



**Minutes of STICK meeting held in the
Conference Room, Museums Galleries
Scotland offices, 1 Papermill Wynd, McDonald
Road, Edinburgh, EH7 4QL on 11 January
2010**

Present	
Rowan Brown (NMS), Alex Hayward (NMS), Stephen Raeside (Clyde Heritage Trust), Georgina Ripley (MGS), Justin Parkes (North Lanarkshire), Megan Combe (NMS), Catherine Gillies (Hope MacDougall Collection), Miriam McDonald (RCAHMS, minutes), Sally Cross (Museums Association).	
1. Apologies	
Jenny Brown (Aberdeen City Museums), John Edwards (Aberdeen City Museums), Fergus Waters (Scottish Mining Museum), John Hume (RCAHMS), Niamh Conlon (Falkirk Museums), Miles Oglethorpe (Historic Scotland), Lyn Wall (NMS), Karen Bell (Almond Valley), Kiara King (Ballast Trust).	
2. Minutes of Previous Meeting	
Minutes of 26 November 2009 were approved.	
3. Matters Arising	ACTION
Alex Hayward plans to retire from the Chair at the next annual event. Sean Curran will represent North Lanarkshire on the Conference Working Group and Hugh Morrison has still to confirm if he will represent Historic Scotland on the Steering Group. Both Justin Parkes and Miles Oglethorpe will continue to be the main points of contact for STICK. It was agreed that the Steering Group skills set be reviewed next year as it has been 3 or 4 years since last considered. It was agreed that this would be carried forward with a view to beginning work after Jilly Burns returns from maternity leave on 1 April 2010.	<i>Steering Group and JB: SG succession planning and skills set review to commence 01/04/10</i>
All STICK members received a Christmas message with information attached regarding progress of the group, and links to the minutes on the website. Google analytics password is not available to STICK, but Niamh C is working on this. This would allow STICK to analyse its website for user statistics.	<i>Web Group: NC exploring Google Analytics password issue</i>
ERIH: Verdant Works is now outwith the scheme. New Lanark and Scottish Mining Museum are the only Scottish anchor points in this route. However, all three have indicated that the participation will be reviewed. A meeting took place at NMS in November 2009 between representatives from two of the sites and ERIH representatives. STICK follows the ERIH situation in Scotland with interest. <i>NB Other sources suggest that Verdant Works is still within the scheme while the situation is under review.</i>	<i>STICK to follow the ERIH debate</i> <i>MC to investigate status</i>
4. Effective Collections (see minutes of 25 November 2009 for background)	ACTION
The Steering Group welcomed Sally Cross, Collections Co-ordinator, Museums Association. RB circulated a copy of the Project Initiation Document (PID) which incorporates various	<i>STICK Effective Collections Project Group</i>

<p>project work packages which need consideration by the STICK Working Group concerned. It has been decided that two consultants are required to carry the project forward: subject specialist (technical consultant dealing with provenance, documentation and technical aspects) and an Education Officer. NMS and other groups around the table have protocols for such appointments. Briefs need to be produced, advertising for the positions to take place and selection criteria clearly defined taking into account all rules and guidelines in place. It was agreed that advertising would be done on the MA and MGS websites, along with the British Interactives Group and other relevant sites.</p>	<p>(RB, MC, JP, CG, KB) 1.Meeting 17 February 2010 to discuss:</p> <p>2. Job briefs (TO BE DRAFTED by END FEB 2010),</p> <p>3. Advertising timescales, selection criteria (TO BE DRAFTED by END FEB 2010),</p> <p>4. PID completion including project risk assessment etc.</p> <p>5. RECRUIT SPECIALIST CONSULTANT In APRIL 2010</p>
<p>Further discussion made clear that further guidance is needed. It was agreed that SC would send out sample consultant briefs as guide for STICK project group. MA to send guidelines for appointing consultants.</p>	<p>Sally Cross (MA) to send STICK EC project group guidelines for appointing freelance consultants and sample job descriptions</p>
<p>Justin Parkes had a question regarding assessing collections before the consultant comes in to the loop. It was confirmed that this would need to be ascertained by the beginning of the project in April. There needs to be a guideline to help the rest of the sector who may want to get involved in the project. The smaller the museum, the broader the collection and wider the methodology for collecting. A clear definition of the types of objects required is needed for all involved.</p>	<p>STICK Effective Collections Project Group: collection assessment and identification of possible candidates for museum involvement in project</p>
<p>RB had main questions for Sally Cross (MA) including how and when STICK gets the funding. SC pointed out that this was the first EC project to be carried out by MA. It is considered to be a flagship project. MA envisages a light touch approach. The risk list would need a basic time line with a quarterly reporting and perhaps quarterly draw down of funds which acts of an incentive for each 'milestone'. The probability will be that the project has 3 modules, so draw down of funds could correspond to this. The</p>	<p>STICK Effective Collections Project Group: 1. finalising payment arrangements with MA; 2. timetables,</p>

