



**NatSCA**

Natural Sciences Collections Association

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## NatSCA News

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*Minutes of the 2003 BCG AGM — University of Manchester  
Monday 7th April, 12-30 pm*

**1. Apologies for absence**

Kathie Way, Richard Comley.

**2. Minutes of the last meeting**

The minutes of the 2002 AGM had been printed in *The Biology Curator*. No questions were raised, and the minutes were approved by the meeting.

**3. Matters arising**

There were no matters arising.

**4. Chair's report - David Carter**

David Carter briefly told the meeting about the work of the merger committee.

**5. Secretary's report**

It's been a funny old year really. Because of the impending merger, we had decided that it wasn't really necessary to make up the full complement of committee, and so have not sought to make up those vacancies that have come up over the year. The result is that the current committee has just ten people on it. Nevertheless, we have had eight people attending each of the three committee meetings this year, a good turnout under the circumstances.

Furthermore, because a good deal of the business was to be taken over by the new group, there were many things on which decisions could not be taken. This has given the meetings a slightly strange feeling, but this has been balanced by the exciting prospects facing us with the establishment of NatSCA. And it has made the meetings rather shorter of late!

Certain things have continued as ever, of course. It may have seemed that there was a lack of study trip at the end of last year, but that was because we had run the trip to the US at the beginning of the year, and that was furthermore a huge success, demand for places being as great as for any trip we have run. The next trip will hopefully run according to timetable at the end of this year.

We have continued to produce the newsletter, though the one that should have come out recently was postponed until the formation of the new group, and we hope to produce the first copy of the new publication as soon as possible.

The website has been carried on regardless, and this will, I'm sure go from strength to strength with the new group.

We have maintained our links with GCG, and there have been suggestions made as to possible joint ventures that I hope will strengthen these links still further over the next couple of years.

GCG, of course, opted not to join in the merger at this point in time, but Patrick Wyse Jackson made it quite clear at the last GCG committee meeting that they were by no means rejecting the possibility altogether. I think they will be watching the new group most carefully to see how it progresses. I hope they will come to see the benefits of joining in the not too distant future.

Perhaps the most problematic shortfall we have suffered was that of Mike Palmer standing down. He had put a huge amount of effort into the collections monitoring task, and that has, in the last few months, taken something of a back seat. It is, nevertheless, a very important function for our groups, and I hope the new

group will be giving it its full attention from its very first committee meeting.

One issue that has been raised in the last few months was the possibility of putting together a profile of the group. As it happens, I raised this at the last GCG committee as well, and they also felt that this would be a valuable activity. I shall, hopefully therefore, be working on profiles for both groups over, I suspect, the next year or so. I hope to put together forms for all members to fill in, and would like to get these out to the memberships in the next few months.

Finally, I have a final thanks to give. It is customary for the incoming chairman to thank the outgoing chair for his or her work. Since we will not be having an incoming Chairman as such, I would like to take the opportunity of thanking David, who agreed to stay on for an extra year to take us to the merger, for all the work he has put in, and for being a real pleasure to work with. You may or may not know that David has also retired from the NHM after many years, a move which will no doubt make many of you jealous, but nevertheless, I would like to ask you all to show your appreciation in the usual fashion.

#### **6. Treasurer's report**

The treasurer had apologised for her absence and no formal report was made. However, the accounts were presented and approved, and printed below:

#### **DETAILS OF EXPENDITURE & INCOME FOR THE PERIOD 01.04.2002 - 31.03.2003**

##### **INCOME**

Subscriptions	273.00
2002 AGM	1569.00
Mammal Meeting	215.00
Interest on bank account	9.23

**Total income** **2,066.23**

##### **EXPENDITURE**

2002 AGM	1266.85
Mammal Meeting	375.75
USA Study Trip over budget	823.36
Annual Invoice mailout / merger advice	51.84
Committee expenses	86.09
Postal expenses	83.97
Biology Curator 22	1188.18
Biology Curator 23	612.83

**Total expenditure** **4,488.87**

**Income over expenditure** **-2,424.64**

Total at bank, 31.03.2001 **11,669.03**

Total at bank 31.03.2002 **9,244.18**

Kathie Way, BCG Treasurer, 27.03.2003

#### **7. Any other business**

There was no Other Business.

#### **8. Merger committee report**

The report of the merger committee was accepted without questions.

