



Papers sent to:

Nicola Coleby (Chair) – NC	Aaron Rossi – AR
Katie Morton – KM	Sonja Kielty – SK
Julie Biddlecombe-Brown – JBB	Alanna Davidson – AD
Emma Daker – ED	Karen Lewis – KL
Roz Bonnet – RB	Natalie Patel – NP
Elena Saggars – ES	Maria Ragan – MR
Amisha Karia – AK	Dana Andrew – DA
Janine Parrish – JP	Ann Barnes – AB
Alice Lobb – AL	Charlie Alexander – CA
Sandy Wood – SW	Charlotte Dew – CD
	Andrew Deathe – AJD

The 'meeting' was carried out virtually, with no physical meeting because of COVID-19 restrictions. All participants were sent an Agenda and papers as per normal, but asked to discuss them and comment via email. These minutes are constructed from those comments.

1. Review of Action Register from November meeting

1.1a

RB has revised and uploaded the Marketing Officer role description to Dropbox. Marketing Officer and Marketing Manager roles commented on by KL and NC, to be finalised by RB and AL.

NC to forward Professional Development Manager role description to RB who will then upload it to Dropbox.

Instead of advertising for a new Website Manager during the COVID-19 pandemic lockdown, NC asked the committee if they would give their approval to CA being appointed to the position for a further 12 months, from the end of her current temporary contract, which expires on 30 June 2020. The motion was unanimously passed. **AJD to create new contract and obtain signatures from CA and NC Website Manager has been revised by RB and AL, still needs to be finalised before passing to AD for updating and issuing to CA.**

1.1d

AB has not forwarded the list of previous Marketplace venues to the committee as the venue for Marketplace 2021 will be People's History Museum, Manchester, where the cancelled 2020 event was due to be held.

1.2

Sponsorship of the website is an ongoing discussion. **AB and RB to report at next meeting.**

1.2c

AJD sent the new committee structure to everyone.

1.5

CD met with Dana Andrew on the 9th March to discuss the development of the two new TEG professional development workshops – a Commissioning Agreement Workshop and an International Touring Workshop. DA has capacity to undertake the work over the summer 2020 period. A November 2020 deadline for the Commissioning Agreement Workshop was agreed and a March 2021 for the International Touring Workshop. These workshops will be programmed for 2021 in alignment with all of the other re-programming that the COVID-19 situation is causing.

Talks with Momart about a visit to their new Heathrow warehouse have been put off for the foreseeable future because of COVID-19 (CD and AB)

1.6

We have delayed asking Emma Chaplin from AIM to talk to committee while we deal with the COVID-19 situation.

1.7

The Art Fund have offered a Curatorial Network Grant of £4,750 for Charlotte to develop digital platforms for TEG's PD programme and to deliver and evaluate the project between June 2020 and June 2021.

Trialling of new fees for the training programme has not been possible with the curtailing of the programme and will be revisited once we are able to resume training session held in a physical location.

1.8

AB to delete records of former members who have not rejoined.

CD to update TEG privacy policy to say that membership data will be deleted after 12 months if membership has lapsed.

AB to review need for separate Corporate Membership leaflet.

1.9

While some promotion of Marketplace 2020 took place, most of what was planned became unnecessary as the event was moved to 2021.

1.12

NC has deleted all personal information from Coordinator role candidates.

1.13

Minutes from January's meeting were amended where required and signed by NC.

2

The risk register was updated and circulated by MR

3

The CIO Constitution was circulated to all committee members, comments were taken on board and amendments made where necessary. The document was then made available to all TEG members and a vote was taken on whether or not to adopt it. (See below)

The review of Committee attendance is still to be done – AJD and NC

4

We do not appear to have received an article on using the TEG website to source a commercial supplier. A volunteer is required please.

Charlie Alexander has been looking at broken links on the website and repairing them.

A link to MOMART from their logo on the Marketplace page was created before the event was cancelled.

5

RB, AL, KL and NC are creating a role description for the proposed Marketing Manager but recruitment to this post is on hold for 2020-21. Financial unpredictability caused by the COVID-19 situation means that TEG is not currently in a position to introduce the post. Marketing work will carry on as it has, under the direction of the Marketing Officer (KL), and with the assistance of David Lewis on the e-newsletter.

6

All promotional opportunities for the Professional Development programme were ended due to COVID-19. CD will investigate online opportunities for the time being, but all committee members are asked to let CD know when possible speaking opportunities may arise in the future.

7

CD was unable to make the meeting and has been asked to report on her discussions with Arts Council England and the Art Fund at the next meeting.

