



NatSCA

Natural Sciences Collections Association

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NatSCA News

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Annual General Meeting: Minutes

**Audio Visual Theatre, National Museum of Ireland,
Collins Barracks, Dublin
Tuesday April 27th, 2004**

1. Introduction and consideration of agenda

2. Apologies for absence.

Apologies were received from Jenny Bryant, Bob Entwistle, Gabriela MacKinnon and Clare Stringer.

3. Minutes of NatSCA IGM.

The minutes of the NatSCA IGM held on Monday April 7th, 2003, in Manchester, as published in *NatSCA News 1*, were signed as correct by the Chair.

4. Matters arising from minutes.

There were no matter arising.

5. Chairs report (Nick Gordon)

Nick Gordon outlined the work of committee over the past year. He underlined that NatSCA is not just an amalgamation of BCG and NSCG, fulfilling the roles of both but is also a new organisation with new approaches, ideas and ways of working. Much debate has occurred as to where we as a group, should direct our energies. Subjects for further discussion include supporting loan natural science curators, conservators and collections managers; developing links with regional agendas, notably Regional Hubs and raising our profile in the greater museum community by becoming involved with national museum debates. The future presents many new challenges at the local, regional, national and international levels and we need to demonstrate our Museums' wider benefits to society by reaching out and socially including new audiences but we must not forget our core raison d'être for caring for our collections. We must strive to ensure that we NatSCA are the professional association that proacts to new agendas and challenges and champions and dictates our cause with those who would marginalise us and impose inappropriate solutions and agendas on us!

NatSCA has achieved charitable status with sterling work done by Howard Mendel.

NatSCA organised a successful and oversubscribed day meeting 'Managing Insect Collections' with talks and demonstrations held at the Natural History Museum, London in January. We hope to plan more special interest day seminars on 'conservation use of Japanese tissues', an 'advanced ornithological curation/conservation workshop' to be held at Tring and 'label conservation' in the Botany Dept, NHM. Please tell us what you wish us to cater for the memberships training needs.

Nick thanked the work done by Committee during the year and especially the outgoing committee members: Bob Entwistle (NCCR), Howard Mendel (Charitable Constitution development), Sue Cooke and Gabriella MacKinnon.

Nigel Monaghan and his Dublin Museums' colleagues, all the speakers and sponsors and Jo Hatton were congratulated for a full and varied, three-day program of informative talks and in-depth museum tours.

6. Secretary's Report (Paul Brown).

Attendance NatSCA committee 2003-2004

| | 7.v.03 | 2.vii.03 | 8.ix.03 | 3.xi.03 | 12.i.04 | 8.iii.04 | 26.iv.04 |
|------------------------|--------|----------|---------|---------|---------|----------|----------|
| Nick Gordon | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Kate Andrew | 4 | 4 | 4 | | 4 | 4 | 4 |
| Paul Brown | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Sue Cooke | 4 | 4 | | 4 | | | |
| Bob Entwistle | | | | | | | |
| Jo Hatton | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Gabriela MacKinnon | 4 | | 4 | | | | |
| Howard Mendel | 4 | | 4 | | | | |
| Simon Moore | 4 | 4 | 4 | | 4 | 4 | 4 |
| Vicki Noble | 4 | 4 | | 4 | | 4 | 4 |
| Maggie Reilly | 4 | | 4 | | | 4 | 4 |
| Douglas Russell | | 4 | | 4 | 4 | 4 | |
| Steve Thompson | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| <i>Donna Young</i> | | 4 | 4 | | 4 | | 4 |

7. Membership Secretary's report (Maggie Reilly).

2003

We started our membership year in April 2003 after the merger of BCG and NSCG at the joint annual conference in Manchester. Members for NatSCA were recruited from the former memberships of BCG and NSCG – there were 337 names in the BCG member list and 110 in the NSCG database with some overlap. The two lists were merged into one Access database and once corrected for common members, errors and assorted other glitches, a potential membership database of around 380 people emerged. At the end of January 2004, the total NatSCA membership numbered 239.

Of the 239, there are by membership category:

174 personal members
 56 institutional members
 9 complementary mailings.

By geography:

207 UK members
 14 EU members
 13 USA and Canada
 5 Rest of World

Approximately 140 former BCG/NSCG members did not join NatSCA. Around 30 of are the subject of ongoing query either directly or via subscription agencies. There have been a number of difficulties in clarifying those in the latter category. A letter is to be sent out to the remaining 110 people to check if they want to join or to resign from the Group. Non-respondents or those who indicate they no longer wish to be members of NatSCA will be deleted from the database.

2004 Renewal of subscriptions

Renewal notices were sent out to all paid-up 2003 members at the end of January. To April 2004,

154 members had renewed subscriptions. This figure includes the complementary mailings. A membership profile survey questionnaire, designed by Steve Thompson, was sent out with this year's subs reminder and there has been an excellent return rate. We thank members for their co-operation. We have reviewed the complementary mailings, deleted some, added others and decided on a total of 12 such mailings.

