icon Conference in Birmingham in 2016. Emily Hick from Scotland group is organising speakers.</p> <p><b>Potential future events</b></p> <p>Kerren - support for ICON member for accreditation particularly for members specialising in Collections Care.</p> <p>Jane &amp; Emily – propose a hosting a presentation skills workshop for conservators. Possibly to be hosted in Birmingham. Jane and Emily to</p>	<p><b>Action:</b> Karen to send Paul’s biography so it can be included in the Iconnect notice</p>

<p>discuss further outside of this meeting.</p> <p>A CV/job application writing and interview skills workshop for students/emerging professionals was proposed. A question was raised whether this is something ICON already provides or if they can help with. A potential date of June was suggested as it may be a suitable time for students to attend.</p> <p>A day conference was suggested by Jane via Andy Holbrook about large touring exhibitions and the problems involved with couriating large collections of objects to venues abroad. It would include different ways of condition reporting many objects quickly, personal experiences, working with art handlers in different countries etc.</p> <p>The topics of managing volunteers and dealing with mould outbreaks were mentioned as other potential ideas for future events. It was suggested that it would be useful when planning future events to find out what collection care topics people are interested in. This could be in the form of an added question on the survey form asking if anyone has any burning questions or particular issues in collections care.</p> <p><b>Other events related discussion</b></p> <p>It was suggested that the committee should have resource of key points for each of our events to add to the webpage. Perhaps one side of A4 highlighting key points from speakers and what was tweeted about? It was agreed to make sure is it run past the speakers before it is published on the webpage.</p> <p>The BM are currently tweaking “Benchmarks in Collection Care” so it is more tailored to their needs. Julie is happy to circulate to the group when it’s finished. Abby is also working on a similar project and it was suggested that it might make a good workshop/ event in the future.</p>	<p><b>Action:</b> Emily to draft a template</p>
<p><b>6. Pest Odyssey Network</b></p> <p>The outcome of Jane’s discussion about the potential of the Pest Odyssey UK Group becoming a sub-group of CCG with Michael Nelles was that it is only a matter of filling in a form to create the new network. As part of forming the network a ‘Chair of the Network’ will need to be appointed. The Chair needs to be someone who sits on both the CCG committee and the Pest Odyssey steering group. Kerren has volunteered to do this role.</p>	<p><b>Action:</b> Jane to fill in the network form and circulate to CCG and Pest Odyssey groups</p>
<p><b>7. Updates for ICON News/Iconnect</b></p> <p>Next Iconnect deadline is the 28<sup>th</sup> August. Emily will submit the advert for the Risk Assessment Workshop in October.</p> <p>Next ICON News deadline is 4<sup>th</sup> October. We could submit write ups for ‘Bite the Bullet’ and ‘Tick Tock’ events and a call for papers for the</p>	

<p>AGM.</p> <p>The deadline for the first of ICON news of the 2018 is 30<sup>th</sup> November. It was suggested we could submit a summary of the events we have held in the past and a bit about what we plan to do in the future.</p> <p>The question was raised if the new members of CCG have been announced in Icon News.</p> <p>Victoria suggested that it would be nice to have a group update in every Icon News so we are making sure our CCG have a strong presence. She is happy to draft something and circulate ready for first 2018 addition.</p>	<p><b>Action:</b> Abby to check if the new members are in Icon News</p>
<p><b>8. Any other business</b></p> <p>Kerren gave a quick accreditation update. There were 8 applications with a collections care specialists submitted in the last round, 4 made it through to assessment stage and 2 were accredited.</p> <p>Victoria suggested it we should create a subject bibliography on collections care for the Chantry Library. It was agreed to discuss further at the next meeting.</p> <p>Jane announced the next Icon Conference in 2019 will be held in Belfast. It was agreed that should hold our own sessions instead of co-ordinating with another group.</p> <p>Jane flagged that the next Pest Odyssey is due to be held in 2021. The last Pest Odyssey took 2 years to plan so it is worth having this on our radar sooner rather than later.</p>	