Other matters in the actions table are covered in section 7 below.

8

Committee members are reminded to let AB know of any feedback they have had from people they have been asked to contact. If contact has not yet been made, please refrain from doing so during at the moment, as it was decided to pause the activity during the COVID-19 crisis.

Investigation of options for revised membership fee structure, for presentation to Committee, is ongoing – AB and RB.

Review income from sponsorship and grants for the last 8 years (approx.) has not yet taken place - AJD, CD and AB

9

The majority of activities to prepare for the Marketplace 2020 were carried out but the results not realised as the event was postponed until 2021. It is hoped that the same speakers, tours, and activities can be booked for next year, as the venue remains the same.

Bursaries to attend Marketplace 2020 were to be made available, thanks to sponsorship from Blue Tokay. Although the event was cancelled, Blue Tokay agreed that the money (£1000) could be held by TEG to be used for Marketplace 2021.

10

A finance sheet with corrected formulas was sent with the papers for this meeting.

AJD has produced a new finance sheet which has clearer headings to help monitor spending and income over 2020-21. NC, JP and NP have seen the new budget for 2021 and approved it. The layout of the finance sheet will be reviewed again for usability March 2021 – AD

AJD has contacted Jon Benjamin regarding the financial auditing we will require as a CIO. Jon has seen last years audited accounts and confirmed that they meet the necessary standards. On future accounts auditing he said 'CIOs have to file accounts, a trustees' annual report and an annual return with the Charity Commission, but not with Companies House (as non-CIO companies have to do). Filing is done online and you will be contacted by the Charity Commission and asked to complete the annual return once you have filed the accounts. It's really just a confirmation of the details of the trustees and other details like that.

As for the accounts themselves, yours look to be pretty much what would be required in terms of detail. For a CIO, accounts have to be done on an accruals basis in accordance with the charities Statement of Recommended Practice; they must contain a balance sheet, a statement of financial activities and explanatory notes. SORP also sets out what narrative details must be included in the trustees' annual report; things like risk management, reserves policy and so on. Your accountants should presumably be able to give you a template.

For charities with an income between £25,000 and £500,000, an independent examination (rather than a full audit) is required. Again, your accountants are probably doing pretty much this anyway as they have 'verified' your accounts.'

2. Draft Constitution for the CIO

The draft constitution for the CIO was circulated to Committee members. Comments were noted and adjustments made where required. A copy of the Constitution was then sent to all current members of TEG and they were

asked to vote on whether it should be adopted by the organisation. Voting closed on 31 May 2020 and 76 members (96.05% of those who cast a vote) voted in agreement. There were no votes against and three abstentions (3.95%). The Constitution will therefore be adopted and submitted as part of our CIO application. **AJD to inform Jon Benjamin, so that CIO application can be made.**

A sheet of Byelaws will be added to the Constitution. This is a distillation of the terms of Membership of TEG (Membership Categories; Membership Fees; Member Obligations) and the roles and obligations of the Trustees and Advisory Board that in total make up the Committee. **AJD to finalise wording with Jon Benjamin, send to committee for reference, append to Constitution and file.** If any Committee members have queries about the document, they should contact AJD.

NP drew up a useful summary of quorums and decision-making processes as set out in the Constitution. AJD has saved this in the CIO Dropbox folder (TEG/Organisational Development/CIO Development) for quick access.

3. Coronavirus Risk Assessment

JBB and NP wrote the Coronavirus Risk Assessment which was sent to everyone.

NP is continuing to update the Risk Assessment and will send it to the Committee before the July meeting, along with a Recovery Plan.

RB requested that the Assessment has a separate category for membership subscriptions. As a membership-based organisation this should be a standing item on the register.

NP will investigate the ACE emergency fund.

Charlotte Dew is applying for funding to support development of online PD (see below).

4. Website / New Website Development

NC commented that visual data works well and is useful. She also thought that figures for this quarter compare well to that from last year given the disruption to the sector from mid-March.

RB - I like the use of 'this quarter, previous quarter, same previous quarter for statistics' – much better and more relevant, I don't think the previous quarters are necessary with statistics shown this way. The suppliers download section is very useful – can be used for future intelligence.

ED - P4: Query if breakdown of cities would be of interest? I think yes, at least for the UK.

RB - Can we reduce the length of the report though – 22 pages is very lengthy.

NC - The download statistics table at the end: I think it would be more digestible if similar pages were grouped together as Charlie suggests, e.g. all the Manual pages.

