

Executive Committee
31st October 2018 River and Rowing Museum, Henley
12.30-16.30
DRAFT MINUTES



Present:

Nicola Coleby (Chair) – NC	Dana Andrew – DA
Julie Biddlecombe-Brown – JBB	Ann Barnes, – AB
Roz Bonnet – RB	Alice Lobb – AL (from 1.30pm)
Charlotte Dew – CD	Natalie Patel - NP
Katie Morton – KM	Maria Regan - MR
Emma Daker - ED	

Apologies were received from Jason Williamson, Janine Parrish, Karen Lewis, Sonja Kieilty, Helen Jones, Vanessa North and Asako Yokoya.

It was reported that **VN** will be stepping down from the committee at the next AGM, and is unable to attend committee meetings in the intervening period due to her work commitments. The Chair thanked her for her contribution to the committee.

New committee member **ED** was welcomed to her first committee meeting and **NP** was thanked for hosting the meeting.

Sarah Posey, Director of the River and Rowing Museum welcomed the TEG committee, and proposed that the Museum might act as a host for the Marketplace in coming years.

1. Minutes of the last meeting

It was agreed that the minutes are an accurate record of the last meeting.

2. Matters arising from minutes

There were no matters arising.

3. Marketplace 2019 Planning

KM and **AB** were thanked for brokering a favourable hire-rate for hosting the Marketplace 2019 at Think tank Birmingham, on the 2nd-3rd May 2019. The hire deposit has been paid, and discussions about the catering are in process.

The Marketplace will be promoted in a November TEG newsletter and booking opened on Eventbrite next week to coincide with the MA Conference, where it will also be promoted on the TEG stand.

Thursday morning tours of Eastside Projects, Grand Union and BMAG were discussed, as well as the potential to host the evening drinks reception at BMAG. **KM** & **ED** to research the potential and where applicable the costs of this as part of the Marketplace programme.

Speakers for the pre-marketplace seminar on theme of commissioning were discussed. The following actions were agreed:

- **NC** to contact Brian Cass, the new Head of Hayward Touring to speak about commissioning curators, most particularly artists as curators

- **AB** to contact corporate members Leach to ask them to speak about commissioning design and the potential to make a joint presentation on this subject with a client e.g. the BM Vikings Tour. It was agreed that it would be good if they could refer to the range of scales at which they work.
- **RB** to contact Dorset Arts Agency and a poet who undertakes commissions who was asked to respond to proceedings at the last MDN conference
- **NC** to ask her colleague Helen Grundy and the in-house designer in Brighton – Alex – to see if they would speak, in particular exploring budgeting for design commissioning, and commissioning mounts and casing
- **ED** to contact Jess MAC to speak about commissioning artists
- **NC** to contact Museum of Transology in Brighton about commissioning work
- **KM** or one of her colleagues to speak about commissioning different types of interpretation

It was agreed that **NP** would coordinate the 5-minute-share this year, as **KM** will be working on other logistical elements of the Marketplace. **KM** to brief **NP** and share the standard email texts etc.

AB confirmed that £2,000 in sponsorship has been received from Momart, and that Imagineer have been contacted about sponsoring an element of the Marketplace again.

AB to email all new corporate members about sponsorship opportunities, and then existing corporate members.

AB to ask whether Momart could provide the Marketplace delegate bags and **AL** to ask the Barbican.

It was agreed that one or two tours of Think tank should be arranged during the Marketplace, but there will not be any on stand talks, as they did not gain much traction last year.

It was agreed that a standholder's pitch session would be arranged for after the AGM in the same space. The session will be 30 minutes long and 5 standholders will be given 5 minutes each to present. The presentations will be limited to introducing exhibitions for the first time.

RB would like to 'bulk-buy' tickets for the commissioning seminar; **CD** and **RB** to arrange this.

AB and **CD** to contact MD providers about providing bursaries for organisations in their region to attend.

The following requests for TEG Marketplace and other leaflets were made. **CD** to send them on:

- **DA** Marketplace leaflets for the Working Internationally Conference on the 4th March
- **JBB** 30 of each leaflet
- **RB** e-version of Marketplace leaflet
- **NC** 20 of each leaflet

CD to distribute leaflets at the ERC18

ED to distribute leaflets at the Midlands Exhibitions Network meeting

4. Website / New Website Development

AB confirmed that we have moved into the 'support package' with SI, and that they provided 10 hours of additional support to reach this stage without charge.

AB described that until mid-Sept the auto invoicing was not working. Invoices are now being sent 4 weeks in advance, so the process should be smoother.

An ongoing issue is that corporate members cannot add their details directly via the website. Peter at SI is due to be dealing with this.

On the old website it was possible export member details. This is not working on the new site at the moment; **AB** working on this with **SI**, so we can access information about members in each region.

SI have been asked to confirm the hosting arrangements for the site, to ensure that it is hosted on Vidahost, rather than their own server, and to arrange for the domain to be paid for directly by TEG. This would allow for business continuity, should anything happen to **SI**.

It will not be possible to take online payments until the change of organisational status is complete. There is likely to be a cost associated with adding this feature.

AB to flag to members in a newsletter that they can have 4 sub-accounts via the website; members are not currently using this feature, as it is likely they don't realise it is available.

The management of the website going forward will be discussed at the away day. It was agreed that there is a need for paid technical management of the site, as well as regular and timely content management, to keep the site up-to-date and to add news items.

NC to issue a contract to **AY** to run until the end of March.