**9. Vote to dissolve BCG**

The following proposal was put to the meeting:

"We, the membership, recognising that the 'Natural Sciences Collections Association' Charity will take on the role and remit of BCG, vote to dissolve the Biology Curators Group forthwith." (The word forthwith was taken to mean "from the end of the meeting", as decided at the NSCG AGM immediately beforehand.)

The resolution was passed by 43 votes in favour, with none against and no abstentions.

**10. Vote to transfer assets to NatSCA**

The following proposal was put to the meeting:

"Subject to the adoption of resolution 1, we, the membership, direct the transfer of BCG assets to the new 'Natural Sciences Collections Association' Charity, after NatSCA is formally recognised by the Charities Commission."

The resolution was passed by 43 votes in favour, with none against and no abstentions.

**11. Close of meeting**

*(Minutes taken by Steve Thompson)*

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*Minutes of the 2003 NSCG AGM — University of Manchester  
Monday 7th April, 12-15 pm*

**1. Introduction and consideration of agenda**

The meeting was introduced and the agenda considered by the chair.

**2. Apologies for absence**

Apologies for absence have been received from Gabriela Mackinnon, Louise Cant, Mike Fitton, Helen Fothergill and Dominique Rogers.

**3. Minutes of AGM held on Tuesday April 16th, 2002, Castle Museum, Norwich**

These were printed in the Newsletter and also sent with the AGM papers.

These were signed as a correct record by the chair (PAB)

**4. Matters arising from minutes**

None

**5. Chairs report - Paul Brown**

As directed at last year's AGM, Paul Brown (Chair NSCG) and Dave Carter (Chair BCG) set up a group to discuss the mechanism by which we could join forces with BCG. Simon Moore chaired the five meetings. From NSCG were also Kate Andrew, Paul Brown and Donna Young and from BCG were David Carter, Nick Gordon, Howard Mendel and Steve Thompson. Briefly, as outlined in the report of this committee's business over the past year, which has been distributed to both memberships, we met and after careful discussion, we decided that the best way forward would be to close down both NSCG and BCG and set up a new charitable organisation. This we have called 'The Natural Sciences Collections Association'. We, the committee of eight, have set up this new charity so that the assets of both BCG and NSCG can be trans-

ferred easily and so that the new charity business can carry on smoothly after this conference. Howard Mendel was instrumental in writing a constitution, which has been sent to all BCG and NSCG members, which was acceptable to the Charity Commission and many thanks for all his hard work. Kate Andrew is setting up a bank account with HSBC for NatSCA. It is unfortunate that Geology Curators Group is not able to join us at present but we will continue to maintain good relations and liaise closely with them at all times. Under the new umbrella of NatSCA, we will continue to service the best interests of Natural Science Conservation. The future safety and conservation of Natural Science Collections depends on us having a stronger voice and a higher profile. A larger membership of a new combined conservator & curator group will give us more muscle. Our new combined membership is a reflection of the hybridity 'curator/conservator/collections manager' of many of us who care for natural science collections. An invitation for letters or papers discussing merger has produced no reaction from the membership.

We have been an independent group for ten years, separating from UKIC because there would have been a loss of voting rights for our non-accredited conservator and curator membership and because of their increased subscription rate. Those of us who have Natural Science Conservation Accreditation have acquired this via UKIC. During these ten years, we have maintained a direct influence on Conservation within the United Kingdom and Eire by being a part of the National Council for Conservators and Restorers. NatSCA will continue to influence NCCR, as they move toward merging many of their component member groups, by maintaining a hybrid status. NSCG met with the other hybrid members of NCCR such as the Society of Archivists who have non-conservator members, to work toward a hybrid membership status within the new NCCR merged group. There need not be insurmountable problems in relation to plans to amalgamate conservation bodies into one new group. I would envisage and hope that BOTH accredited and non-accredited natural science conservators will continue to have an influence via our representatives Bob Entwistle and Simon Moore who will officially represent NatSCA within this proposed new NCCR group and we thank them for their hard work.

We hope to continue the NSCG style one-day seminar series within NatSCA with a possible entomology seminar hosted by Darren Mann at the Oxford University Museum of Natural History and which is entitled "Insect Collections: From Preservation to Conservation".

We are pleased to hear about the continuation of conservation posts in Norfolk after a period of uncertainty. We congratulate Nigel Larkin who was central in the fight to save the proposed new Geology and Climate Change Museum for North Norfolk and three other local museums from closure, which had been under threat of termination recently because of financial difficulties within Norfolk Museums and Archaeology Service.

