

NatSCA AGM 2024

1.45pm-2.30pm, 18th April
Oxford University Museum of Natural History
Hybrid meeting
Zoom: link emailed to members

AGENDA

1. Apologies for Absence
2. Matters arising from Minutes of AGM 2023
3. Reports
4. Election of NatSCA Committee
5. Any Other Business
6. Vote of Thanks
7. Next AGM Venue

Close

Annual General Meeting

Please ensure you are a paid-up individual member of NatSCA to propose, second or vote at our AGM. Institutional members are entitled to one vote per institution. Please authorise one individual to vote as a representative of your institution before the AGM. If you are attending via Zoom and would like to propose or second, please write your full name in the Zoom 'Chat' channel. Many thanks.

1. Apologies for absence

Apologies from Eimear Ashe, Clare Booth-Downs and Jan Freedman.

2. Matters arising from Minutes of AGM 2023

Matters arising from minutes of the NatSCA AGM 2023, held in Stoke-on-Trent and on Zoom, as published in: *Journal of Natural Science Collections* (2024), *NatSCA AGM minutes 2023*, Vol. **12**: 136-146.

Proposal to accept the minutes of the 2023 AGM, including any amends from matters arising, as an accurate record:

Proposer: Tannis Davidson

Seconder: Laura McCoy

3. Reports for NatSCA's Annual Year 1st February 2023 to 31st January 2024

Secretary's Report: Yvette Harvey

Nine Zoom committee meetings and one hybrid Away Day (October) have been held between February 2023 and January 2024. With the exception of January 2024, all meetings had over 10 trustees present and lasted c. 1 hr 30 mins. The typed minutes were prepared and distributed amongst the Trustees.

	ii.2023	iii.2023	iv.2023	v.2023	vi.2023	vii.2023	ix.2023	xi.2023	i.2024
Jack Ashby		Y	Y	Y	Y		Y	Y	Y
Eimear Ashe				Y	Y	Y	Y	Y	Y
Clare Booth-Downs				Y	Y	Y		Y	
Clare Brown	Y		Y	Y		Y	Y		
Belle Buchanan-Smith	Y	Y		Y		Y	Y	Y	
Tannis Davidson		Y	Y	Y	Y	Y		Y	
Patti Wood Finkle	Y		Y		Y	Y	Y		Y
Jan Freedman	Y	Y			Y				Y
Jennifer Gallichan	Y	Y	Y	Y	Y	Y	Y	Y	Y
David Gelsthorpe	Y		Y						
Amy Geraghty	Y	Y	Y	Y	Y	Y	Y	Y	Y
Isla Gladstone	Y	Y	Y	Y	Y	Y	Y	Y	Y
Yvette Harvey	Y	Y	Y	Y	Y			Y	Y
Lucie Mascord	Y								
Laura McCoy	Y	Y	Y	Y	Y	Y	Y	Y	
Emma Murphy				Y	Y	Y	Y		Y
Glenn Roadley	Y	Y	Y			Y	Y	Y	
Laura Soul	Y	Y	Y						
Total No. present	13	11	12	12	12	12	11	11	9

Minute taking was shared between Yvette Harvey and Eimear Ashe, the former is very grateful to the latter for stepping in and helping.

Cash Flow Statement				OUTSTANDING EXPENDITURE		
01.02.2023	Current a/c	£ 47,785		2023 Journal Estimate	£ 2,500	
	Paypal a/c					
			£ 47,785			£2,500
31.01.2024	Current a/c	£ 52,596		EXPECTED INCOME		
	Paypal a/c					
			£ 52,596			
Balance Including Liabilities		£ 50,096				£ -
Adjusted Surplus/(Deficit)		£ 2,311		Adjusted balance 31.01.2024		£ 50,096

Commentary on the Financial Year:

2023/24 has seen a small decline in subscription income overall, which has been offset by income from workshops.

In April 2023 the first full conference since 2019 took place, with both online and in person delegates. High attendance has led to a healthy surplus for the year. Bursaries were offered for the conference, however uptake was lower than in previous financial year.

No new Bill Petit Grants have been committed to this year; the amount paid out relates to a grant approved in 2020.

