



<b>Present:</b>	<b>Nicola Coleby (Chair) – NC</b>	<b>Karen Lewis – KL</b>
	<b>Ann Barnes – AB</b>	<b>Alice Lobb – AL</b>
	<b>Julie Biddlecombe-Brown – JBB</b>	<b>Katie Morton – KM</b>
	<b>Emma Daker – ED</b>	<b>Janine Parrish – JP</b>
	<b>Charlotte Dew – CD</b>	<b>Natalie Patel – NP</b>
	<b>Alanna Davidson – AD</b>	<b>Maria Ragan – MR</b>
	<b>Amisha Karia – AK</b>	<b>Aaron Rossi – AR (co-opted)</b>
		<b>Asako Yokoya – AY</b>

Apologies were received from Dana Andrew, Roz Bonnet, Elena Saggers and Sandy Wood.

A response to the meeting notification was not received from Sonja Kielty and she did not attend the meeting.

**AK and AR** were welcomed to their first meeting, and the committee introduced themselves.

#### **1a. Working Group Update and discussion: Roles and Responsibilities (RB &AL)**

**Chair's role description:** Minimum number of days of voluntary needs to be added to the outline, **NC** suggested 15 days, but at the moment with all of the changes being undertaken 25 is more accurate. Details of who the Chair line manages also need to be specified in the role description. **Action: AL – final version to NC and CD.**

**Vice Chair's role description:** Role review noted as on going. **Action: KH to review and liaise with AL and RB.**

**Treasurer's role description:** Needs to be reviewed in view of line management responsibilities of the treasurer. **Action: JP to read and feedback to AL and RB.**

**Secretary's role description:** **Action: JBB to read and feedback back to AL and RB.**

**Membership Officer's role description:** Role is in the process of being updated as part of updating the Membership Manager's role update. **Action: AL – final version to NC and CD.**

**Marketing Officer's role description:** **Action: KL to review and identify what Dave Lewis does, what she does, and what is new and share with NC, JBB, AL and RB.** The legalities of Dave reporting to Karen were mentioned – Karen in a voluntary committee role, Dave in a paid one. It was believed that this was considered OK after DA looked in to it. **Action: CD to check last committee meeting notes to confirm this.**

**Events Officer's role description:** Pending - needs reviewing. **Action: ED to look at and share thoughts with AL and RB.**

**Publications Officer:** Vacant needs reviewing. Agreed that it would not be undertaken at this time, as it is not urgent.

It was agreed that the conversation about having two Vice Chairs, to share the workload load and provide further options for succession planning, will be put on hold for the foreseeable future.

Clearer reporting lines between the secretariat and members of the committee will help with a better understanding of responsibilities for secretariat appraisals.

It was agreed that the Web Manager role will be line managed by the Vice Chair.

**AL** outlined that the update on the recruitment to the Administrator (now Co-ordinator) post is included in the paper circulated. The interviews have been delayed until September to allow for a longer application period, as the advert coincides with holidays. Candidates will be interviewed on the 12<sup>th</sup> September by **NC, JBB, AL** and **AB** at the Barbican. **CD** will meet candidates after the interview for a coffee, so they can ask questions in a more informal setting. **Action: KL will send out a special newsletter advertising the role by the end of the week; AL to provide the content. Action: AL to prepare and circulate draft interview questions.**

It was agreed that an additional two days will be added to the new Co-ordinator's contract and **CD** will be paid the same additional amount to cover the handover period.

The issue of the handover of financial controls was discussed but not concluded. **CD** noted that it is not possible to give the new Co-ordinator autonomy to make payments under a certain amount as suggested by **DA**; once the online banking codes etc. are passed over, the Co-ordinator would be able to make payments of any amount. It was agreed that secretariat payments would be made by monthly direct debits going forward, to reduce the administration of invoices etc.

**Professional Development Manager's contract:** **AL** outlined that the contract needs to be drafted based on objectives agreed at the February committee meeting. **Action: AL to create a draft and share it with NC and CD for input.**

The merits of appointing a Professional Development Officer were discussed. **AL** outlined RB's feeling that it would be appropriate given the emphasis and resources TEG has put behind this area of activity. It was noted that as it is the role to which the highest number of paid days are allocated, the Officer role is less essential to supporting the work of the Manager. It was agreed that the Chair would remain the Professional Development Manager's line manager for now – as management of the Professional Development Manager requires strategic input – and a firm decision would be postponed for the moment.

