

## Friends of Gloucestershire Archives CIO Annual General Meeting held on 19 October 2017

Clive Andrews welcomed everyone to the 2nd FoGA CIO meeting. The meeting is unusual for three reasons. It is being held on a boat - thanks to the Waterways Museum for giving us a free use and supplying tea and coffee in this newly refurbished space on the Sabrina. Dame Janet Trotter, the FoGA President was unable to preside owing to a Royal visit in Gloucestershire and the meeting is being held in an afternoon as it was thought members would prefer not to travel in the dark.

**1. Apologies:** Karen Davidson, Sir Henry Elwes, Jean Gibbons, Rose Hewlett, James and Julie Hodsdon, Liz Jack, Mary Jones, Malc King, David Smith, Dame Janet Trotter, Andy and Janette Sysum

**2. Minutes of the previous AGM** The minutes of the 1st CIO AGM on 27 October 2016 were approved as a true record of the meeting.

### 3. Chairman's Report

Recently the Mayor of Gloucester mentioned that he had not seen the Gloucester Charters and was invited to visit the Archives to see them. He received an excellent presentation by the Archivists. FoGA has pledged £250 in addition to a national grant to the work of preserving them, which will be carried out at the Bodleian Library. This is an example of the work of FoGA in supporting Glos Archives.

I would like to thank my fellow trustees. Thank you to Alison Hobson, secretary, Stephen Haygarth for the work as treasurer and grant applications, £130,000 has been raised for 'For the Record' project, an outstanding achievement. Thanks to Sue Brown for her support and expert advice, to Hilary Haygarth for steering the change of standing orders of members necessary for the change to CIO. Vicky Thorpe has been made an Honorary Life Member of FoGA for a many years of service to Gloucestershire Archives. Thank you Liz Jack for a production of the Newsletter. This last issue was the first to be produced for digital circulation, there were really good images. It provides more in-depth information than the HUB Newsletter. Thank you to John Williams for his liaison with GFHS and James Hodsdon with VCH. Although the regular talks have ceased while the building work is done there have been some very good visits that Caroline Meller has organised including John Chandler's mystery tour which was very popular. The Gloucester History Festival was very successful with 27,000 tickets sold. FoGA sponsored a keynote talk and held a meeting at St Mary de Lode Church as part of the 'City Voices' and was able to raise FoGA's profile and hopefully increase membership by distributing leaflets. There are very few members outside Gloucestershire, reception is encouraging visitors to join FoGA. Stephen Haygarth, Hilary Haygarth and Liz Jack are retiring in 2018 and new Trustees are wanted.

### 4. Treasurer's report

I have pleasure in presenting my 7<sup>th</sup> Statement of FoGA's Financial Activities – and also the first statement in its existence as a CIO. This has been independently examined by Sue Brown and I extend our thanks to her for this and all the other help expert help and guidance she has provided during the year.

The year has of course been complex, as we have been transferring activities from old to new FoGA. You will have received two annual reports this year, complete with two sets of accounts, one for old FoGA and one for new. We should strictly hold an AGM for old FoGA, so may I first invite you put your old FoGA hats on as I present the last treasurer's report for that charity – covering 1<sup>st</sup> April 2016 to 31<sup>st</sup> March this year. The accounts were approved.

Subscription income remained steady at just under £1,500, about a hundred down on the previous year. There were donations of about £2,200 (most now going through new FoGA) and events brought in £200 net. You'll see that at the end of the 16-17 Financial Year £131 were carried forward, and £802 belonging to the Gloucester Rugby Project. Those sums have both now been transferred to their new homes. Are there any questions about the accounts for old FoGA? If not may I ask you to formally accept the accounts? The accounts were approved.

Let's now put our new FoGA hats on: and we're now looking at the period 19<sup>th</sup> January 2016, when new FoGA was founded, to 31<sup>st</sup> March this year. To make things simpler than they might have been there was deliberately no financial activity on the new FoGA account between January and April 2016. Most subscriptions went into old FoGA, new FoGA only receiving £120. But most donations went into new FoGA, rather more than £31,000. We transferred £35,000 from old to new for For the Record, and £20,000 from old via new to the Gloucester Rugby Heritage CIO. So at the end of the 16 – 17 Financial Year we had just over £3,500 of our own money and held a little over £66,000 in grants and donations to For The Record.

Perhaps now I should give you a quick overview of fundraising for For the Record. So far counting grants, pledges and donations we have raised rather more than £132,000. Major donors:

Wolfson	Cost of Research Space in Heritage Hub	£31,000.00
Garfield Weston	The Project	£25,000.00
Henry Smith	Event Manager for Older People, EVOKE	£20,000.00
Winstone	Cirencester Collections Cataloguing Project	£10,000.00
Foyle	Fit-Out of Group Learning spaces & Learning suite	£10,000.00
Allchurches	Fit-Out of the Heritage Hub	£5,000.00
Bingham	The Project	£5,000.00
This year		
Henry Smith	Event Manager for older people	£10,000 *2
Foyle Foundation	Fit out of groups learning spaces	£10,000

**5. Trustees:** One third of the trustees are required to resign each year. usually the longest serving. All Committee members were appointed at the same time so alphabetically Clive Andrews, Hilary Haygarth and Stephen Haygarth are resigning. All three trustees are willing to stand for re-election, their resignation and re-election were approved.

