

**Women's History Network Steering Committee Meeting**  
**Large Conference Room, Basement, Left Hand Side, Senate House, University of**  
**London, Malet Street, London, Saturday 8 November 2014, 11.30 am**

**Present:** June Purvis (JP); Aurelia Annat (AA); Maggie Andrews (MA); Gillian Beattie-Smith (GB-S); Kate Murphy (KM); Rachel Rich (RR); Jocelyne A. Scutt (JAS); Alana Harris (AH); Caroline Bressey (CB); Eve Colpus (EC); Felicity Crawley (FC); Catherine Lee (CL); Robin Rosemary Joyce (RRJ); Penny Tinkler (PT)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action and Decisions</b>
1.	<b>Welcome new members (JP):</b> <ul style="list-style-type: none"> <li>• Committee roles and email check – upheld</li> </ul>	
2.	<b>Apologies:</b> Melesia Ono-George; Lucy Bland	
3.	<b>Minutes of WHN Steering Committee Meeting held on Saturday 14 June 2014:</b> Upheld	
4.	<b>Matters arising [JP]:</b> <ul style="list-style-type: none"> <li>• NB all cttee members' papers to be sent out 1 week before meeting.</li> <li>• Archiving of minutes and cttee papers (Women's Library and on website).</li>   <li>• Encourage Members to pay by Paypal.</li>   <li>• MA reported that Feminist Library had been invited to 2014 conference but had not responded.</li> </ul>	<b>Decision:</b> Agreed. <b>Actions:</b> 1. All to send cttee papers to EC 1 week before meetings; please add date to all documents. 2. EC send AT (at WL) printed copies of papers and minutes annually. 3. Upload minutes onto website: EC to send revised minutes to Claire Jones (CJ). <b>Decision:</b> Agreed. <b>Action:</b> M.O-G place note in Newsletter about membership payment by Paypal.
5.	<b>Treasurer's Report (AA):</b> <ul style="list-style-type: none"> <li>• Our current finances are healthy: Cur Acc: <b>£8,866.92</b> (incl. £1,000 transferred from our savings); Savings acc: <b>£10, 622.41.</b></li> <li>• Income: anticipate £10K in 2014 plus tax rebate.</li> <li>• Outgoings: will be effected by rising costs, esp. administrative (e.g. room hire, travel, magazine</li> </ul>	<b>Decisions:</b> 1. Jane Berney to talk to AA about charity

	<p>production and post).</p> <ul style="list-style-type: none"> <li>• Potential savings: travel costs; no publicity for 2 years; next IFRWH subscription not due until 2017.</li> <li>• Discussion about cost of magazine (hard copy and PDF); CL proposed more magazine distribution in electronic version.</li> </ul> <ul style="list-style-type: none"> <li>• First half of year needs caution re budget, but discuss new initiatives in second half of the year.</li> </ul> <ul style="list-style-type: none"> <li>• Discussion about how to increase profile of Gift Aid</li> </ul> <ul style="list-style-type: none"> <li>• Accounts will be distributed to Convenor and Membership secretary 4 times a year.</li> </ul>	<p>rebate.</p> <p>2. Agreed to increase cost of hard-copy magazine back issues to £6 +pp (keep PDF @ £5).</p> <p><b>Actions</b></p> <ol style="list-style-type: none"> <li>1. CJ to change price on website.</li> <li>2. AA to contact CJ to discuss changing members account log-in pages to insert click link to opt-in to magazine in hard copy.</li> </ol> <p>2. In June, aim to agree bursaries for conferences and any other initiatives.</p> <p>3. All to consider this.</p> <p>4. Agreed. <b>Action:</b> AA to send accounts to JP and FC x4 year.</p>
6.	<p><b>Membership Report (FC):</b></p> <ul style="list-style-type: none"> <li>• Membership stats (6 Nov) incl. 6 UK institutions; 2 international institutions.</li> </ul> <ul style="list-style-type: none"> <li>• Many members paying incorrect subscription fee; JP suggested all members to be asked to pay membership via Paypal where they could tick Gift Aid.</li> <li>• FC cannot check who pays via PayPal so this issue needs to be addressed.</li> </ul>	<p><b>Decisions</b></p> <ol style="list-style-type: none"> <li>1. This needs to increase. Agreed. <b>Action:</b> FC to explore ways to make institutional membership more attractive.</li> <li>2. All members should be encouraged to do this. Agreed <b>Action:</b> 1. FC to email members reminder to check subscription rate. 2. MO-G to advertise</li> </ol>