Running costs are returning to pre-Covid levels with the largest increase in committee expenses as a result of the full 2 day planning away day.

Reserve Policy:

NatSCA has been cautious in use of reserves over the past 2 years, during and following the COVID-19 pandemic. Prior to this period the CIO general reserves were increasing year on year, largely due to consistent membership levels and good turnout at the annual conference. The trustees have reviewed the level of reserves required, based on spending commitments and timings, and consider that reserves in the region of £20,000 would be sufficient to ensure a secure basis for the continued operation of the charity and delivery of objectives.

Current reserve levels are more than twice this level and the trustees are working on plans to utilise excess funds to the benefit of members and the wider Natural Sciences Collections community. Initial plans over the next 3 years include:

- Improvement of the online offering via the NatSCA website and resources.
- Increasing training and workshops to pre-pandemic levels or above.
- Offering additional support in the form of bursaries and subsidised attendance fees to assist with the cost-of-living crisis, and low training budgets.

The trustees will review reserve levels a minimum of 6 monthly, to monitor available budget for opportunities for additional areas of work, member and public support, and advocacy across the sector.

Draft Accounts for approval:

The draft accounts have been prepared for approval as shown on the following pages

	Charity Name:			No:		CC16a			
	Natural Sciences Collections Association (NatSCA)			1186918					
	Receipts and payments accounts								
	For the period from	Period start date	To	Period end date					
		01/02/2023		31/01/2024					
Section A Receipts and payments									
	Unrestricted funds		Restricted funds		Endowment funds		Total funds		Last year
	to the nearest £		to the nearest £		to the nearest £		to the nearest £		to the nearest £
A1 Receipts									
Institutional Subscriptions	2,052		-		-		2,052		1,920
Personal Subscriptions	4,155		-		-		4,155		4,645
Workshops	652		-		-		652		-
Conferences	15,235		-		-		15,235		-
Donations	5		-		-		5		-
Publications	6		-		-		6		12
Bank Interest	-		-		-		-		-
Sub total(Gross income for AR)	22,105		-		-		22,105		6,577
A2 Asset and investment sales									
	-		-		-		-		-
Sub total	-		-		-		-		-
Total receipts	22,105		-		-		22,105		6,577
A3 Payments									
Running costs	2,587		-		-		2,587		1,324
Workshops	286		-		-		286		-
Conference	9,239		-		-		9,239		53
Publications & Information Provision	2,466		-		-		2,466		2,174

Charitable Activities : Bill Petit Grants	2,100	-	-	2,100	2,528
Charitable Activities : Bursaries	616	-	-	616	1,504
Sub total	17,294	-	-	17,294	7,583
A4 Asset and investment purchases					
	-	-	-	-	
Sub total	-	-	-	-	
Total payments	17,294	-	-	17,294	7,583
Net of receipts/ (payments)	4,811	-	-	4,811	- 1,006
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	47,785	-	-	47,785	48,791
Cash funds this year end	52,596	-	-	52,596	47,785

Section B Statement of assets and liabilities at the end of the period					
Categories	Details		Unrestricted funds	Restricted funds	Endowment funds
			to nearest £	to nearest £	to nearest £
B1 Cash funds	Current Account		52,596	-	-
	PayPal		-	-	-
			-	-	-
	Total cash funds		52,596	-	-
	(agree balances with receipts and payments account(s))		OK	OK	OK
			Unrestricted funds	Restricted funds	Endowment funds
			to nearest £	to nearest £	to nearest £
	Details				
B2 Other monetary assets			-	-	-
			-	-	-
			-	-	-
			Fund to which asset belongs	Cost (optional)	Current value (optional)
	Details				
B3 Investment assets				-	-
				-	-
				-	-
			Fund to which asset belongs	Cost (optional)	Current value (optional)
	Details				
B4 Assets retained for the charity's own use				-	-
				-	-
				-	-
				-	-
			Fund to which liability relates	Amount due (optional)	When due (optional)
	Details				
B5 Liabilities	Journal 2023		Unrestricted	2,500	

Signed by one or two trustees on behalf of all the trustees

	Signature		Print Name		Date of approval
			Isla Gladstone		18.iv.2024
			Yvette Harvey		18.iv.2024

Accounts will be signed when agreed at AGM.