CA to alter for next report

5. Marketing and Communications

There were no general comments on the Marketing report

KL made two recommendations for future activity:

JP agreed that we should use Tweetdeck to programme Tweets in advance. RB also agreed that it is a very useful platform but pointed out that we should still monitor Twitter to ensure we react to direct engagements with followers and relevant sector news.

KL to look into setting up Tweetdeck for the Twitter account and collate information for pre-timed Tweets to be sent out.

JP and ED both agreed with KL's recommendation to create a Social Media Policy in the future but this has been temporarily put on hold until the appointment of a Marketing Manager. Given the timescale involved (at least one year) we should maybe review this decision at the July meeting.

Many thanks to Karen for being so pro-active with marketing suggestions and activity since the Covid-19 crisis began.

6. Preparing to Borrow and Professional Development Programme

NC congratulated CD on the wide range and impressive amount of activity.

As the COVID-19 situation has already started to cut the training programme for the first half of the year and looks set to continue to do so for a long time, CD has begun to research ways of delivering our content online. Even before the lockdown began in Britain, CD met with the Art Fund to discuss the continuation of the Preparing to Borrow partnership work. In May CD applied to the Art Fund for a Curatorial Networks grant and was awarded the full amount of £4750 towards researching and delivering the Professional Development programme online. More information about this will be given to the Committee before and at the July meeting.

CD has also been asked to advise on the development of a range of other online resources for Art Fund, representing TEG as a consultant.

CD has offered to take a cut in pay in line with the hours that she will be working due to the reduced Professional Development programme at the moment. This will be reviewed as the year progresses, in the hope that the training programme can be restarted, creating income to increase the time we can pay CD for.

ED pointed out that we should follow this plan but be aware that an Autumn and Winter programme could be very crowded as all organisations look to reschedule cancelled events. RB also voiced her support for CD's position.

As the Art Fund grant has been awarded since CD wrote her report, NC has asked for clarification over the hours CD will now work per month as some of the Art Fund grant will go towards additional time for Charlotte to research and implement online delivery. **This will be discussed and reported on at the July meeting – NC, CD and AJD**

NC asked if the Houses of Parliament and 2 Temple Place consultancy work is carried out on behalf of TEG and if the payment for the work will come into the TEG budget? **CD to report at July meeting**

7. Membership

Several committee members said that they had reported responses from lapsed members they had followed up to AB. Others said that they had not yet contacted those listed to them but that the activity was paused for the moment anyway.

NC asked, noting the reduced membership income in March – what would the expected level normally be? Has the April income also been lower than expected? AJD noted that the March 2019 income from membership was £2926 and in March 2020 it was £1607. However the drop from April 2019 (£2590) to April 2020 (£2044) was much less dramatic. **AB will report on the full first quarter of 2020-21 membership income at the July meeting.**

Both RB and AB are currently monitoring the impact of Covid-19 on membership renewals. It is anticipated that the financial impact of the lock down will be significant across all areas of society including the sector in which we and TEG members work and operate in and that this will have a subsequent impact on membership renewals. A report will be prepared for the next committee meeting in July which will evaluate the financial impact of Quarter 1 (April, May, June) of 2020/21 and model membership projections for the remainder of the financial year and the committee will have the chance to discuss our findings/ recommendations for action then.

RB - Membership Review: Both Ann and I have had our first membership review meeting and a great deal has been discussed. It is still our intention to continue with the review however we will now need to take the above into consideration. **A further update will be provided at the next meeting. (RB and AB)**

8. Marketplace 2020

The Sustainability Seminar has been moved to 21st October, provisionally to be held at People's History Museum in Manchester. There are many ongoing discussions around the event, not least whether to abandon it as a

physical event and move it entirely online. The latter option is looking increasingly likely, as many museums and galleries will only just have reopened in September and it seems very likely that travel for delegates and speakers and attending a physical meeting won't be possible. AB is in close contact with the venue as they update their policies and procedures and will report on the latest situation at the July meeting.

CD and AJD processed refunds for all Marketplace bookings, while Seminar bookings were refunded or transferred to the new date as requested by the delegate. NC asked about the current booking numbers. Around 66% of booked delegates asked to be transferred to the new dates but only one new booking has been made since the date was confirmed towards the end of April.

KM said that she thought the possibility of live streaming to those unable to attend is a good idea and people will be much more used to this idea by that point – could it also be an option if a speaker is unable to attend in person (i.e. live stream into the venue)? She also asked if it would be an option to live stream the whole event, instead of holding it in Manchester? AB replied that she had been talking to PHM about streaming the event from the venue but this would require the added expense of hiring a technician for the day. AB, CD, DA and AJD have been discussing all of the options around streaming or running the event entirely online and there will be more information on this idea at the July meeting.