		<p>in Newsletter.</p> <p>3. Remove reductions in membership cost for standing order [NB Action noted before but not taken]. Back cover of the Magazine needs updating on this.</p> <p><b>Action:</b> FC to liaise with CJ to do this.</p>
7.	<p><b>Report back from 2014 Conference (MA):</b></p> <ul style="list-style-type: none"> <li>• 2014 conference a success – packed programme, incl. many international speakers; good attendance by students, archives and heritage sector.</li> <li>• Challenges: bursaries rec'd late (June / July) and after early bird registration; lack of funds for administrative support (incl. for PG volunteers): had 40-hrs administrative work which was not enough; booksellers resistant to attending because of cost.</li> <li>• Discussion about giving / loaning sum to conference organisers.</li> <li>• Rec'd: publishers pay to put marketing materials in packs; simplify options for delegates.</li> <li>• GB-S suggested contacting U3A and local enterprise associations for volunteers for future conferences</li> <li>• Rec'd that one organizer of 2015 conference attend February 2015 meeting</li> </ul>	<p><b>Decisions:</b></p> <p><b>1.</b> Make decision on WHN bursaries at Feb meeting. Agreed. <b>Action:</b> AA to review whether bursaries can be part of budget.</p> <p><b>2.</b> At Feb meeting, make decision to give / loan £500 to conference organisers.</p> <p><b>3.</b> At Feb meeting consider simplifying options for 2015 conference. Agreed.</p> <p><b>Action:</b> JP to contact 2015 Conference organisers about rep. attending Feb meeting.</p>
8.	<p><b>Cutting costs on (a) fares and (b) Magazine (JP):</b></p> <ul style="list-style-type: none"> <li>• JP raised issue of whether any institutional funds might be available for part-funding cttee members' costs when attending conferences. This is already done by most of cttee members.</li> <li>• Noted that current printer for Magazine had put up costs and in order to cut them we are now using a different printer.</li> <li>• JP proposed giving a budget of £500 in a new competition for PG students to manage one day conference.</li> </ul>	<p><b>Decisions:</b> Agreed. <b>Action:</b> JP to write advertisement for competition which will</p>

		be distributed for discussion at Feb meeting.
9.	<b>Increased financial support for our Annual Conference &amp; bursaries (JP)</b> Discussed under 7 – see above.	
10.	<p><b>Magazine (KM):</b></p> <ul style="list-style-type: none"> <li>Name change (to <i>Women's History: Journal of the WHN (UK)</i>) comes into effect Spring 2015 issue.</li> <li>Discussion re cover redesign – ‘facelift’ vs. expenditure on full redesign; incl. discussion about importance of cover design for electronic copy.</li> <li>All refs. to old-style branding on website need updating.</li> </ul> <ul style="list-style-type: none"> <li>Advertise editing Special Issue opportunities.</li> </ul> <ul style="list-style-type: none"> <li>Extended discussion re. editorial process and editor’s length of service.</li> <li>Magazine needs Deputy-editor (CL nominated).</li> </ul> <ul style="list-style-type: none"> <li>Magazine processes take time to learn (RR reported on her experiences of taking up a position on the cttee).</li> </ul> <ul style="list-style-type: none"> <li>Suggested names for temporary Lead Editor: Barbara Bush, former Convenor of WHN; Janice Lomas; other members wld be happy to suggest others.</li> </ul>	<p><b>Decision</b></p> <p><b>1.</b> Revise and review. <b>Action:</b> KM to ask CJ to refresh cover layout and Magazine Cttee to review mock-ups; ask for quote for graphic designer. All revisit at Feb meeting.</p> <p><b>2.</b> CJ to update old-style branding on website. Agreed.</p> <p><b>Action:</b> KM + team to place prominent notice re Special Issues in magazine.</p> <p><b>Decision:</b> Agreed that in future Lead Editor should live in the UK and be member of Steering Committee, and that a Deputy Editor should be appointed. <b>Action:</b> CL to become Deputy-editor / Editor-in training (with view to taking over editorship in 2016).</p> <p><b>Action:</b> JP to approach Barbara Bush re. temporary editorship.</p>
11.	<p><b>Charity Representative Report (AH):</b></p> <ul style="list-style-type: none"> <li>AH is in email contact with JB re. HMRC procedure.</li> <li>AH’s Trustee status to be enacted shortly.</li> <li>Charity Trustees Report to be submitted 31 January 2015.</li> <li>AH to liaise with FC re. Gift Aid membership payments.</li> </ul>	<p><b>Decisions:</b> Agreed that AH undertake these duties.</p>