**Membership Manager's role description:** **AB**'s contract has been redrafted and updated. The draft has been shared with **NC, JBB** and **CD**. The committee agreed that 42 days would be allocated to the contract, and that this number would be reduced if the marketing responsibilities were passed over to the new paid Marketing role. **Action: AB to keep a log of time spent and feedback at the next committee meeting.**

The committee agreed to:

- Back-date the new rate of pay (£150 a day) for the Secretariat to 1<sup>st</sup> April for 2019.
- To round-up the number of days for the new Co-ordinator to 40 days.

**Technical Web Manager:** **Action AL to share draft with AY for feedback.**

**Marketing and Communications role (part of the secretariat):** **AL** and **RB** have started to draft this role description on the basis of the meetings and conversations with the Administrator and Membership Manager, and review of other roles. It was agreed that a responsibility of the new role holder, on taking up the post, would be to write a Marketing and Communications strategy. The paid days for this would be in addition to the main contract. **Action: AL to send the draft role description to NC, JBB, KL and CD for input.**

It was noted that the secretariat and committee member's GDPR responsibilities should be described in each of the role description, replacing the section on data protection. **Action: AL and RB to amend these sections of the role descriptions or add as necessary.**

#### **1b. Working Group Update: Decision Making (NC & KM)**

Some items concerning decision making were covered in the pre-committee meeting strategic discussion, such as the number of committee members/trustees needed to be quorum.

**KM** outlined that the new CIO trustees will be able to pass on responsibilities/powers to working groups, and recommend that the trustees should define what powers any new working group can have, when they should

defer back and what decisions can be made. Further that each working group should include a senior committee member; the person with the most relevant experience. It was discussed that it may not be necessary for working groups to be this formalised; firm actions were not agreed [the Chair has subsequently suggested that this be revisited in 6-12 months].

**AK** asked whether there are terms of reference for forming a working group; this would be usual in her experience.

**NC** explained that usually when a working group is formed it is response to an immediate need and less formalised, and that the committee has not been very good at setting dates and actions for the working group to feedback on until recently.

**AK** outlined that usually a sub-committees/working groups all have terms of reference.

It was noted that the committee meeting minutes now have a template for recording the agenda items, actions and report back date/deadline at the end, for clarity. It was agreed to change the report back date/deadline to a series of milestone dates where appropriate.

#### **1c. Working Group Update: Meetings (KL & SK)**

**KL** noted that the distribution of committee meeting papers 10 days ahead of the meeting date – as agreed at the March committee meeting – had worked in the main. **KM** found it useful to receive a reminder of when the papers were due to help meet the deadline; this practice will be continued.

It was agreed to retire this working group.

#### **1d. Working Group Update: Induction (JP, NP & RB)**

The new induction pack has been written, edited and designed.

**AK** fed back that it is the best she had received/read, but would like to have received it earlier; this will be possible going forward.

It was agreed to:

- Add a list of the previous Marketplace locations to the Induction Pack. **Action: AB to produce list.**
- Review and update the pack once a year; TEG Coordinator and working group to manage update

**JBB** volunteered to write the actions list based on the meeting minutes for this meeting; **NP** will undertake this for the October meeting.

#### **1e. Working Group Update: Risk Register (SK & MR)**

This has not been taken forward due to Jason Williamson leaving the committee. **Action: MR to take forward with support from KL.**

### **2. Marketing and Communications**

TEG's use of social media was discussed. **NC** suggested that the Facebook page could be used, and it was discussed that twitter and Instagram are potentially more used by the sector. It will be part of the new Marketing and Comms role to explore the best use of these platforms and take this forward as part of the new Marketing and Comms role/strategy.

**AL** has sorted out the access issues with LinkedIn and is working with **KL** to update the header; a header was commissioned using the TEG brand from Catherine. It was agreed that one should also be commissioned for Twitter.

**KL** noted that Hootsuite can be used to programme content for all social media platforms, but you don't do the same posts for each.

**NC** noted the launch of TEO – Touring Exhibitions Organisation – by Manon Delaury, a former TEG committee member. It is a platform for the promotion of touring exhibitions, bearing some similarities to Vastari, but is cheaper to join. It has a long list of exhibitions, and in part its approach/language mirrors that of TEG.

The similarity in the name (TEG/TEO) and the logo have led to two instances of confusion/misalignment of the organisation. The key difference between it and TEG is that it does not have links To ACE or Art Fund, or receive funding from such organisation. The potential to link with TEO, proposed by Manon, has been put off by **NC** for now; with a view to seeing how things develop.