ED reminded us that there had been a previous discussion on an international working focus, following Brexit. I think this would be timely and could also be considered in response to the Covid-19 pandemic. KM wondered if 2021 wouldn't be too early for an entirely Covid-19 themed seminar, particularly as there is a lot of collecting around the subject in many institutions. It's also a chance to reflect on how it affected the sector, how we coped at the time and the longer-lasting effects of managing exhibitions, venue access etc in an altered environment. RB asked if the 2021 topic could be scheduled for the July meeting as it would be better to discuss this in person, and the current and constantly changing situation will need to be considered. AJD to schedule this on the July meeting agenda.

RB suggested that we use the Constantine sponsorship money for the Seminar in October rather than hold it over until 2021, because we could be in a very different place then. ED took an alternative view, thinking that we may end up postponing the October event too, or having a scaled down/online version. Both said that the constantly evolving policies of UK governments meant that it was difficult to make decisions about this now. A firm decision will need to be agreed at the July meeting. AJD to schedule this on the July meeting agenda.

NC, RB, KM and ED all voiced agreement that we should keep the Marketplace 2021 fees at the 2020 levels. The event will be held at PHM and we are awaiting information from them on their fees and the number of delegates they would be willing to host. AB to report in July.

ED - Morning tours: already confirmed postponed and potential rebooking confirmed with all venues.

JBB asked for it to be minuted that the AGM will be held in PHM on the morning before the Seminar starts. We will need to promote this to our members, invite Seminar delegates to attend and offer an option to book just for the AGM. Once the October event is confirmed to be going ahead AJD, NP, AB, CA and KL will need to start promoting this.

9. Financial situation and budgets

All Committee members should now have seen the budget sheet for 2020-21. The format has been slightly re-arranged for clarity. There will be an opportunity to discuss the layout at the July meeting.

RB asked if for next year we could have a variation column for the total year budget versus the actual income and expenditure, so that we can see what was made or spent against the forecast amounts. Significant variations can then be quickly highlighted to the committee for comment. RB felt this will be particularly important as we move to CIO and as trustees. AJD will add these columns in for each quarter before the July meeting. Showing the current variation will be less useful for the whole-year columns as the variation is always going to be wide, until towards the end of the year.

10. Minutes of the last meeting

These were agreed without amendments. NC to sign off and AJD to file in Dropbox

11. Any other business

The Committee was balloted over two new role holders. Both positions were unanimously agreed: Natalie Patel will succeed Julie Biddlecombe-Brown as Secretary. JBB will remain working with TEG until the AGM in October but will be standing further back from an active role and handing over to NP with effect from 1 June. This will ensure business continuity and has already started with NP holding the Coronavirus Risk Assessment and leading on the development of the Recovery Plan.

Katie Morton is going on maternity leave from June and Maria Ragan will temporarily take her place as Vice-Chair. Katie is to be one of the trustees for the CIO, so AJD discussed this situation with Jon Benjamin. There is no issue with this affect our application to become a CIO but we should be aware that MR will not be able to vote as a trustee in Katie's place. Someone can have an executive role without being a trustee, but they can't then vote on things that the trustees vote on. AJD will contact KM to see if she will be willing to temporarily stand aside as a trustee while on maternity leave and he will ask MR if she would be willing to take up the role.

The Committee was also balloted over continuing the role of David Lewis e-Newsletter editor. David has held this post since April 2016 but discussion about his appointment was not recorded in the minutes, and must be so to remain a legitimate arrangement when we newly form a CIO. The Committee considered that David's experience and past performance made him ideally suited to continue in the role. They voted unanimously that David Lewis should continue in the role of e-newsletter editor, remunerated at the fee of £150 per day, for one day's work per calendar month. This is the same rate as members of the Secretariat are paid. As David's spouse, committee member Karen Lewis abstained from the vote. Should the currently dormant position of Marketing Manager be considered for creating in the future, the Committee will again consider the role of e-newsletter editor and make a decision whether to continue it or not.

12. Date and location of next meeting

The next meeting is due to be held in July and the Committee will be balloted by Doodle Poll to find the most suitable date. The meeting will be held online and DA will host it via her Zoom account. Committee members should contact AJD if they do not use Zoom, suggesting alternative software through which to hold the meeting.

AJD to circulate meeting details and survey for suitable date.

To be certified as a true record of the meeting.

Signed

Nicola Coleby
Chair, Touring Exhibitions Group

Date 21 July 2020