Proposer: Gina Douglas

Seconder: Maggie Reilly

Membership Secretary's Report: Clare Brown

For 2023 the membership statistics are as follows:

- 278 members (56 institutional, 222 personal).
- This is 18 fewer members than 2022-23 (19 fewer individuals and 1 more institution).
- Around 75% of our membership is UK based, we also have members in 17 other countries.
- 103 members chose to receive a hardcopy of the journal.
- In addition there were 13 free/complimentary mailings of the journal either for legal/copyright reasons or networking (British Library LDO, British Library CRO, GCG, Smithsonian Institute Library Gift and Exchanges, ACE, SPNHC, MA, Zoological Record, plus five copies to Agency for the Legal Deposit Libraries).

Membership numbers have dropped very slightly from 2022. However, this was not by a great deal and so the decline in membership numbers seems to be slowing down. Membership rates usually increase with our offer of training events and in-person conferences and so our plans for these in 2024-25 should help with our numbers. Uptake of the hardcopy of the journal is down again this year, with most people choosing to look at it online.

I would like to thank everyone who has supported me with the membership work over the last year, Belle Buchanan-Smith, Eimear Ashe, Glenn Roadley and Justine Aw in particular.

Editor's Report: Jan Freedman

Volume 12 of the *Journal of Natural Science Collections* has been published both in print and online. Members who requested their hard copy will have received it in the post, and the password to access the online articles has been sent by our Membership Secretary. The first three articles are open access as they focus on decolonising work in the sector, and we want these to be accessible to everyone.

The latest Volume includes 10 articles covering decolonisation, community engagement, collections, and conservation. Articles written by international experts from around the world have made my final Volume an impressive one.

Thank you to the amazing Editorial Board, who work so hard behind the scenes to check articles and find reviewers: Paolo Viscardi, Verity Burke, Emilie Pearson, and Lisa Winters. They are patient, fantastic and dedicated, and without them this Volume would not be what it is. Thank you to all the anonymous reviewers, who ensure that each article is to the highest of standards. All the reviewers and the Editorial Board work in their own time to go through the articles in so much detail, and I am very grateful for all of their time they give to the Journal.

Volume 12 will be my last Volume as Editor for NatSCA. I have really enjoyed working for you all as the Editor for the Journal, and although it is an awful lot of work, I will genuinely miss it. The articles, the authors, the editorial board, the committee, the editing, the formatting: everything, I will miss.

Having worked as Editor since 2008, with a small hiatus, I began with *NatSCA News*, and transformed this into the *Journal of Natural Science Collections*. It has been something I have really enjoyed working on, and something I'm very proud of. I have really enjoyed meeting and working with so many different people along the way.

I will miss being a part of the NatSCA committee: those individuals who work relentlessly out of their working hours to do so much, from the blog to the organising of the conference – there are so many tasks that they all work on, most of which are not seen. One of the greatest things about the committee is their supportive, enthusiastic work ethic. I am proud that I was a small part of this great committee.

And a final thank you to *you*, the members. The workshops, the JISC Mail, the conferences, have all been full of new ideas, support, collaborations, and fun, because of you. This really is such a passionate group to be a part of. Sometimes being the only natural history curator in a smaller regional museum can feel as though there is no support, but being a part of NatSCA shows what an amazing community there is. An amazing community that cares for amazing collections.

Co-Chairs' Report: Jen Gallichan and Isla Gladstone

2023 marked the first year with NatSCA Co-chairs, with the position being divided into two to support capacity and shared leadership. It has been a positive year of transition and learning. NatSCA has worked hard to continue to grow and adapt our activity. We are mindful of difficult situations colleagues are facing globally and locally, and continue to focus on community, support and advocacy.

