



Present: Jason Williamson (Chair) – **JW**
Dana Andrew – **DA**
Nicola Coleby – **NC**
Charlotte Dew – **CD**
Katie Morton – **KM**
Ann Barnes, – **AB**
Alice Lobb – **AL**
Natalie Patel - **NP**
Maria Ragan – **MR**
Asako Yokoya – **AY**

Apologies were received from Emma Daker, Roz Bonnet, Karen Lewis, Sonja Kieilty, Julie Biddlecombe-Brown, Helen Jones and Janine Parrish.

1. Minutes of the last meeting

None

2. Matters arising from minutes

None

3. Working Group Update: Roles and Responsibilities (RB & AL)

The committee were asked to comment on the revised committee role and responsibility descriptions circulated by the working group.

DA noted that the Chair's role description involves a lot of 'doing', rather than overseeing, and questioned whether the Chair should have ultimate responsibility, but would delegate work to the committee and secretariat. The Chair role as it stands is more like an Executive Director's role.

It was questioned whether the role as laid out is what the committee wants, rather than what it has? It was noted that many of the tasks detailed are being undertaken by secretariat.

Action: RB and AL to ask each of the current post holders what they currently do, so this information can feed in to a further revision of the role outlines.

The role documents need to be ready for when TEG applies to be an ACE SSO; they can form a basis for assessing current capacity and how the SSO status can develop capacity.

It was agreed that the mismatch in the length of committee terms between the Chair, ordinary members and officers will be addressed as part of the change of constitution; this may also introduce a finite term for being a 'board member'.

Action: TEG to invite AIM to speak about being an SSO; action not assigned to a committee member.

DA questioned why the Vice-Chair role is not very specific/does not include much responsibility. And whether there was a need for the role was asked. It was discussed that the post has not been filled in the past few years. **JW** noted that it is good to have a Vice Chair, to chair meetings, when the Chair cannot attend.

The benefits of having two Vice Chairs were discussed; this could mean they each would have different tasks/remits and manage different members of the secretariat. And there would be two options for progression to the role of Chair. There is currently a lack of clarity about who is managed by whom.

Actions: Working group to draft two options for the Vice Chair and to ask JBB why there is a different term for the Chair and Vice Chair.

The approach and responsibility for TEG's strategic visioning was discussed; that the Chair/TEG committee do not necessarily drive the strategic vision for the organisation now, which differs from the way the ICOM UK committee works, for example. A mix of feelings were expressed; whether this would change in the future and the extent to which the secretariat are/would be part of the strategic vision was discussed. It was agreed this should be clarified in the role descriptions and as part of the move to CIO.

CD shared that she planned to step down as TEG Administrator, as soon as a replacement can be recruited, but will stay on as Professional Development Manager. She hopes that this will reduce the sense of blurred roles and overreach.

Action: AB and CD to review Administrator and Professional Development Manager roles, JBB, AL and RB to look at the Membership Manager role.

DA offered support advertising the Administrator role. It will ideally be advertised by June, when the job description has been finalised.

CD noted that there would likely be an uplift in cost, as the Administrator's role encompasses much more than the current job description outlines and has not kept pace with organisational changes; this is the same for the Membership Manager role. Both are still paid at a £130-day rate.

Working Group Update: Constitution (DA & JBB)

DA apologised that she had not checked the deadlines before agreeing to do this work; it has taken longer than expected as the constitution template was only supplied a PDF - DA had to type out 36 pages.

TEG must use the Charity Commission document and justify any changes, rather than starting with its own document.

It was agreed that the motion concerning the sharing of the changed constitution proposed by JBB, for voting at the AGM be slightly changed to:

The Committee seeks approval from the membership to allow the agreement of a new constitution, to be conducted via an online ballot of members. The new constitution is required, in the format and wording presented, to allow TEG to apply to become a Charitable Incorporated Organisation (CIO) as agreed at the 2018 AGM.*

Consultation – via a bespoke email – will be invited between the 1st and 30th Sept 2019, if the motion is passed at the AGM.

