

## ICON Care of Collections Group

Minutes of the meeting held on 25<sup>th</sup> October 2018

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

**Apologies:** Sarah Hamlyn

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| <p><b>1. Dates of future meetings</b></p> <p>13<sup>th</sup> December 2018, 14.00 George Inn Pub, Borough High street, TBC</p> <p>21<sup>st</sup> March 2019, 14.00 Museum of London</p> <p>18<sup>th</sup> July 2019, 14.00 Kew Palace</p>   | <p><b>Action:</b> Karen to book the George or alternative pub for next meeting</p> |
| <p><b>2. Minutes from the last meeting</b></p> <p><b>AGM:</b> Jane commented that the food, venue and tours were all good and the event was well organised. Emily reported that feedback from the event was positive. There was conversation about Articheck and Sustainable Microclimates around the suitability of their talks for this type of event. The general consensus in the committee was that they felt like a sale pitch and that we will be hesitant in the future accepting a speaker from industry and that they would be more suitable exhibiting their products in a trade fair situation. Emily asked if the abstracts were going to be uploaded to the website. Julie mentioned that some of the speakers asked that their abstracts not to be added and that she has sent an email to Sarah with this information.</p> <p><b>Presentation skills workshop:</b> Jane reported that overall the day went well although she might change the order of the presentations next time. She also mentioned that it was an interesting exercise in self-esteem (or lack of) with conservators in general and general feeling that we don't have anything interesting to say. The delegate numbers were less than expected as there were a number of last minute drop-outs. Only 8 delegates attended in total although the event was originally sold out. It was thought there would be a demand to re-run it at some point.</p> | <p><b>Action:</b> Sarah to upload the approved abstracts to the website.</p>       |

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| <p><b>Managing volunteers workshop:</b> Emily reported that it was 2 tickets from being sold out. The co-presenter Carol Carbine enjoyed it as well and feedback from delegates was positive. It was suggested by some delegates that it was a bit introductory than they would have liked which suggested there is a need for a more advanced course. Isobel Griffiths from ICON Scotland has asked Emily and Carol to re-run the workshop for them which was agreed to take place in the new year. ICON Scotland to confirm dates.</p>  | <p><b>Actions:</b> Jane and Emily to write a handy hints sheets about their workshops for the website.</p> |
| <p><b>3. ICON Conference 2019</b></p> <p>Victoria reported that the conference committee is coming together and that they are hoping to have more abstract submissions closer to the deadline. It was suggested that Belfast as a venue could be perceived as unaffordable and that might be putting off delegates from submitting abstracts. It was also mentioned that due to the speaker's fees, you risk the same people presenting over and over again because either they can afford to self-fund or are employed by a large institution. It was agreed that this discourages diversity in the profession and at our conferences. Julie made the point that we are unlikely to attract people outside of conservation speak at our conferences as they would not usually pay for speaker's fees at a conference. This can reflect badly on our profession as other professions tend to pay their speakers to present at conferences.</p> <p>Julie asked when the abstracts are due to be sent to the groups. Victoria explained that the abstracts will be chosen by the programme committee but will have a close interface with groups. Victoria also confirmed that the assessment criteria was already in place for selecting abstracts and that it is not an ICON office decision but a programme committee one with group inclusion. There were also questions raised about the length of group sessions and if there would be subsequent or concurrent papers. Another point was raised about communication from the programme committee to the rest of the groups. Jane mentioned that there has only been one email to the group chairs so far. The general consensus of the group was that the programme committee needs to be clear about how, when and to whom they will be sending selected papers to – it was thought that there would be a plan in place by now.</p> <p>Lastly, Victoria mentioned that she was pushing for a practical element to the conference. Since she is in charge of the poster session she thought it would be good to have a practical poster demonstration session. She also updated that they are investigating the possibility of using the Sli.do application during presentation Q&amp;A.</p> | <p><b>Action:</b> Victoria to investigate points raised and confirm more details regarding ICON 2019</p>   |
| <p><b>4. Planning for the AGM</b></p> <p>The point was raised about whether the committee can cope with an AGM and the ICON conference in the same year and that fact that we may not even be able to attract papers. It was suggested we could do</p>  |  |