In April we held our first in-person NatSCA-led annual **conference** since 2019, at The Potteries Museum & Art Gallery in Stoke-on-Trent, Staffordshire. This was hybrid in format for both speakers and attendees, thanks to the hard work of Glenn Roadley and Justine Aw. Titled “*So how do we actually do all this? Hopeful futures and turning theory into practice for big issues in natural history collections*”, conference lead Patti Wood Finkle reports that we had 26 presentations and introduced a new “keynote/grandees/discussion” format for the final session on the first day, which was well received. A conference survey compiled and circulated to the NatSCA committee by Jack Ashby showed overwhelmingly positive feedback. Attendees particularly valued: sessions presenting practical approaches as well as sessions on decolonisation; presentation formats including both lightning and longer talks; friendliness for new and seasoned attendees; the range of speakers and sizes of their institutions; the organisation of presentations was well thought out; opportunity for hybrid. The biggest complaints were the audio for virtual attendees on day 1 and the lack of biscuits for the in-person attendees.

Planning for 2024's conference started in summer 2023. Titled “*Trials and Triumphs: sharing practice across the museum sector*” and hosted at Oxford Museum of Natural History and online. By the end of the 2023 NatSCA year we had received 55 papers for 26 speaker slots, as well as organising tours, caterers and AGM.

Training lead Laura McCoy reports that NatSCA delivered two training events this year, one in person and one online, both of which were sold out. “*An Introduction to mobilising your collection's biodiversity data*” was held in July. It was organised in partnership with the Natural History Museum London's DiSSCo UK team as an in-person workshop with 10 participants. Attendees were taken through the steps required to digitise and share specimen occurrence data (‘what, where, when, who’), and understand some of the community standards used by the Global Biodiversity Information Facility (GBIF). A mixture of talks and exercises were provided to help people find achievable solutions and aid delegates make the case for future investment. Supplementary online seminars were also offered by the DiSSCo team to deliver more in-depth training and help answer any specific questions. “*An introduction to natural science collections legislation*” was held in November online. With six speakers and 96 attendees, subjects included: CITES relating to plants and animals, poisons in herbaria, loans (including shipping and packing), the Wildlife and Countryside Act 1981, Geological legislation considerations and the Human Tissue Act 2004 in relation to museum collections.

Monthly lunchtime chats have been consistently well attended and of the ten provided in 2023 we have had around 200 attendees cumulatively. Challenges sourcing speakers have been helped in 2024 through offering places to conference speakers who we were unfortunately unable to accommodate due to very high levels of speaker applications. Talks are recorded and the link sent out to members. Please do contact training@natsca.org if you would like to offer a training topic or Lunchtime Chat.

Blog Editor Jen Gallichan reports that visits and views of NatSCA's blog pages are maintaining a steady level. We are consistently attracting between 1700 to over 2000 views a month, with an average of 55 to 75 views per day. We have been successful in attracting submissions from across the sector, including from those in receipt of NatSCA bursaries and through Jisc mail call outs. The highest number of visitors are still coming from the UK, but articles are getting more international coverage than ever before. We continue to attract visitors from the USA, Australia and parts of Europe and have had considerable increase in readers from Canada and India. Over 40 blogs were posted in 2023. Our most read blogs of all time focus on collections management and conservation including ‘how to’ blogs sharing best practice, as well as decolonial practices. Popular blogs this year include the NHM collections move update and Jazmine Miles-Long's blog on taxidermy and death.

Top Posts
Private Bone Collections: The Good, The Bad and The Illegal
Giant Sequoia at The Natural History Museum
Freezing Specimens and how to Mitigate Freezer Burn
What is Taxidermy? An intimate relationship between death and maker.
How to do decolonial research in natural history museums
Resurrection 101
Preparing collections for a big move
Telling The Truth About Who Really Collected The 'Hero Collections'
The Herbarium Handbook – Sharing best practice from across the globe
Deaccessioning of the non-Manx herbarium in the Natural History Collection, Manx Museum