For members in USA

In order to make it easier for USA members to join up or stay as members, an arrangement has been made with our ex-pat colleagues Chris Norris and Jane Pickering. Chris and Jane have agreed to accept dollar payments on our behalf and then pay us back via their UK bank account. We will trial this for a year and see how it works. Existing US members have been informed of this arrangement.

Gift Aid

We gave notice to members that we are going to look into the mechanics of using the Gift Aid scheme to reclaim tax on subscriptions, with a view to implementing this in 2005. For members this is likely to be as simple as ticking an extra box on next year's renewal form.

8. Treasurer's report (Kate Andrew).

Accounts for the year 17.4.03 to 3.02.04

| Opening balance | Detail | Sub Total | Totals | Balance |
|---|----------|------------|-------------------|---------|
| | | £0 | | |
| Income | | | | |
| Membership income | | | | |
| 160 UK personal memberships @ £15.00 | £2400.00 | | | |
| 48 Institutional memberships @ £30.00 | £1410.00 | | | |
| 4 Euro memberships, total 80 Euros | £ 54.99 | | | |
| 4 Dollar memberships, total \$98.00 | £ 57.98 | | | |
| Membership sub total | | £3952.97 | | |
| Transfers from precursor bodies | | | | |
| NSCG funds, 18 th August & 20 th August | £8283.68 | | | |
| BCG funds, 22 nd September | £9970.00 | | | |
| Transfer sub total | | £18,253.68 | | |
| Bank interest c/a | £ 1.26 | | | |
| Bank Interest 14 day notice d/a | £ 69.50 | | | |
| Business money manager d/a | £ 5.96 | | | |
| Interest sub total | | £ 88.71 | | |
| Conference income | | | | |
| Insect collections management meeting | | | | |
| 16 members @ £25, 2 non-members @ £40 | £ 480.00 | | £ 480.00 | |
| Total Income | | | £22,775.36 | |
| Expenditure | | | | |
| Newsletter postage | £ 356.68 | | | |
| Web domain name | £ 48.57 | | | |
| Logo design | £ 230.00 | | | |
| Bank charge | £ 19.00 | | | |
| NCCR & data protection fees | £ 135.00 | | | |
| Conference costs | £ 72.16 | | | |

| | | |
|--|-----------|--------------------------|
| Committee expenses | £ 260.92 | |
| Total Expenditure | | <u>£ 1122.33</u> |
| Total income less expenditure at 31.01.04 | | <u>£21,656.45</u> |
| | | |
| Bank Balance at 3.02.2004 | | |
| C/a 91645722 | £ 1785.32 | |
| Business money manager d/a 41653636, opened 21.08.03 | | £ 1505.96 |
| 14 Day Notice d/a no. 41645749, opened 18.08.03, closed 03.02.04 | | £18365.17 |
| Total combined cash balance at bank | | <u>£21,656.45</u> |

A petty cash system is not in operation. Monies banked and cheques cashed before the end of January are listed here. The following sundry debtors and creditors are in the pipeline.

Income

2003 memberships banked after the end of financial year

| | | |
|--|----------|-----------------|
| 4 personal memberships | £ 60.00 | |
| 2 institutional memberships | £ 90.00 | |
| Re-imbursed bank charge | £ 19.00 | |
| 4 further insect meeting fees due | £ 100.00 | |
| Remaining balance in NSCG account | £ 130.40 | |
| Remaining balance in BCG account | £5472.04 | |
| Sale of back issues of The Biology Curator | £ 80.50 | |
| Total | | £5951.94 |

Expenditure

| | | |
|----------------------|----------|-----------------|
| Committee expenses | £ 3.42 | |
| Newsletter printing | £1413.82 | |
| Insect meeting costs | £ 529.44 | |
| Total | | £1946.68 |

Taking these into account, the total expenditure for 2003/04 was £3069.01 with the surprise of income over expenditure for 2003/04 of £1852.07 after the transferred funds are taken out of the equation. Only one newsletter was produced within the accounting period and no annual conference, so in future, costs are likely to exceed expenditure even with meetings breaking even. Given the deposit account balance and our charitable status, newsletter production can be subsidised for the next two years, but with costs running at £5,300 per year, we will need to consider increasing subscriptions to cover this expense in the longer term.

Savings account

Until the NSCG funds were transferred, we operated only a current account. Due to confusion between transfers at two different branches, two deposit accounts were opened by the bank, the 14 day notice account had the higher balance but was found to be a discontinued product with a lower rate of interest than the Business Money Manager account. On the 3rd February, the deposit balances were merged into a single Business Money Manager account.

Instructions were issued in early April to close the NSCG account. £5000 of the remaining BCG funds was transferred on 23rd April and once two recently paid in cheques have been cleared, the account will be closed and the remaining balance transferred to NatSCA.

Accounts checked and approved by Velson Horie.

9. Proposal to accept the accounts

Acceptance of the accounts was proposed by Nigel Monaghan and seconded by Steve Thompson.