12.	<b>Website Report (MO-G and Committee):</b> There was nothing to report.	<b>Decisions:</b> Issue to be discussed at February meeting.
13.	<b>Prizes (MA):</b> <ul style="list-style-type: none"> <li>• There was nothing new to report about Prizes. The future of the Clare Evans essay prize was still being discussed. MA talking to the family about changing the form of the prize.</li> </ul>	<b>Decision:</b> Agreed to continue discussions. <b>Action:</b> MA to liaise with Evans family.
14.	<b>Publicity (CB)</b> <ul style="list-style-type: none"> <li>• CB has rec'd handover material from Tanya Cheadle and password for social media.</li> <li>• CB will keep WHN postcards in her office and distribute as necessary.</li> <li>• Discussion about social media: the person who had said she would take this on had withdrawn. RRJ had been asked to take up this role but believes better to go to someone more social-media orientated.</li> <li>• CB suggested advertising for a PG student to co-ordinate web and social media liaison.</li> </ul>	<b>Action:</b> <ol style="list-style-type: none"> <li>1. CB to email social media password to RRJ (temporarily)</li> <li>2. See if anyone else on Steering Committee could take on this job and if not, advertise in Newsletter for a Web Liaison &amp; Social Media Co-ordinator &amp; Developer.</li> </ol>
15.	<b>Newsletter (MO-G):</b> <ul style="list-style-type: none"> <li>• Reminder: when emailing MO-G about the newsletter use Newslestter email address of <a href="mailto:newsletter@womenshistorynetwork.org">newsletter@womenshistorynetwork.org</a> (NOT personal email address).</li> <li>• Discussion about how to print out the Newsletter which the new system does not allow.</li> </ul>	<b>Decision:</b> Agreed.  <b>Action:</b> MO-G to ask CJ if Newsletter can be printed from electronic copy.
16.	<b>Schools Liaison Report (GB-S):</b> <ul style="list-style-type: none"> <li>• G B-S in April 2014 ran a schools' liaison conference: 120 teachers and academics attended.</li> <li>• Success of above suggests good reason to explore further initiatives with heritage/schools.</li> <li>• RRJ volunteered to help GB-S with this project.</li> </ul>	<b>Decision:</b> Explore options. <b>Actions:</b> <ol style="list-style-type: none"> <li>1. GB-S to circulate report for discussion in Feb meeting on ways to work with heritage orgs/museums for match-funding possibilities.</li> <li>2. GB-S to liaise with</li> </ol>

		colleague of MA re English schools system. JP to put GB-S in touch with previous WHN Schools Rep, Flora Wilson. 3. RRJ and GB-S to liaise.
17.	<p><b>Blog (JAS):</b></p> <ul style="list-style-type: none"> <li>• Blogs submitted by a wide range of contributors in 2014 – March Women’s History Month, October Black History Month, November LGBT History Month – suggestions for contributors and throughout the year welcome.</li> <li>• The blogs are twittered and facebooked – to WHN, IAW (International Alliance of Women) and JAS’ twitter and Facebook page.</li> <li>• Obituary (written by Prof Miriam Glucksmann, University of Essex) for Leonore Davidoff, an influential figure in the founding of the WHN, to be posted on Sun 9 November at 7.30.</li> <li>• All cttee members to cont. to consider ideas for blogs.</li> </ul> <ul style="list-style-type: none"> <li>• Edited conference abstracts would make good blogs.</li> <li>• Update of blog interface is needed to showcase most recent blog.</li> </ul>	<b>Action:</b> All: send ideas for blogs/blog contributors to JAS.
18.	<p><b>IFRWH (KS):</b> There was nothing to report from the IFRWH Rep.</p>	
19.	<p><b>Women’s Library news (AT):</b></p> <ul style="list-style-type: none"> <li>• Teaching and Activity Room completed, now recruiting an Education Officer.</li> <li>• Construction work on new exhibition space has begun (completion Dec 2014).</li> <li>• Inaugural exhibition in early 2015: theme ‘Campaigning’.</li> </ul>	
20.	<p><b>Glasgow Women’s Library (Adele Patrick on email, via GB-S):</b></p> <ul style="list-style-type: none"> <li>• GWL construction in new home Bridgeton, to be completed May 2015.</li> <li>• GWL has secured regular funding for the first time from Creative Scotland.</li> <li>• GWL supporting role of Feminist Archives and Libraries Network.</li> </ul>	
21.	<p><b>Our email contact (JP):</b></p> <ul style="list-style-type: none"> <li>• Keep group emails to minimum.</li> </ul>	<b>Decision:</b> Agreed. <b>Action:</b> Keep group emails to minimum & no apology or thank you emails!
22.	<b>Election of Convenor (JP):</b>	

	<ul style="list-style-type: none"> <li>• JP explained how in the past the Convenor might be elected from the existing Steering Committee or invited from outside it. Suggested that we also needed a Deputy Convenor.</li> <li>• Emergency measures need to be in place.</li> </ul> <ul style="list-style-type: none"> <li>• Discussion about size of room for AGM.</li> </ul>	<p><b>Decision:</b> Procedures need to be drafted and agreed, and added to the Constitution.</p> <p><b>Action:</b> JP and JAS to draft few sentences on election process for discussion at Feb meeting.</p> <p><b>Action:</b> Alert 2015 conference organisers of need for large-enough room for AGM.</p>
23.	<p><b>Review of Welcome Pack / Constitution (JP):</b></p> <ul style="list-style-type: none"> <li>• This needs to be reviewed.</li> </ul>	<p><b>Decision:</b> Agreed.</p> <p><b>Action:</b> JAS to review, alongside Constitution.</p>
24.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Reminder: cpf for 2015 conference to be circulated by end of January 2015.</li> <li>• JP, on behalf of WHN, had placed a tribute to Leonore Davidoff on the University of Essex website. She had also posted a message about Leonore's death on the WHN discussion list.</li> </ul>	<p><b>Action:</b> All: circulate cpf for 2015 conference.</p>
25.	<p><b>Date of next meeting</b> 14 February 2015.</p>	