We welcome back Sue Lewis, of the Natural History Museum, who has been working at the Canadian Conservation Institute and at the Conservation Section of the Canadian Museum of Nature in Ottawa last year. She carried out a pest control study with Tom Strang and Rob Waller and a study of coating insect specimens with Parylene with Malcolm Bilz. We look forward to reading her report in the new NatSCA journal.

I thank all the hard work done by committee this last year, in particular Kate Andrew has continued in the essential role of Treasurer and will continue in post as Treasurer of NatSCA. Also, Vicki Noble has effectively managed the Newsletter and is placed to take on the development of a new and possibly peer reviewed Journal for NatSCA.

## 6. Secretary's Report - Paul Brown, acting for Gabriela Mackinnon

Committee member	29 May 2002	15 July 2002	11 Sept 2002	20 Nov 2002	6 Feb 2003
Kate Andrew (1999)	Y	Y		Y	Y
Paul Brown (2001)	Y	Y	Y	Y	Y
Louise Cant (2001)	Y		Y	Y	
Susan Cooke (2002)	Y			Y	Y
Bob Entwistle (2001)		Y			
Nigel Larkin (2002)				Y	
Gabriela MacKinnon (2002)		Y	Y	Y	Y
Simon Moore (2002)	Y	Y	Y	Y	Y
Vicki Noble (2002)	Y	Y		Y	
Maggie Reilly (2001)		Y		Y	Y
Donna Young (2002)	Y	Y	Y	Y	

## 7. Membership Secretary's report - Maggie Reilly

The membership figures for NSCG for 2002-03 are as follows:

- 109 members categorised as:
- 82 personal (including 1 student)
- 5 overseas personal
- 22 institutional

There is also a mailing to the British Copyright Library.

Fluctuations in membership over the last 4 years has ranged from about 100 to 130 members. NSCG is registered with the Data Protection Agency in order to legally hold data from its membership. This registration will be updated when NatSCA is formed and the new membership recruited.

BCG and NSCG memberships added together total around 400, taking account of the 60 or so individuals who were members of both groups. This is a healthy starting point for the new merged group NatSCA who would hope to initially retain and then build on this size of membership.

NSCG and BCG held information on members in two different electronic formats but after some persuasion and ironing out a few glitches, all the information has been updated into an Access 2000 database. In the new NatSCA membership application form we are seeking some additional information – email addresses, professional affiliations and an indication of members areas of interest - this will be useful data for the new association.

**8 Treasurer's report - Kate Andrew**

Accounts for the year 1.2.02 to 31.1.03

Current Account - Midland Bank 1442341	
Balance 31.1.02	£ 7208.97
<i>Income</i>	
80 UK personal memberships @ £10.00	£ 800.00
1 UK student memberships @ £7.00	£ 7.00
5 Overseas personal @ £12.00	£ 60.00
23 institutional membership @ £25.00 (1 for 2003/04)	£ 575.00
Membership sub total	<b>£ 1442.00</b>
Bank interest c/a	£ 5.90
Bank interest d/a	£ 44.52
Advertising income & sale of back issues	£ 40.00
Conference & meeting income	
Share of profit from 2001 AGM, from BCG	£ 289.70
Sponsorship from PEL	£ 400.00
AGM/ conference fees	£ 993.00
Meeting income sub total	<b>£1682.70</b>
Total income for 2002/2003	<b>£3215.12</b>
Total	<b><u>£10424.09</u></b>
<i>Expenditure</i>	
Newsletter & web site production	£ 330.65
NCCR & dataprotection fees	£ 235.00
Conference costs	£ 966.75
Committee meeting expenses	£ 142.40
Merger meeting expenses (to be shared with BCG)	£ 221.12
Total expenditure 2001/2002	<b>£1895.92</b>
Balance at 31.01.02	<b><u>£8528.17</u></b>
Balance at bank c/a 31.01.03	£2983.65
Balance at bank d/a 31.01.03	£5544.52
Total combined balance	£8528.17

**Debtor**

50% share of total merger meeting expenses costs owed by BCG who paid up, and money from last year's conference were received late but gratefully received. Most meeting expenses have been met by NSCG. : £200 were paid for NCCR membership.

A high interest notice savings account number 71749013 was opened with HSBC on 25<sup>th</sup> July 2002 with £5500 transferred from the current account, this has generated a much better rate of interest accumulating on the Group's funds.

A few back issues of the journal have been sold as well as a small amount of advertising space.

The major expenditure this year has been The Newsletter. We are intending to spend money on the produc-

tion of a website for NatSCA. A publication 'The Ten Agents of Destruction' will be published soon.

