



Present: Nicola Coleby (Chair) – NC
Karen Lewis – KL
Aaron Rossi – AR (co-opted)
Julie Biddlecombe-Brown – JBB
Alice Lobb – AL
Roz Bonnet – RB
Elena Saggars – ES

Katie Morton – KM
Ann Barnes – AB
Janine Parrish – JP
Dana Andrew – DA
Emma Daker – ED
Charlotte Dew – CD
Andrew Deathe – AJD

Apologies were received from Asako Yokoya (AY), Natalie Patel (NP), Maria Ragan (MR), Alanna Davidson (AD), Amisha Karia (AK), Sonja Kielty (SK) and Sandy Wood (SW).

AJD was welcomed to his first meeting, and the Committee introduced themselves.

1. Review of Action Register from July meeting

1a:

Chair's role description signed off and sent to AL

KM sent comments to AL, happy with status quo for Vice Chair role description.

JP has reviewed treasurer's role description and sent it to AL. This role shouldn't need change with CIO status. Annual accounts are currently verified not audited so they aren't signed off (CD). After changing to CIO status, the accounts may need to be signed off by chair and treasurer and the role descriptions will need to reflect this.

Secretary role not signed off yet but ready. **JBB to forward to AL**

Membership Officer role written and ready to sign off. **RB and AB will forward it to AL**

Marketing Officer role description needs discussion, as there is no current job description for a Marketing Officer, just a task list from 2014. David Lewis has done more with social media recently and this is something that needs to be factored in to the Marketing Manager job description. Engagement levels vary according to what events we're doing etc. We should ensure that we lead rather than follow with social media, writing our own posts as well as forwarding and 'liking' those from others.

As a paid Marketing Manager post is being created, we should ensure that it is a dynamic and pro-active role (NC). Can we have the job descriptions finalised by January? **KL said we should review her role (Marketing Officer) alongside that of the paid Marketing Manager role and she is happy to do so.** DA talked about what ICOM do and the fee paid to their marketing staff.

There was discussion on whether we need a marketing strategy before appointing the paid role. It was agreed that this should be one of the Marketing Manager's first tasks but that recruitment should be made first. We should have a handover / briefing day / half day when the new person is appointed. It was agreed that job descriptions should be prepared for the paid and unpaid rolls (**KL and DL** to make initial drafts to send to RB and AL). **RB to send older version to KL**

CD had not been able to find clear statements in previous minutes which divided the roles of the voluntary and paid marketing roles.

ED had reviewed the role of Events Officer with AB and they had substantially rewritten it. **ED will submit new written version to AB and AL.**

As an aside at this point, NC confirmed that it was agreed previously but the Committee that officer roles among Committee members would now be standardised to three-year appointments. After this the members may stand for the role again for another three years, but they must step down from the role after that (after three years they would be eligible for re-election if desired)

The paid Coordinator post had been advertised, interviewed for and offered to AJD for a six-month probationary period from 1st November.

Work on updating the wording of the contract for the Professional Development Manager is ongoing. **CD will return it to NC with comments.**

The workload for the Membership Manager is being tracked and seems fair within the allowed number of paid days (AB).

AL has written the job description for the Technical Web Manager but Asako is standing down at the end of Dec 2019. Recruiting quickly will be difficult but NC is talking to some people about how to do it and about finding interim cover in the gap between Asako leaving and a new appointment being made. It was suggested that Museums Computer Group could be a source of advice as well. CD said that Asako needs to do a handover - at least a document and preferably a meeting with the new post-holder. **NC to talk to AY about this.** It was agreed that Asako should provide a statement on what she does before the writing the job advert and that we could ask her to help interview candidates. **NC to talk to AY**

Work on including specifications for GDPR responsibilities in all secretariat and Committee roles is ongoing. **AL and RB to add these responsibilities to all role descriptions.**

1d:

AB has produced a list of previous Marketplace venues.

1e:

The Committee reviewed MR's supplied Strategic Risk document.

It was agreed that it would be useful to do a skills audit of secretariat and Committee members now before applying to become a CIO **NC to coordinate.**

We also need to review the capacity for Committee members to carry out the workload that TEG puts on them beside their day jobs (JBB).

Website needs to be mentioned in MR's Doc, for example accessibility (AL), **KL will check on legal requirements for this.**

Under Operational Risk, 'staff' should be made clear as referring to both secretariat and Committee members, with best practice for recruitment and training of all.

Under finance, we should record membership income and running costs, currently under review.