10. Editor's Report (Vicki Noble)

Vicki Noble reported on her year of designing and editing the first two issues of *NatSCA News* and was congratulated for her hard work by AGM. Vicki asked the membership for reviewers for museological books, for adverts and information on conferences and courses and for members to write letters and papers, for publishing in future issues of *NatSCA News*.

Vicki reported that we have a website www.natsca.org, which is presently under construction.

11. Conservation (& NCCR) Report (Simon Moore)

Simon Mentioned that he is still looking for conservators that require a cheap insurance cover as he has still not found enough interested parties to make the cover feasible.

The National Council of Conservators and Restorers continue to move toward a successful convergence to form one professional body, which is planned to occur in September 2004. Simon stressed that NatSCA cannot be a voting member on the new body but that we can represent our views as an associate body and via our UKIC accredited conservator NatSCA members who will be represented on the NatSCA Conservation committee.

12. Elections to the Committee

In compliance with the Natural Sciences Collections Association constitution, as adopted on 7th April 2003 at the Inaugural General Meeting of NatSCA, and at the direction of that IGM, the election for Honorary Officers (Chair, Secretary and Treasurer) and ordinary committee members took place.

Honorary Officers

At the annual general meeting of the Charity the members shall elect from amongst themselves, a chairman, a secretary and a treasurer, who shall hold office for a period of 3 years from the conclusion of that meeting and shall be eligible for immediate re-election.

Executive Committee

The Executive Committee shall consist of not less than 9 members nor more than 20 members being:

- (a) the 3 honorary officers specified in the preceding clause;*
- (b) not less than 6 and not more than 12 members elected at the annual general meeting who shall hold office from the conclusion of that meeting; (5 co-opted members are also allowed).*

Ordinary members of the Executive Committee shall serve for 2 years and retire from office at the end of the second annual general meeting after the date on which they were elected to office, but are immediately eligible for re-election.

The following names were supplied to the Secretary before the date of closure for nominees (ie by 30th March 2004) as directed in NatSCA News 2.

| | <i>Nominee</i> | <i>Proposed by</i> | <i>Seconded by</i> |
|----------------------|--------------------|--------------------------|----------------------------|
| <u>Chair:</u> | Nick Gordon | Steve Garland | Lindsay Loughtman |
| <u>Secretary:</u> | Paul Brown | Oliver Crimmen | Miranda Low |
| <u>Treasurer:</u> | Kate Andrew | Steve Thompson | Maggie Reilly |
| 1.[Editor]: | Vicki Noble | Jenny Bryant | Simon Moore |
| 2.[Membership]: | Maggie Reilly | Camille Nichol | Geoff Hancock |
| 3. Ordinary members: | Jo Hatton | Gillie Newman | Helen Chatterjee |
| 4. | Suzanne Lewis | Howard Mendel | Simon Moore |
| 5. | Simon Moore | Dr Christopher J. Palmer | Colin A. Taylor |
| 6. | Douglas Russell | James Maclaine | Emma Sherlock |
| 7. | Clare Stringer | Paul Brown | Jan Beccaloni |
| 8. | Steve Thompson | Adrian Norris | Paul Brown |
| 9. | <i>Donna Young</i> | <i>Wendy Atkinson</i> | <i>Leander Wolstenholm</i> |
| 10. | Graham Walley | Oliver Crimmen | Kathie Way |

As there is no competition for Committee posts, AGM accepts and elects the nominees as listed above en block. Proposed by:- Douglas Russell and Seconded by:- Sankury Pye.

13. Election of Independent Inspector of Accounts

Velson Horie was accepted as our Independent Inspector of Accounts. NatSCA turnover is not large enough to demand the requirement for Auditors to audit NatSCA accounts.

14. AOB.

Sue Lewis (now Sue Ryder) reported to AGM that SPNHC are holding their annual conference at the Natural History Museum in London and that NatSCA can combine with them for our AGM conference along with GCG and ICOM. The subject is 'Realising Standards' and is planned for 12th to 18th June 2005. Further information will be published in NatSCA News. Both Sue and Paul Brown are on the SPNHC conference committee and are representing NatSCA and Giles Miller representing GCG.

Steve Thompson reported that he is organising a study trip to Prague (Czech Republic) Thursday, 30th September - Sunday, 3rd October, 2004. This to coincide with the annual Prague entomological faire. Watch out for further adverts soon.

Steve Thompson also mentioned that he is hosting a visit of Japanese Museum people from the Natural Science Museum, Tokyo led by Maki Shimizu in early January 2005 for one week. They wish to look at how we do science in museums in our country and this will be a chance for NatSCA to increase our influence and raise our profile internationally. He is looking for venues and volunteers for their visit.

Dries Van Dam reported that ICOM Conservation Committee are organising an interdisciplinary meeting in September 2005 to discuss fluid collections web based databases.

Kathie Way asked about liability of the NatSCA charity trustees. Committee is, at present, seeking a suitable insurance policy, which will cover this and other insurance for NatSCA.

Close of Meeting at 4.40 pm