

**Touring Exhibitions Group**  
**Meeting of the Executive and Advisory Boards**



**21 July 2020**  
**Meeting held online**  
**MINUTES**

**Present:**

Nicola Coleby (Chair) – NC  
Maria Ragan (Vice-chair) – MR  
Emma Daker – ED  
Roz Bonnet – RB  
Elena Saggars – ES  
Janine Parrish – JP  
Alice Lobb – AL  
Sandy Wood – SW

Sonja Kielty – SK  
Alanna Davidson – AD  
Natalie Patel – NP  
Dana Andrew – DA  
Ann Barnes – AB  
Charlie Alexander – CA  
Charlotte Dew – CD  
Andrew Deathe – AJD

Apologies received from Karen Lewis – KL; Aaron Rossi – AR

**1. Review of Action Register from April Meeting**

1.1.1a

The new role description for the Professional Development manager is still being written, following funding success and changes to Charlotte's hours. **NC and CD to discuss new contract, payment and role description in early 2021.**

1.1.1a

CA has signed her new contract and has been employed under its terms since 1 July 2020.

AJD will look at moving CA, AJD and David Lewis to monthly payments by standing order as all three are usually paid standard amounts. CD and AB will continue to be paid quarterly according to the hours they have worked in each period. **AJD to make bank arrangements with CD.**

1.1.2

Research into a new corporate sponsor for the website has been put on hold until the membership structure review has been completed (see section 5 below).

1.1.8

Deletion of some lapsed membership records has taken place. Further discussion took place at section 5 of the meeting (below).

1.1.8

Task of updating of Privacy Policy to say that membership data will be deleted after 12 months if membership has lapsed has **now been reassigned to AL.**

1.1.8

Review of the need for a corporate membership leaflet has been put on hold until the membership structure review has been completed (see section 5 below).

1.3

Review Committee attendance and expenses is covered in section 11 below.

1.4

Plan to write newsletter articles on the experience of using TEG's website to source a supplier has been carried over to the next meeting, as it is not a priority action just now.

1.6

The first working group meeting for moving TEG's Professional Development programme has taken place and came up with some good ideas for moving the plan forward. **DA to formulate those and report back on the project.**

1.6

Committee members were reminded to let AJD know of any speaking opportunities that may arise to promote TEG and its work. AJD will then pass the information to the most suitable member of the Secretariat or Committee. **Ongoing action for all.**

1.7

CD reported that Art Fund funding is in place and discussions with Arts Council England are on hold pending our transition to CIO status. **CD will report back on this in early 2021, after the situation is resolved with the Charity Commission.**

1.8

Committee members contacting lapsed TEG members to discuss renewal has been put on hold during the current Covid-19 situation.

1.8

Investigations into options for a revised membership fee structure was discussed under Membership, section 5 below.

1.8

The review of income from sponsorship and grants for the last 8 years has been overtaken by current events, although AB has started on some of the research. **AJD and AB will investigate further for the next meeting.**

1.10

Review of the new-layout financial summary was discussed under section 4 below.

2

Discussions are ongoing with Jon Benjamin re: application for CIO status. Jon has written up the byelaws for the CIO and AJD and NC have been discussing revisions with him. These are now complete and **AJD will circulate them to the committee, append them to the Constitution and file them.**

3.

Update to the Risk Assessment and a recovery plan were sent to the Committee by NP. NP also looked into Arts Council England funding, but realised that the Art Fund grant CD was working on was more relevant at this time. NP will continue to monitor ACE funding but no further action will be taken at this stage.

4.

CA has altered the presentation of the web report to make it shorter and more easily read. The report was presented in section 2 below.

5.

KL was not at the meeting to discuss the use of Tweetdeck but does outline plans for expanding the use of Twitter in her report. See section 3 below. **This subject was postponed for further discussion at the next meeting.**

6.

**CD and NC will discuss the hours CD is to be contracted for** now that the Art Fund grant to move the training and development work online. DA has subsequently been contracted to manage the Art Fund project until CD returns early in 2021.

CD clarified that the consultancy work for both the Houses of Parliament and 2 Temple Place is carried out on behalf of TEG and any payment for the work will come into the TEG budget. However the HoP project has been delayed by the Covid-19 situation, so there will be no further updates until they restart, in the autumn at earliest. The work at 2 Temple Place has been an informal and unpaid consultation so far, which may develop into a more formal arrangement. No further action is required by CD, other than to report any changes to the situation in future meetings.

7.