External risks should consider competition from commercial organisations. It should consider a code of conduct for Committee members, especially those from commercial operators, to prevent syphoning of ideas and members.

Should possible changes within Surface Impression (IT provider) be recorded as a risk to the organisation and to the website? (JP)

It must be made clear that TEG is NOT an 'employer' and that word should be removed. The secretariat roles are freelance contracts. (DA)

We need to separate compliance for various things – PL insurance, GDPR, contractual organisation – into separate risks for consideration (DA).

MR to update according to the above instructions.

2:

The action point to explore featuring exhibitions on the website had the wrong initials next to it. With the imminent departure of AY this is now not happening. It is something to revisit once new Marketing Manager and Technical Web Manager are in post.

Discussions for sponsoring the website are ongoing. **AB and RB.**

KL prepared a discussion document on advertising in the newsletters. This was discussed and there was agreement with KL's proposal that the opportunity to advertise should be open only to members at first, then members and non-members with differing rates. Adverts can be for exhibitions or products.

We need to have disclaimers that we won't host ads for organisations in conflict with TEG or its principles. **KL to benchmark costings, and write up terms that were discussed**, such as limits on the number of adverts per member organisation etc. If adverts were included at the bottom of a newsletter then we could have more than one per issue. Care is required however, not to upset TESS's current advert, which we carry in return for them supporting Professional Development (CD)

Should we have different rates for corporate and non-profit members? (CD) This was thought to be something to consider for the future, once the basic idea of adverts was up and running.

We should have separate newsletter for the Marketplace each year. (CD) This was agreed.

3:

AY has confirmed with Surface Impressions that TEG would like to purchase a 24 hour support package. She has also sent Surface Impressions an urgent reminder that data relating to download numbers needs to be tracked to support future funding applications. NC undertook to contact Peter Pavement (SI Director) to chase re corporates being able to upload images as this is outstanding despite repeated requests.

4:

A TEG stand was organised at the MA conference in their Networks Hub.

5:

CD will speak to DA about organising the commissioning agreement workshop and will be able to report on progress in the new year.

CD has spoken to MOMART about an airport training day at their new warehouse facility but at the moment they are not keen. It will be followed up again after Marketplace 2020 **AB and CD**

7:

AB has looked at attracting programmes managers from National Museums to the Marketplace. She will monitor how successful this has been at Marketplace 2020. **AB**

AB has secured People's History Museum Manchester as the venue for Marketplace 2020. Further report below.

12:

Doodle polls were circulated for the November (CD) and January (AJD) Committee meetings.

2a. Working Group Update: Decision Making (NC & KM)

We think we've gone as far as possible with this and will review in 6 months after moving to CIO status. (NC, KM) Statements to empower the secretariat to make decisions will be included and the final Decision-Making document will be uploaded into the Policy documents folder of Dropbox **NC & KM/AJD**.

This item will now be removed from the Committee meetings' agenda until after we have obtained CIO status.

2b. Working Group Update: Meetings (KL & SK)

Work is now concluded, to be removed from next agenda.

2c. Working Group Update: Induction (JP & NP)

Work is now concluded, to be removed from next agenda.

AJD will update the Committee structure page of the induction document to reflect changes in the secretariat and to include the new marketing manager role.

2d. Working Group Update: Risk Register (SK & MR)

To be kept on the agenda, see information at 1e, above.

2e. Membership pricing review

AB and RB have been looking at the costs we need to cover and whether or not the membership fees do that. In the January meeting they will table new fee rates, and possibly new categories for individuals and organisations, also looking at the corporate offer. Corporate members are generally supportive of TEG's work now. Several options are to go before Committee and then the chosen option taken to the AGM in April/May 2020 for a membership vote. **AB & RB**

3. Progress on drafting Constitution and CIO application (NC & JBB)

At the last meeting we discussed having both trustee and ordinary Committee members (NC) DA has since pointed out that this is not possible as it would require two separate sets of **By Laws (Rules) to accompany the Constitution**. Finalisation of the Constitution has thus been delayed and **NC will now talk to a similar organisation that has been identified to enquire about the structure of their Committee. NC will also to contact a specialist solicitor for advice about this and who will read the Constitution and comment for us.**

Feedback for the proposed structure will be by email from all the Committee, to move things along more quickly. There has been lots of discussion but little progress! (JBB) Neither NC nor JBB have the time to devote to the work to see this through, and once the Board structure has been determined finalisation of the Constitution will be contracted to a freelancer. **JBB and NC will circulate a proposed structure in the next month after advice has been taken.**