AY to report on how information about website-use that can be found via google analytics e.g. accessing manual pages, uses of professional development content, spikes in website access. It was discussed that the downloading of some resources from the website may have reduced because the resources are no longer directly accessible from the website homepage. It was questioned whether a featured event could be a resource; **AB** and **AY** to report back.

AB to continue to delete and tidy web data as part of her current contract.

It was agreed that **KL** and Dave Lewis were to be contacted and asked to take on a short-term contract in the early part of 2019, to review the website, check information is up to date and be proactive in requesting information to update etc. And to follow members and post new information on twitter. The contract would be for 2 days per month, with time to spent on these tasks each week; a total cost of £1,040 for the period.

NC to draft the contract and let **AY** know and **AB** and **CD** to review it.

If Dave Lewis agrees to this, he would be asked to monitor the time he spends on different tasks, and how he would recommend this work be approached going forward.

5. TEG at Large

It was confirmed that committee members attending the MA conference on behalf of TEG need to register. **AB** asked **CD** to bring business cards to have on the TEG stand at the conference.

MR to look in to when the Scottish and Welsh museums conferences will be in 2019, so TEG's participation can be considered.

6. Constitutional Change Update

It was reported that the working group of **JW**, **JBB**, and **DA** had been in discussion about how to progress and the constitutional change; the outcomes are summarised in the report circulated.

JBB lead a conversation about the timing of the constitutional change; proposing an away day to discuss TEG's strategic vision for the next 5-10 years, to inform the way its charitable objects are framed. This would be with a view of making the change at the end of 2019/early 2020.

DA stressed that the longer the TEG committee takes to change the organisational status the longer individual TEG committee members are liable. **CD**, countered that whilst acknowledging that this is true on paper, TEG has been operating for 30 years, has insurance and the appropriate checks and balances in place, so these risks are properly managed.

The committee agreed to the idea of an away day, and **CD** was asked to find a suitable date in advance of the 2019 AGM. This would help with the process of defining what success for TEG will look like over the next 5-10 years. The vision developed as part of the away day will be taken to the membership for approval at the next AGM.

It was questioned whether Louise Hesketh might help facilitate the away day. [This proposal was not subsequently pursued as **JBB** secured Tamsin Russell from the MA to undertake the role of facilitator, in her own time, on a voluntary basis.]

JBB and **JW** to draft an agenda for the away day, and the working group will continue to work on the next steps to take the constitutional change forward.

NP offered to share the River and Rowing Museum's 5-year plan

DA to post a query via the SSO network to see if any other organisations who have undertaken the same process would be willing to share their experiences and any advice.

NC noted that if TEG was to make an application for regular funding, it's work would need to respond to 5 ACE goals.

It was agreed that TEG needs a diversity policy, and that once a strategy has been established, Museum Detox could be contacted to see if they could provide any support with this, and that the job descriptions for all of the TEG committee officer posts need to be reviewed.

7. Preparing to Borrow and Professional Development Programme

It was agreed that **DA** or **AL** would deliver the Beginning to Tour training on the 10th April; **DA** and **AL** to let **CD** know, and the other trainers to be asked who would like to undertake the Economics of Touring Exhibitions training on the 10th April.

The potential to work with Momart, ICOM and MUSCON on an international touring training session was discussed. It was agreed that TEG would wait until after the changes to touring that Brexit will introduce are better known before developing international touring training. If training were undertaken in partnership consideration would have to be given to the cost sharing model, as professional development training would become less viable if income were halved.

In light of TEG's stable financial situation and higher than expected income from professional development activity in 2018, the three proposals for made by **CD** for investment in professional development programme in the associated report were agreed:

a. Revision of the 'Funding for Touring' resource.

Estimated cost: £600 (research) / £300 (design) - £900

Recommended consultant: Development Partners / Warm Bread Design

b. Updates to the Beginning to Tour training session presentation.

Estimated cost: £600 (3 days @ £200) - £600

Recommended consultant: A TEG trainer, working with **CD**

c. New: Commissioning Agreement Template and Resource.

Estimated cost: £2,000 (resource development)/ £800 (design) - £2,800

Recommended consultant: Cornwall Museums Partnership / Warm Bread Design

CD to take this work forward.

8. Membership

AB reported that membership levels are strong, there are:

284 active members
29 pending renewals

There have been an increased in corporate number, especially international corporates – there are now 30.

28 membership applications been received from organisations whose membership has lapsed for more than 2 years and they now wish to re-join.

Since the launch of the new website **AB** has received more membership applications from international organisations – who possibly believe membership to be free – who then don't follow-up and pay the invoice.

AB noted committee members who would follow-up lapsed members personally.

The role that adding a student membership tier to the ICOM membership options had, had in increasing membership numbers was discussed; it was agreed that it would be interesting to explore TEG student membership in the future, as it encourages students to become associated with TEG from the beginning of their careers, and that the membership levels and definitions should be discussed at the away day.

9. Marketing and Communications

As **KL** was unable to attend the meeting the discussion concerning a matrix and pricing for sponsorship opportunities was postponed until the next meeting, as **KL** was due to provide an outline.

10. Financial Situation / Budget

CD confirmed TEG's financial position is stable, with higher than anticipated income from professional development activity.

11. AOB

DA brought Vastari's recent research report on international touring to the attention of the committee. **DA** spoke with Bernadine at Vastari, who shared that 100 museums in the UK had responded to the survey. Access to the report is free to museums.

12. Date and location of next meeting

CD to send a doodle poll to identify a suitable date for the next meeting and the away day.

To be certified as a true record of the meeting.

Signed Nicola Coleby
Treasurer, Touring Exhibitions Group
Date 26 March 2019