1 February 2002

Accounts checked and approved by Velson Horie, 26<sup>th</sup> March 2003, Keeper of Conservation, Manchester Museum

"Thank you for the account details. I am happy to approve them. Thank you again for being treasurer and holding the finances together. It is an essential and unrecognised post."

#### **9. Proposal to accept the accounts**

These were proposed by Louise Bacon and seconded by Steve Thompson.

#### **10. Editor's Report - Vicki Noble**

It has been a transitional year. We have had 60 pages of news about meetings, conferences, whether or not we should adopt the MA code of Ethics, reports from NCCR...and of course the merger! We tried to keep that in the forefront of the membership's mind, and invited comment and discussion. We have called for copy for the last two sections of the "Agents Of Deterioration" series (*Custodial Neglect* and *Physical Forces*), and hope to get the entire series published in book format in the future.

We took the decision to send the newsletter to a printer, MRT Response, rather than print it out ourselves, and got an extremely competitive quote from them.

We decided not to go ahead with a planned website, but to wait until the merger had taken place and come up with a new website for the new group.

Now that the merger has taken place, it's the prime opportunity to spend some time and money raising our profile and getting us noticed. The website will help with this, as will plans for a peer-reviewed journal.

#### **11. NCCR Report. Simon Moore**

The NCCR is forging ahead and (as Velson's talk explained) becoming more convergent. There is not much else to report presently (that would be of special interest or relevance) except to say that those members of the old NSCG who wish to become individual members of NCCR may do so. In time I hope to get this more sorted out once we have a cohesive and working structure to NatSCA. I would prefer a more corporate approach as a sub-group of NatSCA but that still has to be hammered out.

#### **12 AOB**

Insurance – Simon Moore has negotiated a very reasonable insurance deal with Heath Lambert for those conservators working independently (contract work requires insurance). The contract requires at least 10 persons and would provide cover for £2M Public Liability and £1M professional indemnity for those who are not being paid more than £10K per annum for Conservation contract work. If you are interested in such a contract or know of anyone else in Natural Science Conservation who might be interested, please let him know your/their Names, Contact details and Annual turnover. The more clients the cheaper will be the deal. He has application forms and information if anyone requires it. This is a good flexible package – please support it. He can be contacted at: Conservator of Natural Sciences, Hampshire County Council, Recreation & Heritage Department, Museums & Archives Service, Tel: 01962 826737 and email: simon-moore@hants.gov.uk, www.hants.gov.uk/museums

#### **13. Merger Committee Report**

Prepared by Paul Brown (Chair NSCG & Secretary of merger committee) & David Carter (Chair BCG), as sent to the membership with the AGM papers, presented by the Chair and received by AGM.

##### **• INTRODUCTION**

Merger between BCG and NSCG was accepted at both BCG and NSCG Annual General Meetings in 2002. The chairs of the respective groups (David Carter & Paul Brown), as instructed by both BCG and NSCG AGMs, set up a joint committee to recommend the mechanism for merging and to write a new constitution for the new group. This committee met six times during 2002-2003. NSCG were represented by Kate Andrew, Paul Brown (Secretary), Simon Moore (Chair) and Donna Young and from BCG were David Carter,



Nick Gordon, Howard Mendel and Steve Thompson.

Steve Thompson reported the proceedings of the merger committee to GCG Committee. The merger committee reiterated that we will always work closely with GCG and that we would like GCG to merge into the new group at a later date, should they so wish.

Paul Brown holds the minutes of the merger committee and this report has been developed from these minutes.

- **THE SETTING UP OF THE CHARITY AND CONSTITUTION.**

The Merger Committee decided that the best way to merge would be to set up a new charitable organisation and dissolve both NSCG and BCG. We have called the new group 'The Natural Sciences Collections Association (NatSCA)'. The initial trustees of the group are the eight merger committee members.

The Merger Committee accepted a draft Constitution on 24<sup>th</sup> August 2002. The Constitution was submitted to the Charity Commission with the application for charitable status for NatSCA. The Charity Commission agreed that NatSCA is suitable for charitable registration, but required amendments to the Objects of the Constitution. The Merger Committee agreed these amendments to the objects, on 20<sup>th</sup> January 2003. Charitable status will be granted on the receipt of signed minutes of the IGM, signed copy of the minutes of the 24<sup>th</sup> August 2002 when the constitution was adopted by the merger group and a signed copy of the amended constitution.

- **FINANCE**

At the meeting of Monday 16th September 2002, it was recommended that the membership year for NatSCA should be from 1<sup>st</sup> February to 31<sup>st</sup> January. Non-payment by the end of June will signify lapse of membership.