Action: DA to provide a quote for undertaking the work on the constitution in a paid capacity for TEG, for completion before the July committee meeting.

DA noted that it may not be possible for trustees (currently committee members) to do paid work when TEG becomes a CIO. This could affect trainers and the employment of family members or relations of the trustees e.g. Karen's husband.

NC noted that at Brighton Museum and Art Gallery they have a robust recruitment process that makes this possible. It was suggested that trainers could be observers rather than trustees. **Action: DA to share the clause concerning this with the committee.**

Corporate members Lewis Silkin will be asked to review the new constitution once it has been updated from a legal perspective. The changes made will be highlighted to make the process of having it checked straight forward.

Working Group Update: Decision Making (NC & KM)

The definition/magnitude of a decision requiring three committee members to sign it off was discussed, as well as the autonomy of the secretariat to make decisions when they have been given the mandate to do so in their job descriptions. If committee members miss a meeting, they may not be aware of a decision; MR suggested that committee members have a personal responsibility to engage with the minutes, so they are aware.

It was agreed that:

- A running list of actions will be created and maintained after each meeting
Action: NC to start this following the circulation of the minutes from this meeting.
- At committee meetings the Chair will summarise the decisions made and actions at the conclusion of each agenda point, so they can be recorded; a committee member will record these decisions in rotation at meetings, to be cross referenced with the minutes.

Action: Working group to review the decision-making document in relation to Roles and Responsibilities, CIO document, and actions template by next committee meeting.

Working Group Update: Meetings (KL & SK)

The proposal to circulate committee meeting papers two rather than one week in advance of a committee meeting was discussed.

CD questioned the shift, as so many committee members missed the one-week deadline for this meeting, which meant that many of the papers were circulated in separate emails, making it more time consuming for committee members to find/collate them, and ensure they have read them all.

CD also noted that when people do not attend a committee meeting it is unusual for them to email any comments in response to the papers, in advance of the meeting, to contribute to the discussion. ED was exceptional in this regard in relation to this meeting.

It was agreed that the committee will strive to move to the suggested circulation time; papers to arrive with the Administrator two weeks before the meeting and to be sent out 10 days in advance, except in the case of web stats and marketplace stats, where they will be less up-to-date if circulated earlier.

Actions: CD to circulate a firm deadline for papers to be submitted by and to share the template for papers.

Action: All to make the items for decision clear on the papers they submit.

Working Group Update: Induction (JP, NP & ED)

NP asked for feedback on the draft circulated. It was agreed that it is correct not to put full job descriptions in the pack and good to have a welcome letter from the Chair.

It was agreed that the pack will be sent out via email when people start on the committee.

Action: AB to confirm when TEG went international – i.e. first international member.

It was agreed that the pack should confirm the travel reimbursement policy, as it appears in the TEG policy documents on the website, and that it is specified that committee members are expected to contribute 6 days to committee work each year.

Action: Pack to be finalise by the working group (NP, ED and JP) by June, and passed to Catherine Livsey to be designed in the TEG format/brand.

DA asked if TEG timeline could be made available on the TEG website. It was agreed that a separate PDF will be created and linked to via a newsletter article on the website.

Working Group Update: Risk Register (JW, SK & MR)

JW circulated an example Risk Registers on the morning of the meeting.

Action: Working group to discuss the Risk Register, before JW leaves the committee, and share a draft at the next committee meeting.

MR outlined that the Risk Register needs to acknowledge and map internal and external risks.

It should be discussed at every committee meeting.

AB asked whether the strengths and weaknesses document from the organisational review could feed in to the Risk Register. **Action: DA to send strengths and weaknesses document to MR.**

MR may interview committee members to help establish the risks.

4. Marketplace 2019 Planning

It was noted that there is an outstanding action from ED to share the contact details for the Minerva Works tour.

KM will introduce the speakers at the pre-marketplace seminar.

NP will introduce the 5-minute-share speakers on both days.

Action: NC to ring Brian Cass, to chase his paper outline for the seminar, as this is stalling promotion; all other information has been received.