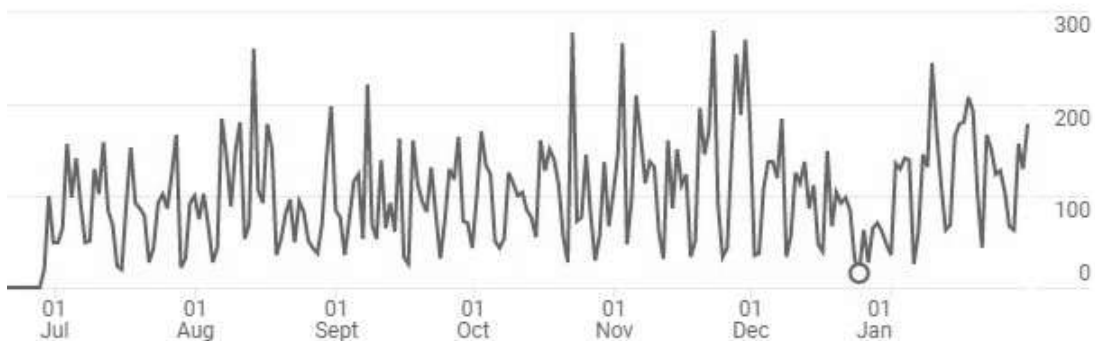
NatSCA **Website** lead Glenn Roadley reports that a forced switch in analytics platform mid way through 2023 means obtaining a complete picture of website traffic for the year is tricky. Website traffic peaked around late April, coinciding with the NatSCA 2023 conference, with some higher peaks also appearing later in the year. Overall we had 41,435 page views this year, down 12% on the same period last year but a smaller decrease than the one that brought us in line with pre-2020 levels last year. Monthly page view figures range from 2,600 to over 4,600.

Users over time

Feb – June 2023 (Pre-Google Analytics 4)



July – Jan 2024 (Google Analytics 4)



Top Pages (Google Analytics 4)

Rank	Page	Page Views	Users	Avg. Time on Page (seconds)
1	Home	2,911	1,677	16
2	Jobs	1,798	6,33	35
3	Taxidermy	1,149	944	28
4	Journal	848	313	21
5	Nature Read in Black and White	809	574	16
6	Events and Workshops	798	451	20
7	Publications	517	301	38
8	Care and Conservation	516	292	26
9	Resources	439	284	16
10	Membership	429	292	42

Website updates have included: 36 sector job vacancies, committee member profiles and a consolidation of resources relating to Collections and the Law following 2023's training event.

NatSCA's current website has been in use for over 10 years. It lacks many quality-of-life and accessibility features of more modern websites, particularly the ability to respond to a user's screen size – changing shape to ease navigation on tablet or mobile. Its content has also grown substantially over that time, with several areas now requiring consolidation and updating. Furthermore, the NatSCA blog website is a different site entirely, detached from the main site. As such development has started on a new website, which aims to migrate all existing features and content of the current site, while also integrating the blog posts and providing a more modern browsing experience. At time of writing, the design of the website is complete and all content has been migrated with the exception of blog posts and publications, which we aim to complete in the next few weeks. Once confirmed that the basic functionality of the website is in place and working as expected, a review of all content will take place, with the membership consulted on any changes they'd like to see. We aim to launch the new website after the NatSCA 2024 conference.

It remains a difficult time financially for many individuals and organisations. NatSCA has significantly increased our bursary offer both in terms of number of bursaries and total amount offered, to support members to attend our events. We are also able to write letters of advocacy for specific **collections at risk**, please contact: chair@natsca.org. Through platforms such as our conference, we will continue to platform best practice that helps to sustain collections, and offer opportunities for connecting with colleagues for mutual support.

In terms of **national network projects**, NatSCA has continued to participate in pilot work to scope a national digital research infrastructure for natural science collections called DiSSCo UK (Distributed System of Scientific Collections UK). We are excited to see this opportunity develop, and will continue to work to support participation and benefit for small to large collections across the UK.

4. Election of NatSCA trustees

Trustees form a steering committee with obligations to ensure NatSCA meets our mission, ensure good governance and conform to Charity Commission regulations.

Below are the nominees for NatSCA trustee positions standing for election at this AGM. The Membership Secretary has confirmed that those proposed, those proposing and those seconding are all current personal members of NatSCA. No term will exceed three years without re-election.

Below are the nominated candidates standing for **Ordinary Member** positions on the committee:

Nominee	Position	Proposed	Seconded
Tannis Davidson	Ordinary Member	Hannah Cornish	Jack Ashby
Natalie Jones	Ordinary Member	Arianna Bernucci	Emilia Kingham
Patti Wood Finkle	Ordinary Member	Jen Gallichan	Jack Ashby

There are three vacancies for Ordinary Members and three nominees.