## 6. Trustees 2017-2018

Clive Andrews Stephen Haygarth, Alison Hobson Hilary Haygarth, Elizabeth Jack, Caroline Meller, James Hodsdon, John Williams were all re-elected as Trustees and this was approved by members present. Heather Forbes, County Archivist attends as County Archivist, Sue Constance and Karen Davidson are Gloucestershire Archives representatives

## 7. Heather Forbes, Archivist's report including 'For the Record' update

### For the Record building project – main activity this year.

The builders have been on site since January 2017.

The **Strongrooms** are progressing well and on target. There were no archaeological delays, only small items found relating to the school. The HORSAs hut has been demolished.

**Main building:** There was an issue with asbestos removal and extra steel work to support the ceilings as walls were knocked down. The former high level windows have been opened up. Electrical and mechanical preparations have taken time. The next step is to screed the floor. The project is 2 weeks behind.

**Temporary search room** – it is small but appears to have worked reasonably well. It has been possible to accommodate individual researchers, groups and volunteers through a booking system. The Archives are very grateful to family history volunteers for working with us so closely to make this work. We will be consulting on opening hours for the new facility in the New Year.

**Fit-out** – I should receive architects' fly-through to show what the building will look like very soon. Bespoke welcome and document issue desks are being designed. The next phase is to launch a photographic competition for 3 landscape photos from Gloucestershire that will feature on three walls in the new building.

**Arts Council bid.** Working with 5 artists to help with interpretation. Inspiration drawn from archives and history of the county.

Illustrator – Imogen Harvey-Lewis. Donor's tree and wall adjoining Bridge House. She is also working for Royal Opera House.

Sculptor – Natasha Houseago – for garden.

Textile – Julia O'Connell for blocked up windows in group workspace.

Mosaic artists – Tomato Jack – for wall in garden.

**Activity Plan. Highlights** - New website for Archives and Hub partners.

Development of the Liverpool House of Memories app for use with older people with memory problems.

Working with Family History Society to plan new joint service.

Some training and workshops were tested at the History Festival. In future we will be able to offer to the Friends and Community groups when back in our main building next year.

### Programme.

Have been advertising a 2 week closure just before Christmas, but now it looks as though the move back into main building will take place after Christmas.

**Phase 2** is demolishing Frith Centre, there will be an archaeology survey, then rebuilding the training centre and new front entrance. It is due to be completed summer 2018. The official opening is likely to be in September 2018.

**Hard hat tours** – there is less to see of the old school building now, but we are now beginning to get idea of what new building will look like..

## **Other areas of work**

**Staffing** – we said farewell to three long-serving staff during the year: Vicky Thorpe who gave outstanding service, most recently as our customer services manager; to Julie Reynolds as Museums development officer, and to Jill Shonk, as access & learning leader. Also to Hannah Dale as cataloguing archivist and FoGA representative (Waddesdon manor/Rothschilds/National Trust).

Due to funding from our project and backfilling Jill's job, we welcome Sally Middleton as CHDO and Ally McConnell (former FOGA rep), Roz Farr (formerly TNA trainee), and Abbie Hartley as archivists. Next year Ally will be leading on the Dowty project.

**Cataloguing:** The main project completed this year was work on the County Council's safeguarding archive – records relating to children and vulnerable adults. Also completed our backlog of electronic (born-digital) records and processed smaller collections as they came into the office.

**Born Digital Records and E-Preservation** – We led a group of 11 local authorities in research on digital records created by local government. The results are published on our website. We are planning to continue this work as it supports The National Archives' vision for the sector.

**Know Your Place** – The maps have all been digitised and are available on-line. I know a number of you came to the launch at last month's History Festival. The Gloucestershire tithe and enclosure maps are due to be added in the next few weeks. (Postcard). Next event Saturday 18 November at Roots Café (pm).

**History Festival.** The Archives and the Friends played a major role in this year's history festival. Friends sponsored one of Blackfriars' talks. I organised the City Voices section of the programme – delivered by local people and members of Gloucester Heritage Forum. **3829 people attended these 62 events**. There was a tremendous buzz across the city. Feedback forms indicated a sense of pride in Gloucester's history. Grateful to Friends who spoke at Friends event (44 attending), and those who helped with other events particularly the family fun day in Blackfriars. Lots of opportunities emerging from this annual festival, including free use of this Boat for our AGM.

Once again the **contributions of volunteers** significantly enhance the service we offer. We are particularly grateful to them. Work in all areas of the office – cataloguing, collections care, outreach, and Sally's recruited our first Archives Ambassador, former mayor, Neil Hampson.

I'd like to pay a major tribute to the Friends, and particularly to the Fundraising Committee. Stephen, Clive and James who between them have now raised over £130k for the Heritage Hub project. Also to Clive for working on most recent publicity material.

I look forward to next year's AGM hosted in our brand new Heritage Hub.

## **8. AOB. None**

The meeting closed at 3.20 pm

*There followed a short tour of the Waterways Museum.*