

Imagineer are interested in funding the refreshments; **AB** is awaiting a confirmation.

SGS Art Services expressed an interest in sponsorship, but are unable to support this year. Constantine have not responded.

There have not been any expressions of interest in the corporate support for the Marketplace bursaries.

JBB provided the following update in advance of the AGM:

- All committee members have agreed to stand again excepting Alex Boyd.
- **SK** is stepping down as membership officer, and standing as an ordinary member.
- **RB** will be standing as an ordinary member.

As it stands there are 6 ordinary members, 1 co-opted member and 7 specific roles, of which 3 are vacant.

Ordinary members stand for 3 years and officers for 2 years. **JBB** is in her second term as Secretary.

6-8 expressions of interest in joining the committee were received via the membership survey, which **JBB** is following up.

It was agreed that 2-3 additional committee members would be ideal, and to fill the vacant officer roles.

The vice chair role has been shelved in recent years, but it will become more important when **JW**'s redevelopment moves in to its final stages; **NC** and **JBB** will step in to the role of Vice Chair should this become necessary.

JBB was asked to check the constitution and confirm the number of consecutive terms a committee member can serve as an ordinary member, before they have to become an officer.

The deadline for committee nominations will be 13th April 2018. **JBB** is making arrangements with **KL** to send out a reminder email on Friday 10th April.

4. **New Website Development / Website**

AY updated that the quantity of exhibitions available via the website has remained the same, however the number of venues has increased. The figures in the report are not the final for the quarter, as it is not complete yet.

The Economics of Touring Exhibitions report remains the most popular download document.

The January case study from Parker Harris has also been popular.

NC asked why there had been a considerable drop in visits to the site between October and December 2017. **AY** suggested that this may be due to work on the website in the previous quarters; it will be possible to use google analytics to analyse usage when the new website launches, which will provide more detailed statistics.

AB has asked Momart to put a link to our site on their website.

AB reported on the development of the new website:

AB and **AY** have had no capacity to work on the new website in January or February, and **SI** have not taken anything forward during this time period. **AB** has drawn up a revised list of outstanding tasks and is expecting a new task list from Nicola at **SI**; she will call again tomorrow to chase this. As far as she is aware the plan is still to work towards a soft launch on the 9th April and the main launch on the 15th April, but needs **SI** to confirm this.

New exhibitions cannot be imported into the new website, so **AY** is having to do this manually.

The links between different types of records are still not clear; **AY** has been asking questions about this since the autumn.

AB needs to do lots of membership updates, but is hesitant to do so in case it compromises the data.

As the reasons for further slippage in the schedule from **SI** are not clear, it was agreed that **NC** would also ring to find out where things stand, and will help draft an email about the final payment if necessary.

JW suggested using the impending Marketplace as a key date coming up, by which the site needs to be up and running.

The question of going somewhere else to finish the site was raised, but it was agreed that this could have a large cost implication and a refund for the servicing of the website would need to be sought.

It was agreed that a message needs to be drafted to members, asking them to log in and check their data, recommending the number of pixels their images should have and that they should be of a landscape orientation.

5. TEG at Large

CD outlined that TEG has been approached by the M&H Show to confirm if they would like a stand at the cost of £150. It was agreed not to pursue this, as exhibiting at the show has not had much impact/footfall in recent years and there is not sufficient capacity amongst the committee to run the stand.

It was agreed that **CD** would book a leaflet insert for the AIM Conference delegate packs, so TEG membership leaflets are circulated to all delegates. The conference is taking place on the 21st/22nd June.

CD will propose a paper for the European Registrars Conference drawing from the Preparing to Borrow project work.

AL to be asked if she would present at MUSCON on behalf of TEG members at this year's conference.

It was agreed that **CD** would explore the cost of attending the MA conference in Belfast and confirm with the MA that it would be possible to have a stand in the Networks Hub, so that the committee could decide whether it would be appropriate to attend.

DA offered to present at the ICEE Marketplace on behalf of TEG; the same presentation as for MUSCON could be used, if a MUSCON presentation is prepared.

JW mentioned Tate's borrowing workshops as dates to avoid in planning the upcoming professional development programme.

6. Constitutional Change Update

It was confirmed that **JW,DA** and **JBB** are due to have a conversation next week to take this forward; they are concluding the report to members, which will enable them to vote at the AGM. The resolution to change the constitutional status will be scheduled as special business and voted on.

DA to draft and outline of what needs to be done and the recommendation to the membership over Easter, including the implications resulting from the change of status.

It was agreed that the information would also be included in a special e-newsletter.

7. Preparing to Borrow and Professional Development Programme

CD made a proposal for an approach to the continuation of the professional development programme in 2018-19 as outlined in the professional development report circulated.

AB made a motion to accept the recommendation, and the committee voted unanimously in favour of accepting it.

CD will undertake the TEG Professional Development Manager role in 2018-19, delivering a programme of workshops and seminars, continuing relationships with sector organisations and seeking a further £4,500 in funding to support the role.

8. Data Protection and Privacy Policy Update

The committee agreed revisions to the data protection and privacy policy as prepared by **AB**. **JW** recorded these electronically and circulated them. **AB** to arrange for a policy document to be prepared by Catherine Livsey for the website.

9. Membership

AB confirmed that there are currently 317 members, so numbers are consistently well above 300. There are 24 more members than in January; 8 memberships are marked as pending payment.

17 new membership applications were received in the January to March period, and 2 corporate membership applications.

Overseas payments for membership can now be taken via Eventbrite (and UK payments if the purchaser is willing to pay the admin fee).

JBB agreed to follow up Creative Display's lapsed membership and **JW** Falkirk Community Trust.

AB reported that high staff turnover is an issue in maintaining consistent membership payments.

It was agreed that it is ok for **AY** to delete the associate membership category from the old website.

10. Financial Situation / Budget

CD report that the financial situation is steady.

11. AOB

DA requested some membership leaflets.

12. Date and location of next meeting

It was agreed that the next meeting would take place in July at 20-21 Visual Arts Centre in Scunthorpe.
CD to circulate a doodle poll to find the most convenient date.

To be certified as a true record of the meeting.

Signed

Jason Williamson
Chair, Touring Exhibitions Group

Date