Below is the nominated candidate for **Membership Secretary**:

Nominee	Position	Proposed	Seconded
Clare Brown	Membership Secretary	Isla Gladstone	Jen Gallichan

There is one vacancy for Membership Secretary and one nominee.

Below are the nominated candidates for **Editor (Journal)**:

Nominee	Position	Proposed	Seconded
Emilie Pearson	Editor	Abbie Herdman	Nadine Gabriel
Glenn Roadley	Editor	Olivia Beavers	Paolo Viscardi

There is one vacancy for Editor, and there are two nominees for the role.

Proposal 1: An election will be held for the position of Editor.

Membership vote: **Glenn Roadley**

Please remember that only paid up individual members and one authorised individual per institutional member are able to vote at NatSCA's AGM.

Proposal 2: If Glenn Roadley is elected Editor by a simple majority vote, his current Ordinary Member position will become available. In this scenario, we propose Emilie Pearson is elected as an Ordinary Member to support the Editor role. (For the information of members: If Emilie Pearson is elected Editor Glenn Roadley will continue his current term as Ordinary Member to NatSCA's AGM in 2025.)

Proposer: Paolo Viscardi

Seconder: Donna Young

Membership vote: **Yes** / ~~No~~

This will be a hybrid poll, with a greater than 50% vote required to accept the proposal. Please remember that only paid up individual members and one authorised individual per institutional member are able to vote at NatSCA's AGM.

Proposal 3: We propose one 'en bloc' vote for all remaining nominees (three nominees for Ordinary Member, one nominee for Membership Secretary).

Proposer: Erica McAlister

Seconder: Maggie Reilly

Membership vote: **Yes** / ~~No~~

This will be a hybrid poll, with a greater than 50% vote required to accept the proposal. Please remember that only paid up individual members and one authorised individual per institutional member are able to vote at NatSCA's AGM.

5. Any other Business

6. Vote of thanks

NatSCA would like to thank everyone who has been involved in delivering our activities in 2023 for sharing their time, expertise and content.

We would like to thank NatSCA's trustees for all of their hard work leading on key activities and contributing to the overall running of NatSCA.

New trustees welcomed in 2023 were: Eimear Ashe, Clare Booth-Downs, Belle Buchanan-Smith (ratified as Treasurer in 2023; joined in 2022), Emma Murphy.

Committee capacity continues to be affected by wider sector pressures, and as such we are moving to a more collaborative approach to delivering key roles. In addition to the area leads who have provided and are named in annual reports, we would like to express huge thanks to committee members supporting delivery of our activity. Committee members supporting Patti Wood Finkle with conference include: Jack Ashby, Clare Brown, Belle Buchanan-Smith, Jen Gallichan, Amy Geraghty, Yvette Harvey, Emma Murphy, Glenn Roadley; supporting Laura McCoy with training: Amy Geraghty and Emma Murphy; supporting Yvette Harvey Secretary and Clare Brown Membership Secretary: Eimear Ashe; supporting DiSSCo UK work: Jack Ashby, Clare Brown, Isla Gladstone, Emma Murphy, Glenn Roadley. Tannis Davidson has been working on re-releasing the Bill Pettit award in 2024.

We thank Justine Aw for highly valued external technical support.

Jen Gallichan and the trustees would like to pass on heartfelt thanks to the great group of volunteers who compile our monthly Digital Digests including Olivia Beavers and Milo Philipps, with particular thanks to Glenn Roadley who has now had to step down due to other committee duties. We are also pleased to welcome Ellie Clark who joined the team in January.

Editor Jan Freedman has shared thanks to the Editorial Board for their valued support: Paolo Viscardi, Verity Burke, Emilie Pearson, and Lisa Winters.

NatSCA would like to extend special thanks to those trustees stepping down from committee this year:

Jan Freedman for all of his work as NatSCA's Editor over many years, and Amy Geraghty for all of her support for conference and training. Their contributions have been highly valued, and they will be missed.

NatSCA's strength is in being community-led, and we value your contributions towards this past and future. Please do get in touch if you are interested in volunteering for NatSCA or in how our committee works: chair@natsca.org.

7. Next AGM venue: To be announced

8. Close: 2.20pm