Reports on the membership income for the first quarter of 2020-21, and the membership review were covered in section 5, below.

8.

Update on the Covid-19 policies from People's History Museum, hosts of the 2020 Seminar and 2021 Marketplace, were dealt with in section 9, below.

On the use of 'Sustainability' as a title for the 2020 Seminar, CD had before the meeting raised the matter of other arts and heritage organisations exploring the issues of touring exhibition in the current and future conditions with Covid-19. CD, AB, NC and AJD had a meeting to discuss changing the Seminar focus to touring exhibitions and a title was agreed, 'What will the touring models and partnerships of the future look like?'. This had been shared with the Committee and no objections raised. The event will now be run entirely online via Zoom, and free to join thanks to the Art Fund grant. For further discussion on this, see section 9, below.

A discussion with Constantine about when and how we can use the money they gave to sponsor Marketplace 2020 will take place once decisions about future events have been agreed in this meeting. **AB will speak to Constantine and discuss the options with AJD.**

Updates on the use of PHM for Marketplace 2021 took place in section 9, below. Everyone agreed that the 2020 AGM would be linked to the Seminar and promoted simultaneously.

9.

Columns have been added to the financial summary to show variations in estimated and actual spend for each quarter and the entire year.

10.

Minutes from the April meeting were signed off and filed.

11.

Katie Morton has temporarily stood aside as a trustee while on maternity leave and MR has taken her place.

## 2. Website

CA went through her report on the website and its usage.

Website visitor numbers and usage figures are down, as is to be expected under current conditions.

We have used nearly all of the allotted time of our support package with Surface Impression. The 24 hours lasted around 11 months and a new package has been purchased for the same amount of time. There are some queries over work we were billed for that CA and AB feel should probably have been covered by Surface Impression but the decision was made that time spent pursuing those would not be justified by the return. CA has spoken to Surface Impression about improvements to their reporting back to us and she will be able to monitor it more closely.

The website was down for around 48 hours on 20-22 May. Surface Impression found the problem and fixed it but because the hosting company (TSO) would not release information to us about the potential cause of the problem, it proved costly to us to have Surface Impression fix it. DA asked if we have the account with TSO or Surface Impression hold it. CA said that we do but that she was not able to get a reasonable answer from TSO as to why they wouldn't release error data to us. RB suggested asking TSO what they *will* release to us. CD asked if the problem was down to the deletion of the old site but CA didn't think so. RB suggested that CA speak to TSO to find out what they will release to us, as both she and DA had had good experience with them in the past. **CA will contact them for that discussion.**

CA reported that although website figures were down generally there were spikes in engagement every time a newsletter went out. CD asked if the newsletters could feature a regular 'Highlight of the website' feature, to direct people to some of the resources we have online. **AB backed up that idea and will add it to her submission to the newsletter from now on.** NC said that we shouldn't worry about the figures being lower at the moment.

CA said that people are actively searching for TEG and referrals from other sites are holding up well, especially from Wikipedia. ED pointed out that referrals from LinkedIn had risen too, perhaps due to the work that KL had put it on that platform.

ED asked why there were still 'broken links'. CA explained that many of these were from odd sites that we wouldn't normally expect a link from so they shouldn't be necessarily counted. CD asked if any work had been done on getting other sites to link to us, i.e. heritage and arts organisations and corporate suppliers. Former links had been dropped from those that were linking to teg.org.uk. RB offered to follow up those contacts if someone would provide her with a list of URLs. CA will look at doing this.

As requested at the last meeting, CA now only lists the top 40 page views. NC asked if it would be possible to list these in numerical order rather than alphabetical but CA said this would make quarter on quarter comparisons difficult. Listing will continue as is but with the home page removed.

There were fewer downloads than usual and they were also quite a different selection to last quarter.

### 3. Marketing

In the absence of KL, NC asked for comments on the marketing report.

NP has had a conversation on convening a working group for Marketing. This arose from the decision to put the Marketing Manager position on hold now. ES and JP have offered to be part of this with KL. Other volunteers were requested to make themselves known. NP will start discussions with KL in August.

AB commented on KL's report about using LinkedIn for publicity. AB asked if everyone could follow TEG and reshare any links or posts through their own LinkedIn profile. AJD backed up this request.

### 4. Finance

The new financial report now includes variation columns, showing the variation between predicted and actual spend and income, for each quarter and the end of the year.

New rows (27 and 58) have been added to income and expenditure to account for the new Art Fund Grant.

