



**Somerset Archaeological & Natural History Society**  
**EXTRAORDINARY MEETING OF THE SANHS BOARD OF TRUSTEES**  
**Held virtually on ZOOM on 24<sup>th</sup> November 2020 at 10:30**

**Minutes**

**An extraordinary meeting called to discuss outstanding matters not discussed at the last board meeting due to time constraints.**

**Present:** David Reid, Chris Jessop (Chair), David Victor, Sue Goodman, Lizzie Induni, Harriet Induni, Mark Lidster, Louisa Gillett (minute sec.)

**1. Apologies**

**2. Declarations of interest**

None declared.

**3. Webinar, online and digital events**

LI spoke to her paper. The following matters were discussed and agreed.

**3.1. Programme planning**

A programme of webinars will be developed with committees offering a webinar once a month.

**3.2. Event organisation and responsibilities**

Committee representatives will be trained to set up their own webinars with support from LI, HI and Nathanael Williams. Continuing IT support will be available for those who need it. The Society will purchase an annual subscription to ZOOM webinar add-on and the cost will be divided between the Archaeological Committee, Natural History Committee, Local History Committee, Historic Buildings Committee and Library/Museum Collection Panel (combined) at £76/annum each. The Society will continue to pay for ZOOM.

*Proposal to purchase ZOOM webinar add on and share the costs between committees adopted.*

Action: CJ to advise committees of the ZOOM cost and ask them to develop a programme of webinar events.

Action: LG to investigate a shared ZOOM booking calendar.

Action: SG to advertise on the e-bulleting for an IT literate volunteer to set up and run webinars.

**3.3. Advertising and distribution of event information including mailing lists**

A non-member mailing list will be set up in MailChimp which can be subscribed to via emails, the SANHS web site and Facebook page. Society and other information of interest will be sent to subscribers. ML would like to grow links between the SANHS Facebook page and other groups and asked for the names of local natural history groups. Committees will be given a template for presenting their information on the Facebook page.

*Proposal to purchase an annual subscription of £60 for MC4WP adopted.*

Action: ML to create an information sharing template to make it easier for SANHS groups to post on Facebook.

Action: LG to set up email sign-up options on the SANHS web site, posters advertising events and Facebook.

**3.4. Charges and donations**

There won't be a charge for webinars, instead, attendees will be asked to make a minimum donation of £4.

#### **4. Appointment and responsibilities of holding trustees**

The appointment of Holding Trustees (HT) is the responsibility of the board of trustees. The trustees have a responsibility to make sure HT are capable and clearly understand their responsibilities. The trustees should hold an annual meeting with HT to inform and update on society developments that affect their role and responsibilities. If the society transfers the estate to a CIO, the HT will no longer be required to enter contracts on behalf of SANHS.

Action: LI will ask Vicky Dawson for information about transferring the society's assets to a CIO.

Action: ML will write a Business Plan for 2021.

Action: DV will write a paper on Holding Trustees and their role for SANHS.

Action: Holding Trustees will be sent a letter advising them of their role and responsibilities for SANHS.

#### **5. Committee chairs attendance at board meetings**

The trustees are aware of the lack of connection between the committees and the board of trustees. The society does not have an Executive committee due to lack of officers.

*Proposal to invite committee chairs or their representatives to board meetings adopted.*

#### **6. New trustee information pack**

New trustees would like information on the history of the society and a list of trustees with a video of what they do. They would also like to see a structure of how the society works.

Action: DV to update the Guide to SANHS Finances and Accounts to 2020.

Action: LG to send committee chairs and board a list of committee members.

Action: LG to send ML copies of SANHS collection and asset agreements.

#### **7. Next meeting**

Tuesday 12<sup>th</sup> January at 10:30 on ZOOM.