Action: KM to follow up with Hannah regarding a keynote talk on the Friday about the Leonardo exhibition programme.

MR is prepared to speak if keynote does not work out.

It was agreed that the Tax Relief talk will be moved from the Seminar day to the Friday at 2.15pm, following the keynote talk.

It was agreed that the Digbeth Dining Club will be used for evening meal on 2nd May, rather than the option previously discussed as this offers maximum flexibility and it will not be necessary to take a deposit. **Action: KM to email details to CD and AB; CD to send the information to those who have booked for the Marketplace via Eventbrite.**

AB confirmed that two tours of Thinktank have been added to the Friday programme.

It was agreed that the Marketplace non-member delegate rate would be kept at the amount agreed for early bird bookings, to encourage more people to attend.

5. Website / New Website Development

AB outlined that SI have confirmed that Stripe (the card payment system) cannot be integrated with the TEG website as it stands; there will be an extra cost. This is a change to the advice provided previously.

There are on-going issues with the website functionality; membership info is not coming up and down as it should. It was agreed that the corrections will have to be paid for out of the remaining customer support time, even though this functionality should have been part of the original site build.

The issues with corporate membership have still not been resolved.

CD suggested that it should be noted on the Risk Register that SI have not signed-over the new website domain name, and payment details yet. If anything happened to SI this would place the TEG website in a vulnerable position. These details were requested in September 2018.

The number of downloads of TEG resources from the website are not being recorded in google analytics. **Action: AY to ask SI about this, as this data is important for funding applications.**

AY confirmed that she has reviewed the website pages not gaining many views, as requested in the minutes of the last committee meeting; the newsletter pages are currently the least accessed.

6. TEG at Large – 2019 Opportunities

CD proposed forming an International Working Group to review and assimilate international activity. See AOB for further discussion regarding this.

The delegate pack inserts for the AIM conference have been booked; the TEG membership and bespoke training/consultancy leaflets will be circulated.

7. Preparing to Borrow and Professional Development Programme

Action: DA and CD to speak to new corporate members The Shipping Monster at the Marketplace about their sponsorship offer to develop an International Touring Workshop

It was agreed that the new commissioning agreement will be located behind the membership wall on the TEG website, as it has been funded through TEG subscriptions; it will be accessed through the research and resources area.

Action: AY to look at the logistics of adding the commissioning agreement and placing it behind the membership wall.

8. Membership

Action: AB to send contacts for people the committee agreed to chase about lapsed membership.

A small increase in the membership rates for the next financial year was discussed; it was agreed to keep the rates at the same level in the short term (£78/£160), and increase them when the membership structure is further reviewed.

9. Marketing and Communications

Action: DA to let KL know that there are alternatives to Hootsuite for twitter, which don't have the same associated costs.

Action: KL asked to contact LinkedIn, to say the current listing is not the official TEG listing and ask them to take it down.

Action: A strategic conversation about sponsorship to be included on the agenda for the July committee meeting.

10. Financial Situation / Budget

CD explained that income is set to exceed expenditure by approximately £3,000 for the current financial year. The shortfall in the renewal of individual membership subscriptions for the last quarter, should be made-up by payments in the last two weeks of the month. However, if this is not the case, the shortfall is covered by income that has exceeded projections for corporate and new ordinary members.

11. AOB

DA shared a letter from Manon Delaury regarding a new international touring platform she is developing. **DA** had suggested Manon write to TEG and ICOM UK, after an informal coffee, when she shared information about the TEO platform.

DA shared the potential list of benefits to TEG from involvement.

Actions: DA to forward letter to NC and invite Manon to the Marketplace for a further discussion.

It was agreed that the TEG international working group will comprise **DA, AL, NC** and **CD**. A date to meet/speak will be set after the Marketplace.

12. Date and location of next meeting

It was agreed that the next committee meeting would take place in London in July.

Action: CD to circulate a doodle poll to confirm committee availability and secure a venue.

To be certified as a true record of the meeting.

Signed

Jason Williamson
Chair, Touring Exhibitions Group

Date 22 July 2019