It was agreed that it would be good to have a featured exhibition on the website, to assist in promoting the exhibitions available. **Action: AK to explore what is possible and feedback.**

It was discussed that a list of sponsorship opportunities is needed, and it would make sense to link this to a review of the membership tiers and categories, as corporate members in particular could be engaged, in view of interested expressed recently by a number of corporate members. **Action: AB and RB to consider this as part of a review of the membership categories, drawing from the UKRG corporate membership structure example.**

Advertising via the newsletter was discussed. It was agreed that this opportunity needs to be capitalised on, but there should not be more than one advertorial/advert per newsletter. **Action: KL to produce an outline of how members and non-members can place adverts, the costs and format the content should be supplied in etc. and circulate for input/approval.**

### **3. Website / New Website Development**

**AY** outlined the issues that had been overcome after TEG exceed its storage limited with TSOHOST. A larger, 24-month hosting package was agreed and paid for, which will prevent the problem from reoccurring. The issue of a payment being requested by SI for hosting has also been resolved. The invoice was sent in error; SI were/are not hosting the site.

It was agreed that a further 24-hour support package would be purchased from SI – there are inconsistencies in what has been charged for and what has not on the register of time used previously, but requesting clarification may not work in TEG's favour, so it was agreed not to pursue this. **Action: AY to confirm with SI that TEG would like to purchase the support package.**

**AY** confirmed that it is still not possible to track download numbers. **Action: AY to send an urgent message asking that this is remedied, as the data will be required to support any future funding application.**

The web statistics show that referrals from other websites have gone down, most likely due to the change of URLs for TEG resources following the launch of the new website. It will be one of the tasks of the new Marketing and Comms role to find and ask that any such links are fixed and to encourage referrals from other sites.

### **4. TEG at Large – 2019 opportunities**

It was agreed that TEG should have a stand at the Networks Hub, at the MA conference in Brighton, from the 3<sup>rd</sup>-5<sup>th</sup> October. **Action: CD to confirm that TEG would like a stand with the MA.**

**AB** to manage the stand. **AK** volunteered to help on the stand. **Action: AB to check whether DA, RB and MR are attending and if they would be able to help run the stand.**

[N.B. It has subsequently been confirmed that the MA are not having a Networks Hub area at the conference this year, so this plan cannot be taken forward.]

### **5. Preparing to Borrow and Professional Development Programme**

The committee agreed that both of the options for developing new training workshops – a commissioning agreement workshop and an international touring workshop – outlined in the report should be pursued. **Action: CD to ask DA about her availability to develop the commissioning agreement workshop, along the lines of the partnership agreement one, as she wrote the resource. And to ask DA in her ICOM capacity about what a partnership could look like for the international touring workshop.**

Concerns about corporate member The Shipping Monster as potential collaborators on the international touring workshop were expressed, based on their comments about Momart during the Pre-Marketplace Seminar 5-Minute-Share.

**Action: CD to ask Momart if they would be willing to schedule an airport training day for TEG members.**

## **6. Membership**

**AB** outlined that membership levels are being sustained.

It was agreed that membership rates would not be increased this year.

## **7. Marketplace 2019 Review**

A decision on the maximum number of corporate stands at the next Marketplace was delayed; there was high demand for corporate stands in 2019, but some evaluation reflected the feeling that there were too many in proportion to organisational stands.

It was discussed that the National Programme Managers in many of the national museums are reviewing their regional strategies at the moment, so this may explain why they are not attending the Marketplace. **Action: AB to consider how to sell them the benefits of attending.**

As there had been a small increase in the number of non-members attending the Marketplace in 2019, it was agreed to continue with the lower non-member delegate fee.

Locations for the 2020 Marketplace were discussed. The Hepworth, Leeds City Art Gallery and Home or the People's History Museum in Manchester, as well as Edinburgh, were proposed. **Action: AB to enquire about all proposed venues, excepting Edinburgh, which AD will report back on.**

Of the potential dates proposed for the 2020 Marketplace, 23/24 April and 30 April/1 May were agreed as preferential. **ED** cannot be available on the 21/22 May.

It was noted that the financial success of the 2019 Marketplace was due to the discounted catering and room hire rates negotiated by **KM** and that these costs will play a large part in assessing the feasibility of the 2020 venue.

## **8. Financial Situation / Budget**

**CD** reported a positive financial situation; TEG made a surplus of approximately £4,000 in the last financial year, income from membership continues to be maintained, and from the professional development programme.

It was noted in response to **DA's** suggestion that TEG should open a savings account, that it has one, and all funds are diverted there until required.

## **9. Minutes of the last meeting: Matters arising**

None

## **10. Any other business**

None

## **12. Date and location of next meeting**

It was agreed that the next committee meeting would take place in Manchester in October.

**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**

**Nicola Coleby  
Chair, Touring Exhibitions Group**

**Date 26 November 2019**