

DRAFT Minutes of the Council Meeting held on 22 May 2020 held via zoom

1. Attendance and Apologies

PRESENT:

Prof Emma Bunce (EB) President-Elect and Chair
Dr Nigel Berman (NB), Treasurer;
Dr Mandy Bailey (MB), A Secretary;
Prof Lyndsay Fletcher (LF). Senior Secretary;
Prof Mark Lester (ML), G Secretary;
Prof Anton Ziolkowski (AZ), Vice President, G;
Dr Paul Daniels (PAD) Vice President, A;
Professor Mahesh Anand,(MHA) Vice President (G)
Mr Kevin Kilburn (KK);
Dr Jane MacArthur (JM);
Prof Steve Miller (SM);
Dr Matt Middleton (MM);
Dr Sheona Urquhart (SU);
Dr Megan Argo;
Prof Lorraine Hanlon (LH);
Mr Martin Lunn
Professor William Chaplin;

APOLOGIES:

Prof Mike Cruise (MC), President;
Dr Claire Foullon (CF);
Ms Indhu Varatharajan (IV);
Dr Stacey Habergham-Mawson (SHM), Vice President (A);
Dr Clare Watt (CW);

IN ATTENDANCE:

Mr Philip Diamond (PD), Executive Director;
Mr Robert Massey, (RM) Deputy Executive Director and Policy
Ms Siobhan Adeusi (Executive Assistant and Office Manager)

2. Minutes & Matters Arising

2.1 Minutes of 13th March 2020

The Minutes of March 13 2020 were APPROVED by Council subject to the following amendments:

5.3 NAM presentation by Warwick University, amend the comment attributed to LF to read:

LF suggested that the LOC would benefit from involvement of staff members with substantial prior LOC experience.

5.4 and 8.1a Change PD to PAD

ACTION: Executive Director to communicate LF's suggestion to David Brown

Matters arising

8.3 Michael Penston Thesis Prize

PAD reported that MM (Southampton) agreed to replace WC for both the Michael Penston Thesis Award Panel this year and on next year's 'A' Awards Committee 2021. Due to tight timescales, Emma Bunce took Chair's action and approved MM on the thesis prize award panel but he still has to be approved by Council for next year's 'A' Awards Committee.

This was APPROVED by Council.

A query was raised regarding whether or not reasons for resignations would be published, but PD explained that this information is for Council only and not made public.

SM remarked that it was important that the Membership Committee find out if people are leaving and rejoining the Society on a frequently recurring basis.

ML advised that he would put it on the agenda for the next Membership Committee meeting.

LF reported that one Council nominee had withdrawn; she will contact their proposer and seconder to let them know.

2.1b The written presentation from Jenesys was received by Council

2.2 Action Status Report

4. Treasurer's report - PD reported that he asked the Membership Officer to move information regarding the Gerald Merton Fund to more appropriate position on the website.

ACTION: Office to review wording with Treasurer.

The Librarian Sian Prosser will inform the Library Committee about MNRAS being online only.

PD will report back on the visual impairment matter.

Code of conduct - The lawyers sent back extensive and detailed comments on the Code of Conduct. A meeting will be arranged to discuss.

ACTIONS: PD to meet with LF and SM to review lawyer's advice on the revised Code of Conduct.

Confidential discussion – redacted

2.3 Revised Licensing proposal

NB commented that MC was very keen to look at licensing but expert advice is needed.

LF commented that Metrostar are not experienced in heritage matters. PD will check with the British Library as they had undertaken some work with them.

The £10k spend was APPROVED by Council.

ACTION: PD to ask the British Library about their merchandising relationship with Metro Star and to investigate additional companies.

3. President Elect's Business

The President Elect reported that online activities appear to work well and it gives an opportunity to consider providing more online content. In particular, this will benefit those outside of London and overseas members.

At the moment all lectures and Specialist Discussion Meetings will be held online.

LF commented that Ordinary Meetings format will also have to change, and there should be some engagement with the membership

As there are few conferences specifically for graduate students, RAS could and provide opportunities to present online.

EB remarked that as there is a keen appetite to do more Council should send further comments and ideas to her.

ACTION: All to think about online content ideas for members, and volunteering to help with this and to contact EB.

4. Treasurer's Business

4.1 The Treasurer reported that global dividends are down due to the COVID 19 pandemic. However, the Society's finances will be resilient provided that the publications income remains the same.

Eddie Finch from Buzzacott the Society's auditors joined the meeting at 10:00 to update Council on the audit for 2019.

4.2 Formal approval of paperwork, the following were APPROVED by Council:

- a. Annual Report and accounts for 2019
- b. Post Audit Report from Buzzacott
- c. Letter of representation

4.3 Statement of Accounts

The Statement of Accounts was received by Council.

MB raised a query about the tenure of PAD listed in the Annual Report, as he was only VP from May 2019

MA requested that her institution be corrected to the University of Central Lancashire.

ACTION: PD to contact Sue Bowler with their amendment.

NB and MP will develop a process for NB to occasionally review PD and RM's credit card expenditure.

NB thanked the accountant Mark Piper for his work on the audit.

PD thanked Sue Bowler and Paul Johnson for their work on the Annual Report.

NB advised that the Finance Committee report and Risk Register will be covered in the July meeting

SU and LH joined the meeting at 10.37.

5. Organisation and Structure

5.1. Arrangements for the AGM

PD covered the main points of the arrangements, namely that

- the elections and AGM will be online
- The HA will do their work later in the year
- SM offered to give a presentation of RAS 200 after the meeting

5.2 Executive Director's Report

PD reported that all staff are now working from home which is working well. A key for staff return will be the use of public transport.

6 Policy and Public engagement

RM submitted a paper on the proposed Early Career Network. This was well received although a concern was raised regarding the size of the committee.

The committee was APPROVED by Council.

7. Publications

The following documents were received by Council:

7.1 GJI Editor in Chief Report 2020

7.2 MNRAS Editor in Chief Report 2020

7.3 GJI Editorial Board Meeting Minutes

7.4 MNRAS Editorial Board Meeting Minutes

7.5 A&G Editor's Report 2019

EB asked about the recruitment of an Associate Editor for A&G as mentioned in the A&G report. PD reported that as the editor, Sue Bowler had expressed a concern about her being the sole person responsible for the magazine, especially during the pandemic. He agreed to recruit an experienced person for two days per month. Alastair Gunn was appointed on a 6 month contract.

8. Other

8.1 Officers Reports, candidates proposed for Fellowship were APPROVED by Council.

It was agreed that all documents to Council should be password protected.

LF queried why it was called 'Officers Report', as this could be confused with Council Officers.

ACTION: Office to arrange password protection and change of name.

8.2 Grant Status Report was received by Council.

8.3 2019 RAS Thesis Prizes

Council APPROVED the prize winners. There were joint prize winners for the Michael Penston Prize place; Council agreed that the prize should be shared.

MM suggested that runners up could be given the opportunity to give a short talk.

MB queried whether or not Margaret Penston should be advised of this. PAD said

he will write to her.

ACTION: PAD to write to Mrs Penston.

8.4 Minutes of the March Ordinary meeting were APPROVED by Council.

9. AOB

A question was raised about Councillors who were due to stand down, and if they had been told to delete all RAS Council related correspondence. MB informed that they have been told to do this.

ACTION: Office to remind Councillors of this.

RM asked Council members to contact him if they are interested in joining the ECN.

Council rose at 12.39

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Professor Emma Bunce

22 May 2020