
Meeting: HOLBURNE MUSEUM HE STRATEGY BOARD
Date and Time: Wednesday 24th November 2010 at 11 am
Venue: Dukes Hotel, Great Pulteney Street, Bath

Present:	Professor Jane Millar Dr Michael Forsyth Professor Vaughan Hart Mr Howard Nicholson Professor Neil Sammells Dr Steve Poole	Chair University of Bath University of Bath University of Bath Bath Spa University University of the West of England
In attendance:	Dr Alexander Sturgis Ms Clare Henderson	Director of the Holburne Museum Secretary
Apologies:	Professor Elizabeth Prettejohn Mr Mark Humphriss Mr John Struthers	University of Bristol University of Bath University of Bath

The meeting was preceded by a tour of the Holburne Museum to view work in progress on the extension and alterations to the building.

64 **MEMBERSHIP AND TERMS OF REFERENCE** **ACTION**

The Board noted membership and terms of reference as set out in Paper HM10/11-1.

65 **MINUTES**

The Minutes of the meeting held on 26th May 2010 (Paper HM10/11-2) were approved and signed by the Chair.

66 **MATTERS ARISING**

(1) Minute 62 (1.4), Reports from the Director (Core Funding)

The Board received a copy of the HEFCE letter to the University confirming funding of £80,000 for 2010/11 for the Museum (Paper HM10/11-3).

The Director reported that the AHRC had required an annual core funding scheme report to be returned outlining allocation of funds over the previous year. The HEFCE reporting requirements had not yet been notified, leaving uncertainty about the procedure. The Chair said she would ask the University Secretary to advise the Museum.

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Dr Sturgis confirmed that the allocation was a slight increase on the previous year (Min 51 refers: £77,224 was allocated for 2009/10).

(2) Minute 62 (1.6), Reports from the Director (Library)

Mr Nicholson reported that University of Bath Library staff had just about completed cataloguing of c1,200 17-19th-century books in the Library basement.

The project to catalogue c 2,000 items in the Marus Library at Corsham was being undertaken by Bath Spa University. Alison Baud, Head of Library and Information Services at BSU, had found a librarian to catalogue and classify the books, leading a team of volunteers in this work. However, the librarian had now taken up a permanent post and was no longer available so the work was in abeyance until a replacement could be recruited. However, a successful grant application meant that the costs of the cataloguing project were covered.

Mr Nicholson explained that all the new catalogue records were "masked" at present, i.e. they would not be released to the public online system yet. The intention was that when the cataloguing was finished and the Holburne could allow access to the stock, they would all be released into the system together. It was proposed to add the comprehensive Museum Library catalogue to the union catalogue shared by a consortium of the University of Bath, University of the West of England and Bath Spa University.

He added that c 800 items in the commercial store that could not be uploaded as a catalogue because of their quality might instead be converted to standard records by Library staff in liaison with Museum staff before they were returned to the Museum.

(3) Minute 62 (2), Reports from the Director (HE Collaborations)

The Chair reported that the University's Executive Committee had agreed that work should be progressed to ensure an appropriate level of engagement between the University and the Museum. The revised report from the Director on HE collaboration with the Museum had been received.

It was noted that the University of Bath would explore opportunities to use the Museum for activities in town and that Martyn Whalley, Director of Estates, would be visiting the premises in the near future. It was reported that the Museum was now hard wired to the University campus.

67 ANY OTHER BUSINESS

The Board endorsed a proposal that the civic authorities should be encouraged to improve the area around the Museum and Sydney Gardens by applying for Parks for People project funding.

Referring to the Blaenavon World Heritage Centre, which has a combination of traditional displays and videos with interactive touch screens, Dr Forsyth noted that this style of presentation would be very helpful to convey information on a range of topics to visitors. The Director confirmed that the visitor centre would incorporate an interactive state-of-the-art exhibition. A PR company (Bolton and Quinn) had been appointed to assist with publicity for the Museum's re-opening.

68 DATE OF NEXT MEETING

Wednesday 4th May 2011 at 10.15 am at the Museum