

Scottish Printing Archival Trust

Minutes of the meeting of the Scottish Printing Archival Trust held on Wednesday 19th June 2018 at 10am, Merchiston Campus, Edinburgh Napier University.

Present: B Hodgson (Chair), P Laidlaw, P Mark, B Clegg, T Honnor, D Allan and H Williams
Minutes: H Williams

1. Apologies

G Richmond, A McCleery

2 Minutes of the meeting held on 17th January 2018.

The minutes were approved, and there were no matters arising.

3 Financial update

PL circulated a report on the Trust's financial position to the end of May 2018. The assets amounted to £21890 at that date. There had been some subsequent expenses, and the final design bill for the *Glasgow Print Trail* leaflet is to be confirmed. The TSB account had not been affected by that bank's recent IT problems.

PL had enquired about changing the financial year end, but it appeared that it would be better not to change it unless there were a specific reason.

The Trustees discussed the additional workload required for the planning of the 30th anniversary and exhibition to be held in November/December 2018. The bulk of the additional work would fall on the Honorary Secretary and consequently she was asked to leave the meeting whilst the discussion took place and the proposed financial remuneration agreed. A budget of £11,000 was set and a monthly time report would be made to PL who would arrange the monthly payment in line with the budget. These terms were subsequently agreed with the Honorary Secretary when she re-joined the meeting. (minute BH)

4 Secretary's report

HW had previously circulated a report on her activities since the last meeting. She had spent a considerable amount of time looking at the implications for the Trust of the new GDPR regulations. As a result of going through the files, HW had found some items of interest which she circulated. Two items had appeared in print: a single-page article in the July/August edition of *History Scotland*, and a short item in the Spring 2018 issue of *Printing History News*.

5 Glasgow Print Trail

The print trail files had been sent to the printers, and 3,000 copies were to be printed. TH asked about distribution: it will be sold through the website, and HW is intending to arrange for it to be distributed through the libraries, museums and other institutions in Glasgow. She would also try to get the Glasgow tourist organisation to distribute some. A launch event would be planned once the leaflet would be available. It might have to be delayed until after the holiday period. Once it is available, TH offered to write an item about it for the British Printing Society's magazine.

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6 SPrAT thirtieth anniversary 2018 and other projects

HW has arranged to meet the Lighthouse to discuss the details about the exhibition in November/December 2018. Various suggestions about items for display were made. It was agreed that the best time for a launch event was likely to be a Friday afternoon.

It was hoped to have some items, possibly including a small press, on display, and TH offered to lend a number of dies made in Glasgow from his collection. He also said that he had a Stephenson Blake proofing press that could be used in any demonstrations. A number of possible collaborators in school and other workshops were suggested, and HW will discuss any interest Print Scotland might have in holding associated events.

HW had put forward proposals for print walks in September for both the Glasgow and Edinburgh 'Doors Open Day' programmes.

7 GDPR regulations

HW reported on progress towards compliance. She had:

- created a file structure and reorganised the files (paper and electronic);
- backed up all electronic files to a password protected external hard drive;
- identified personal data collected through the website;
- rewritten the privacy notice to take account of the new regulations (see www.scottishprintarchive.org/privacy/).

The remaining issues are:

- completing the deletion of old email messages;
- anonymising personal data collected through the website cookies and analytics;
- the *2008 – 500 years of printing in Scotland* website www.500yearsofprinting.org. It was agreed that the URL www.500yearsofprinting.org should be retained, but the existing pages replaced with pages redirecting to the main SPrAT website which now incorporates most of the content at: www.scottishprintarchive.org/projects/500-years-scottish-printing/

Graphics Co-op had provided helpful information on the implications of GDPR for the website.

8 Policies on notifiable events and work with vulnerable groups.

These were discussed. HW had drawn up outline procedures for the Trust, which will be circulated to all Trustees.

9 AOCB

BC requested details of the co-ordinators for Glasgow Doors Open Day and Edinburgh Doors Open Day. He would like to send copies of the Glasgow Print Trail leaflet in the next Cossar Club mailing.

HW promised to email images to TH for him to use in presentations to a local society. He is also creating a presentation on using an Arab treadle press which he will make available to SPrAT to be added to the website.

10 Date of Next Meeting: Tuesday 18^h September 2018. Details to be confirmed..