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| <p>a social event combined with a visit of some sort instead. Jane asked the committee to bring their ideas to the next meeting.</p>  | <p><b>Action:</b> All to bring ideas for a potential social events to the next meeting</p>  |
| <p style="text-align: center;"><b>5. Events</b></p> <p>There are currently 2 outstanding events; condition checking workshop and accreditation workshop.</p> <p>Kerren updated that the accreditation workshop has been pencilled in for the week commencing 11<sup>th</sup> February 2019 (venue TBC) and it will be a half-day session. Kerren and Patrick will give session on what ICON is looking for and there would potentially be 2 speakers who have been through the process already, one that was successful and another that was not. More details to be confirmed in the events proposal.</p> <p>Victoria updated us on the progress of planning the condition checking workshop. A number of venues are very keen and the Iconnect seemed to spark interest. There was a lot of discussion in the group about the suitability of venues in terms of location, space, and collections. The general feeling was that it should be a regional venue and contain a diverse collection. Cardiff would give the best choices in terms of collection, venue and ease of access. Victoria is going to email Christian Baars from Cardiff to book the venue as well as email the other interested parties and ask if we can keep them in mind for other events or a re-run of this workshop. Julie asked if it could be held twice and Emily suggest live streaming so you can reach lots of people. Jane asked Victoria to remind us of the content of the workshop – she updated that it will be taking an inclusive approach with different types of surveys such as broadbrush, detailed reports, templates, controlled vocabulary, etc. Emily suggested it could also include surveying large format and hazardous collections. Abby suggested it could include collection management systems. Victoria mentioned that we need a host and a main speaker. There was a discussion around a potential main speaker and Aimee Sims from Eton College seemed to be the best fit.</p> <p>Jane raised the point that 2019 seemed to be front loaded with events and suggested we hold an event in the autumn. Some ideas that were mentioned were CV/interview skills, touring exhibitions, dealing with mould, struggles with austerity, short-term contacts having no preventive expertise and courier trips. Abby suggested a ‘soft skills’ workshop. She has just finished a management programme with a company called Talent Sphere that works with heritage institutions that might be worth contacting. Kerren also</p> | <p><b>Action:</b> Kerren to draft an events proposal and circulate to the group</p> <p><b>Action:</b> Victoria to contact Aimee Sims regarding dates in Jan or March 2019</p> |

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| <p>recommended John Barrett who runs management workshops and courses. Victoria also thought it would be a good idea to circulate and Iconnect polling members on what they would like to learn.</p>   |   |
| <p><b>6. Pest Odyssey Network</b></p> <p>There was not much to update other than the fact that there is nothing on the ICON website about the network.</p> <p>Victoria asked if CCG would be hosting any joint sessions with Pest Odyssey Network for ICON 2019. Julie reminded us that IPM 2019 Stockholm is in May 2019 and there might not be very many IPM related paper submitted for ICON 2019 because of this.</p>              | <p><b>Actions:</b> Julie to contact Mel from Pest Odyssey Network and Jane to contact ICON</p>  |
| <p><b>7. Updates for ICON News/Iconnect</b></p> <p>The next deadline is the 30<sup>th</sup> November. It was agreed that Emily's replacement advert would go out along with the next 2 planned events.</p>   |   |
| <p><b>8. Any other business</b></p> <p>Emily announced her resignation from CCG after 3 years as the Events Coordinator. She has offered to write a profile advert and handover notes for her replacement. Jane thanked her immense contribution to the group followed by special thanks from the rest of the committee.</p> <p>Kerren gave a quick reminder for us to use the correct claim form when submitting expenses claims.</p> | <p><b>Action:</b> Emily to write a profile for her replacement and handover notes</p> <p><b>Action:</b> Kerren to re-circulate the correct claim form</p> |