

ICON Care of Collections Group

Minutes of the meeting held on 26th April 2018

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

Apologies: Sarah Hamlyn and Abby Moore

<p>1. Dates of future meetings</p> <p>19th July 2018, 14.00 (British Museum)</p> <p>25th October 2018, 14.00 (British Library)</p> <p>13th December 2018, 14.00 (pub tbc)</p> <p>21st March 2019, 14.00 (tbc)</p>	
<p>2. Planning for the AGM</p> <p>It was agreed that the speakers are to register and buy tickets to the AGM. Emily will let Julie know who has <i>not</i> bought tickets yet so she can send a reminder email to all speakers to register for the conference. It was agreed the presentations and bios need to be submitted one week before the conference (Wednesday 9th May). Julie agreed to also send an email to the speakers with a link to the Dropbox they can upload their presentation and bios, as well as asking if they are happy for their contact details and abstracts are published on the website</p> <p>Emily circulated 3 options for timetables for the day. It was agreed option 3 was the best which allows for 15 minute presentations, 5 minutes for questions and tours of the high density storage building to be held during the lunch break.</p> <p>The following committee members have confirmed:</p> <p>Attending - Jane Thompson-Webb, Karen Bradford, Sarah Hamlyn, Abby Moore, and Emily Watts Tbc - Kerren Harris and Julie Phippard Apologies - Victoria Stevens</p>	<p>Action: Emily to send Julie the new speakers details</p> <p>Action: Julie to send an email to all speakers</p>
<p>3. Future Events</p> <p>Presentation skills workshop: to take place on 18th June 2018 in Birmingham. Jane went over her proposal for the structure of the day. Jane would like to explore the following topics: what makes a bad presentation, how to sound confident, what makes a good presentation, group exercise putting together a short presentation,</p>	

<p>what to do if it goes wrong and a bit about how to chair sessions. Everyone agreed that the topics sound very good.</p> <p>Condition checking workshop: Victoria updated that 2 venues were approached – the Cardiff Story and Reading Museum. The workshop may need to be postponed from July to after October or in the new year depending if the venues agree to host. If the venues cannot host the workshop, we need to explore the possibility of a London venue (maybe the British Library or British Museum).</p> <p>Managing volunteers workshop: Emily will run this workshop about in September. Some of the CCG budget will be required to cover cost of an external consultant. Emily suggested that putting the costs all on ticket prices will make event less affordable / desirable for our members. The consultant fee is £1000 (half price, 4 days’ work for 2 days fee). We have a free venue at BL, and delegates will need to provide own lunch to keep costs down. Tickets would be £70 if they fully covered cost of consultant fee. If we took £400 from budget that would make ticket prices £42 (plus booking fee). It was agreed that we could use CCG budget to subsidise the cost of the tickets.</p> <p>Accreditation workshop: Patrick White agreed to the workshop. He is on leave this week but will give Kerren some possible dates in October once he is back.</p> <p>There was a discussion about David Mills giving his workshop on building your own datalogger. It was agreed that it sounds like something that would be of interest to our members but more information is needed to establish what this workshop will actually entail and how practical it will be. It was suggested that it would be useful if someone from the committee attend the test session.</p>	<p>Action: Emily to liaise with Kerren over financial requirements.</p> <p>Action: Emily to liaise with David over the details and possibility of attending a test session.</p>
<p>4. Pest Odyssey Network</p> <p>Jane mentioned that she does not know how people can join the Pest Odyssey Network. She has enquired with ICON but there is no answer at the moment. Once this is resolved it was agreed to send out an advert to the rest of ICON as well as other organisations such as NatSCA.</p> <p>Jane also mentioned that the Pest Odyssey Network Steering Group needs a shakeup. She suggested that there needs to be formal roles like in CCG (e.g. chair, secretary, events, etc.). Jane has agreed to bring this up at the next steering group meeting.</p> <p>Julie asked whether it is OK to subsidise the network out of our CCG budget since we are an income-generating group. This would mean we could keep the annual Pest Odyssey Group meeting free. We could pay speaker’s expenses, etc. and use dual logos to make it feel more formalised.</p>	

<p style="text-align: center;">5. Updates for ICON News/Iconnect</p> <p>Please sent your updates directly to Abby</p>	
<p style="text-align: center;">6. Any other business</p> <p>Jane gave an update about the group chairs meeting: it was reported there are still complaints about the CSC cards even though it was established that ICON members are entitled to them. Jane also mentioned that there is a treasure’s handbook (Kerren has a copy) but what it states in the handbook and what ICON expect are very different things. The group chairs are going to challenge this discrepancy.</p> <p>Jane announced new by IPM book by Dee Lauder and David Pinniger has just been published called <i>‘Pests in Houses Great and Small: Identification, Prevention and Eradication’</i>.</p> <p>Sarah sent an email updating us on the web editor’s meeting she attended. See Sarah’s comments below:</p> <p>“I fed in that we would prefer ICON to manage payments for events but this isn’t likely to happen.</p> <p>One issue that will apply to us is in relation to GDPR and events. Generally responsibility for data protection will fall to ICON centrally or Eventbrite for events however we should ask upfront about two things at the time of booking to ensure that our intentions are clear:</p> <p>Whether people are happy for their email to be included in a delegate list?</p> <p>Whether people are happy for us to retain their contact details so we can send them post-prints/speaker presentations?</p> <p>We need to delete personal data after events and not re-use it for other purposes (surveying members for example).</p> <p>Michael can answer specific GDPR queries and the policy should provide general guidance.”</p>	