4. Website / New Website Development

Surface Impressions need chasing to complete the items that members should be able to add to site but currently can't. **AB will speak to them again.** With the resignation of AY, it is important that a handover is organised and that passwords Asako uses are recorded. **NC to follow up.** JBB proposed that we should thank Asako with card and a plant. **NC to organise.**

Should we change all the passwords? (RB) To be looked at when the new Technical Web Manager is in post. AY manages all the email too, we need someone in her place quickly if that isn't to be at risk. (CD) **NC to talk to AY face to face to get information.**

AY's current contract is until the end of December 2019, so her resignation would fit in with not renewing. (KM)

There is a lot of work to be done on broken links from sites that refer traffic to us. CD has found 16 sites that link to the now disused teg.co.uk address and don't complete an automatic referral to touringexhibitionsgroup.co.uk. Someone needs to contact all of the relevant website managers to ask them to make changes. **NC to ask AY to do that in December.**

CD commented that the accounting of numbers of downloads from the website seemed to be inaccurate (CD). However, this is because the reporting period is only 18 days. When the next report is provided we can review the situation again.

5. Marketing and Communications

KL sent a report on tweets, LinkedIn and responses to newsletters, including how many are opened and what is engaged with. RB asked if data can be in a table, **KL to provide in this format at the next meeting.**

Can we have details of engagements with tweets as well as impressions in the report? (RB) **KL to provide this at the next meeting.**

Can we know hashtags for events in advance please? (DA). Yes, when we have a Marketing Manager to promote this it will be a part of their role (CD).

A Christmas-themed header is needed for the newsletter. **KL to liaise with Catharine Livesey at Warmbread design**
Who should sign off Christmas card? (KL) **KL to send to NC**

6. TEG at Large – 2019 opportunities

Museums and Heritage Show have approached us again regarding a stand at their event (CD). Committee agreed that the date was too close to Marketplace 2020 and we should skip it again.

What about the AIM show? (AB) It is expensive, so the Committee agreed we would do delegate pack instead. (CD)

Thanks to all who helped out at MA show. (AB)

Next AIM event is in the Wirral. IT was discussed that we should arrange a meeting with Emma Chaplin at AIM to discuss closer working and quid pro quo arrangements. **CD to ask NP, who knows Emma, to do this**

CD had attended the MUSCON meeting in October on behalf of Goldsmiths, but there were no opportunities to expand membership.

DA is happy to include TEG leaflets at ICOM 2020 Working Internationally conference at Leeds City Art Gallery on 12 March 2020 in exchange for ICOM leaflets being placed at TEG Marketplace. KL also volunteered. **KL and DA to coordinate.**

7. Preparing to Borrow and Professional Development Programme

CD reported and recapped. The most significant activity was the 'Sharing Collections Symposium at the Natural History Museum on 15 November. Art Fund and ACE both want to work with us again and the Weston Fund has been renewed for three years. Art Fund have 2 applications a year now, so we can spread out the 'Preparing to Borrow' training across the year. **CD will update again in January.**

The 'Tactile Access' sessions had 24 attendees at each. This is already a profitable activity but we could increase the fees slightly to benefit from that popularity. Catering is expensive (£20-25 per head) and we need to make sure we cover costs. Fees are currently £55 and £75 (members and non-members), CD suggests raising it to £65 and £85. Do we need to meet at Museums or are other venues cheaper? (RB)

Visiting a museum venue is also an incentive to attend. (ED) We do provide free places in return for free venue hire, which can offset costs. If we use a non-museum venue, they wouldn't be likely to want to send a delegate and we wouldn't get a free room(CD)

Do we need to provide lunch? (RB)

If we don't provide lunch, we'll lose the networking aspect of the event. (CD) But if food prices increase in the future we should review. (RB) London catering prices are eye-watering. (CD) DA suggested Arts Catalyst near Kings Cross as a possible venue.

A £10 increase in rates seems reasonable. (KL) **Committee agreed to CD trialling the new fees in first months of 2020.**

The recent 'Effective Exhibitions' event in Belfast has led to idea for interpretative planning training. **CD to work up a plan.**

Requests for consultancy have been picked up. **CD to report at next meeting.**

8. Membership

AB ran through the list of former members who have not paid fees recently and asked if anyone on the Committee who had contacts in those organisations could follow them up. **AB to send AJD list on who is contacting who, AJD to circulate.**

Older records of members who haven't re-joined are to be deleted by **AB**, other than three or four that will be contacted from above list.