<p>first round of projects commence on 1 April 2010, and the 'drop in' days for the STICK project will happen in the summer. MA project mentor (Sally Cross) envisages her role as monitoring, advising, evaluation and publicising the project as well as talking to project stakeholders, lessons learnt and spreading the project ideas and outcomes. Publicising of particular importance. <i>The Independent</i> has already shown an interest in the project. RB pointed out that Phase 3 of the project would probably need to take place in 2011 and wrapped up by 2012 for the MA to report on all of the funded projects.</p> <p>SC explained that in the first round of funding, the 6 main funded projects (£10,000 each) follow a modular format. It was explained what these projects were and their aims to give the Steering Group an idea of what MA has in mind (Museum of British Road Transport, Coventry (disposal and open access); Brighton Royal Pavilion natural science collection (long-lending back of collections to local enthusiast); small group of East Anglian ethnographic museum collections (collection knowledge enhancement and exhibition), Saffron Walden; Colchester and Ipswich local museums network (local social history network enhancement); Plymouth, natural science collection (marine fauna) open up collection as schools resource; Dorset county museum service with 14 museums project relating to archaeology collections). MA will produce a learning framework and how to expand the involvement of other museums.</p>	<p>reporting lines</p> <p>3. Drop in surgeries: advertising of this and keeping MA informed.</p>
<p>SC pointed out that for the MA, the marker of success is how to maximise the number of museums involved in the project. It was agreed that STICK should approach museums representative groups such as Association of Independent Museums, Highland Museums Forum, Scottish Museums Federation and so on as part of the stakeholder analysis. This would ensure a balanced view of which independent museums may be interested in taking part in the project.</p>	<p>STICK Effective Collections Project Group: approach groups representing museums a precursor to exploration of individual museum involvement</p>
<p>It was accepted that a lot of smaller museums have no staff. A single A4 sheet which would take no more than 5 minutes to complete would allow smaller museums (who know their collections) to inform EC project what items may be of interest and following the criteria given to them by EC project group.</p> <p>STICK to find a way to show what the Independents get out of being part of the project. Schools resource development is the obvious area in which they may be interested. Another area is auditing material without taking it into the museum environment but making it available as a resource locally as well as having a better idea of what exists. This also fits into the role of advocacy and updating of 'resource signposting' aspired to by STICK.</p>	<p>Catherine Gillies (AIM rep.) to join STICK Effective Collections Project Group</p>
<p>The location of the 4 drop in sessions is crucial and will need to happen early/late summer. MGS will be having collection review events at the end of March 2010 covering disposals etc, and the idea of a STICK speaker (from Steering Group or MA) at the event was discussed.</p>	<p>STICK Effective Collections Project Group to:</p> <ol style="list-style-type: none"> 1. attend MGS events; 2. consider

	<i>timetables, structure and location of drop in surgeries for the project.</i>
5. WEB Update	ACTION
<p>MC reported on the meeting held by the Web Group at NMS December 2009. It was decided that new pages were needed, rationalisation of the pages already available, (including combining of some current pages), additional information on EC and so on needed and more images to make the site more intuitive in the short term. The minutes from STICK meeting have been posted. A lot of work needs to be done, but this will be incremental and very much ongoing.</p> <p>Sally Cross asked why STICK not using SSN Connect and JP explained the reasons why STICK has decided to not use this service.</p> <p>It was agreed that all STICK members be circulated with minutes, quarterly news items from STICK and elsewhere and summarised conference feedback, via the website. All Steering Group to pass on news, correspondence, web addresses etc. relevant to STICK aims and interests of members to MC to distribute. There is a long term plan to post Scottish Industrial Archaeology Panel minutes on the STICK website.</p>	Web Group: ongoing
6. Conference 2010	ACTION
<p>The third STICK annual conference will be held in Saturday 16 October 2010. AH said that the Museums Strategy now has a new minister in light of Mike Russell's move to Education. Sustainable funding is a live issue which would benefit from wide debate within STICK. There is an agreement in principle from Sir Neil Cossons, Jim Arnold (who is on the steering group for the Museum Strategy) and John Hume to speak at the conference in October. Some possible venues were discussed.</p>	<p>MMD (RCAHMS); Sean Curran; GR (MGS) to arrange.</p> <p>MO and KK may be called upon.</p>
<p>Spring Event: first drop in session for EC could be a peg on which to hang a spring event for STICK. It was agreed to carry this forward involving talk, lunch, a panel, drop in session.</p>	STICK Effective Collections Project Group to arrange
7. AOCB	ACTION
<p>CG suggested that STICK information be sent to the students on the Museum's Course at St Andrews University.</p>	MC and RB in contact with Ann Gunn on a regular basis
<p>SR commented on sites which are under threat: Auldhouse Point, Loch Ryan mulberry harbour assembly site (beetles); Innerleithen, mill; former Regal Cinema, Bannatyne Street, Lanark (1936); Silverbirch Garden Centre, Carluke, Lanarkshire (glasshouses); Rosebank Distillery, Falkirk.</p>	
<p>RB met with reps. from Scottish Railway Preservation Society (SRPS).</p> <p>AH commented that as part of NMS/University of Edinburgh series of lectures on Understanding Technology, there will be a talk on 'Ballistic Missile Defence', 21st January February 2010.</p>	
8. Date and Venue of Next Meeting	
Museum of Transport, Monday day 8 th March 2010 TBC	