Committee agreed unanimously on 4<sup>th</sup> November 2002 that we set up the new NatSCA bank account with HSBC using funds from BCG (with a promise to return the balance if the 'merger' does not proceed). According to the NSCG constitution, NSCG funds must be transferred to another 'charity'. BCG funds are not tied by their constitution so will be used until the NatSCA Charity is operational. This account will be ready for NatSCA business before the AGMs and NatSCA IGM. It was recommended that the BCG and NSCG accounts continue for a short period after the dissolving of both organisations until the full registration of NatSCA as a charity, so that business can continue uninterrupted.

Both BCG and NSCG agreed that membership for 2002-2003 should be extended until after the AGM's and the Inaugural NatSCA meeting in April. Subscription forms for NatSCA will be included with the conference registration papers so that the subs can be collected efficiently and immediately before the IGM at Manchester.

Committee agreed unanimously on Monday 4th November 2002 that Subscription rates should be: [Student £10], Individual £15, Institutional £30 and foreign Individual at 25 Euros or \$25. Personal membership at £15 is less than BCG's £8 and NSCG's £10 combined (=£18).

- **THE INTERIM COMMITTEE**

Members of both BCG and NSCG committees were invited to serve on the initial NatSCA committee. The list of names of those who are interested in serving on the Interim Committee, who are elected BCG and NSCG committee members, will be presented at the Inaugural General Meeting to be proposed to the IGM en block. This provisional committee will stand for one year and full elections will take place at the first AGM in 2004.

It was recommended, at the meeting of Monday 16th September 2002 that, after the first AGM in 2004, the Executive Committee shall consist of between 9 and 20 members. NatSCA Executive Committee membership will consist of, the three honorary officers, 6 to 12 ordinary members, both being immediately eligible

for re-election, and not more than 5 co-opted members.

The structure of subcommittees – special interest groups will be organised during the first year of NatSCA business. Such standing subcommittees that have been proposed are: 1. Conferences & Meetings, 2. Publications, 3. Membership & Publicity, 4. Conservation and 5. Collections Management. The chairs of each subgroup will be members of the Executive Committee.

- BCG & NSCG AGM Business

BCG and NSCG are advised by the merger committee to carry out the legal AGM business and then pass a resolution to dissolve and transfer asset to NatSCA.

- NatSCA IGM BUSINESS

Before any business is transacted at the first Annual General Meeting (referred to in the Constitution as the Inaugural General Meeting), the persons present shall appoint a chairman of the meeting, and this should be the chair of the merger committee. It was agreed that there should be four resolutions:

- 1 To adopt the new Constitution.
- 2 To vote into office ordinary members of committee initially for one year.
- 3 To vote into office the Chair, Secretary and Treasurer, initially for one year.
4. To accept the new subscription rates.

A full set of merger committee minutes is available from Paul Brown.

No questions were put to committee from the membership.

#### **14. Vote to dissolve NSCG**

In accordance with the natural sciences conservation group constitution item 16. Power of dissolution, at the direction of the membership (at the AGM in Norwich in April 2002), the charity trustees have decided that it is necessary to dissolve the charity. Notice of the resolution was given well in advance and the meeting was aware of the terms of the resolution. According to item 16 on the NSCG constitution, a two-thirds majority was required for the motion to be carried. Both motions 1 and 2 were proposed and seconded by the committee en block. Velson Horie drew attention to the word ‘forthwith’ and whether it was appropriate to use in Resolution 1. This was resolved when it was pointed out that, although not a registered charity, NatSCA does exist and under the proviso that ‘forthwith’ meant ‘as soon as practicably possible’ [when the NatSCA charity is formalised] the vote went ahead.

**Resolution 1:** We, the membership, acknowledging the aims of NatSCA as being compatible with those of NSCG, vote to dissolve the Natural Science Conservation Group forthwith.

**This was carried 27 votes for, 0 against and 0 abstentions.**

#### **15 Vote to transfer assets to NatSCA**

**Resolution 2:** We, the membership, direct the transfer of ‘NSCG’ assets to the new Natural Sciences Collections Association Charity, after NatSCA is formally recognised by the Charity Commission.

**This was carried 27 votes for, 0 against and 0 abstentions.**

After the successful vote for Resolution 1, the charity trustees have the power to realise the assets held and transfer them to NatSCA, having similar charitable objects

#### **16. Close of Meeting**

*(Minutes taken by Clare Stringer)*