This led to a discussion on the time limits for retaining membership data. We need a decision on how long we keep the data. (AB) NC proposed one year. AB will export lapsed members to a spreadsheet and only retain

organisation names, not contact details. We should update TEG privacy policy. (CD) The current policy says we retain 'temporarily' but gives no specific time. **CD to change to '12 months'**

A review of Membership categories and fees is ongoing, see 1.2e above. CD suggested producing a separate leaflet for Corporate membership. **AB to look at this.**

9. Marketplace 2020

Dates for the Marketplace 2020 are confirmed as Thursday 30 April for the seminar and Friday 1 May for the marketplace. (AB)

By email the Committee has approved People's History Museum in Manchester as the venue for Marketplace, Seminar and AGM 2020. AB and AJD met with Sarah at PHM to discuss arrangements, look at rooms, plan a preliminary layout for stalls and discuss catering requirements. Catering costs are expensive, so we are still negotiating the details with PHM. (AB)

NP had sent suggestions for discussion ahead of the meeting. She is worried that 'International Touring' could exclude some members, who don't engage in that activity at the moment. RB and ED asked if 'sustainability and environmental awareness' could be the theme? The sustainable exhibitions group at V&A trying to reform. (RB) **CD- to contact them.** We discussed whether we should look at exhibitions covering environment issues rather than the issues of producing sustainable exhibitions, which has been covered before and which some of the Committee felt was often a very dry subject. DA suggested Henry McGee as keynote speaker. **DA to send to CD to contact.**

There was some discussion on combining international touring and environmental themes. AL suggested combining the two. AJD asked if it would be better to keep the two subjects separate rather than use up two good ideas in one year? Discussion among the Committee went towards sustainability as the theme for 2020 and borders/international for 2021.

CD- asked if anyone has ideas for programme please send them ASAP.

NP offered by email to manage '5-minute share' programming. This was welcomed. **NP to coordinate.**

We must make sure that what we do for MP is sustainable and aware, i.e. paper bags for delegate packs. (RB) Or do we do delegate packs at all? **ED to supply link for paper bags to AB, who will investigate how we present delegate packs.**

ED surveyed nearby venues for tours during Marketplace, and there are many within 15-20 minute walk of PHM. AL has connection at Manchester Art Gallery, which could be possible for a drinks reception, NP has a connection at the football museum. PHM want £90 for a tour, also still in discussion. (AB) **AL and NP to pass details for contacts to ED. ED, AB and NC to decide on final choices.**

ED said that the evening dinner wasn't well attended in 2019 and she will explore options for 2020.

ES has an event in early Feb, **AJD & AB to see if leaflet can be drawn together in time** to promote Marketplace at the event.

Hopefully MOMART will sponsor the event again. Still in discussion. **AB to continue.**

Attendance fees are to increase this year. After some discussion on prices it was agreed that **AB would discuss with CD, NC and AJD and then should send round prices for email agreement.**

Anyone with contact in sector newsletters for advertising the event please forward details to AB. **All to contribute where possible.**

10. Financial situation and budgets

Everyone happy. Budgets seem to be on track for the year and latest quarter. (AJD)

11. Minutes of the last meeting

Agreed as accurate **NC to sign off**

12. Any other business

Personal info for coordinator candidates to be kept for twelve months then deleted. All candidates were asked and gave their explicit agreement to this. (NC)

Travel expenses for Committee members. (NC) Currently Committee members can be reimbursed for 50% of travel expenses if they travel over 200 miles. The employers of some members are now not paying expenses for attending TEG Committee meetings and there is a worry that this could restrict people from partaking. **NC will review accounts with CD and AJD to see what costs have been in the past and whether or not we can raise the rates or lower the threshold.** DA suggested that we could we do one meeting a year by phone/skype but this was not widely considered as practical.

AJD asked if he could do the action log for this meeting, to help improve his grasp of TEG business. **AJD to complete log and circulate with minutes.**

13. Date and location of next meeting

It was agreed that the next Committee meeting would take place in London on Monday 27 January. Catalyst Arts Centre, Wellcome Institute and the Canal Museum near Kings Cross were suggested as possible venues. **AJD to investigate and book a venue.**

To be certified as a true record of the meeting.

Signed

Nicola Coleby
Chair, Touring Exhibitions Group

Date 26 January 2020