The predictions on income and expenditure seem to have been fairly accurate for the first quarter, although they were already revised down by 15% from last year due to Covid-19. See also section 5, below.

CD reported that there may be a reduction in income from face to face training sessions booked for later this year. There will be no income from Art Fund Preparing to Borrow Grant as the new grant will override that but there will be a saving from not paying Charlotte, depending on future government payments to freelancers. DA will carry out 21 days' of work over the next 4-5 months which is covered by SEISS Government scheme (Covid-19). The Art Fund grant includes a project management fee for additional days and we also have allocation in the TEG budget for PD management payment. DA will keep us informed of no of days worked on this project whilst CD is away.

CD, AB and NC had all spoken to Clive at TESS and that they felt sure that the £2000 sponsorship from TESS would not be forthcoming this year. They will renew membership but not sponsorship. The sum will be left on the budget as subsequently, Clive has been in contact and it now seems likely that TESS will pay the outstanding £2000 sponsorship from the last Financial Year, which is very good news.

## 5. Membership Report and Income

RB said that former members have been deleted from the records after 12 months. Committee was asked to vote on extending this period from 12 to 18 months, given the current circumstances. CD said that the lockdown could cause a hiatus in people re-subscribing. AB agreed. RB said that we will have to update our GDPR policy. MR offered to check the legality of including a simple clause of extending the time due to 'extraordinary circumstances' and report to RB. There will then be an email vote by the Committee on writing it into the policy.

AB asked Committee if they thought we should be promoting membership more on Twitter and LinkedIn at the current time. New memberships have tailed off compared to this time of year. CD suggested that we do so but only in conjunction with other activity, so for example when we are promoting the Seminar we should also promote membership. We should also promote the resources available to members online as well. RB agreed with the latter point, particularly when we move back to more 'normal' times.

RB raised the matter of personal follow-ups to outstanding membership payments, which has been paused during the Covid-19 situation. The Committee was asked if they wanted AB to restart contacting non-renewers again, with a suitably worded email now that many people are returning to work. ED agreed it was a good idea but suggested leaving it for another month. MR suggested September, once schools have returned. Committee agreed, AB to contact lapsed members from September.

RB asked if we should have an offer of 3 extra months on membership, backdated so that membership would be twelve months from when payment is made, rather than when it was due. RB said there would be cost implications but AB said it would be better than losing members completely. DA asked if anyone had been asking for a discount or extension, as there was not much evidence that venues were offering similar discounts to their members. Committee agreed to the proposal.

AB raised the matter of membership income drop-off. Because of the way in which we report the figures there is a difference between the finance and membership reporting. Outstanding membership payments are about 40%, meaning that we will show a bigger loss than expected in the next quarter. CD said that we should probably look at expenditure again because of the predicted lack of income. AJD said that it was difficult to think where we could make further changes as we had already cut things to the bone when devising the budget.

DA asked if there were activities we could turn to a profit rather than cut back. RB said Arts Council England might support us but probably not as they fund new projects rather than existing set-ups and we would have a better chance after changing to a CIO. In response to DA, CD said that we will

not be able to charge for our future online content to make up for the loss in membership income because of the Art Fund grant agreement. NC pointed out that we would be unlikely to be able to get anyone to pay for courses anyway, and CD agreed. Training covers its own costs ordinarily but rarely brings in a profit and it's difficult to see online training doing more. NC pointed out that the capacity for putting together a funding application was also very limited just now.

NC said that initially the Executive should look at what approach to take regarding finances and she will lead on that. AB will feed in monthly data. Everyone on the Committee was asked to submit any suggestions or ideas to NC via email.

## 6. Membership Review

AB and RB have worked on a review of membership fees and structure. The original idea was to change these at the May AGM. If we change the fees, this does not have to be submitted to a membership vote. If we change the categories however, this does need to be voted on at an AGM.

Membership fees and types have been static since 2017 – Organisations/Individuals for £78 and Corporate for £160. New categories proposed are Educational (Student) and Supporter level, for £45; Individuals, Freelancers, Independent Practitioners and Volunteer-led organisations, for £60; Organisations, which could be split on visitor figures or turnover, for example up to 50,000 visitors and over 50,000 visitors at either £85 or £100, or just have a single tier at £90. Corporate membership could be split to Standard at £200 and Patron at £600. Benefits at different categories would vary.

AB said that the difficulty with categories is what variation in benefits we can offer, as it will be quite difficult to limit access to certain things.

NC asked about introducing a student category. RB said this was to introduce students to TEG in a lead into them becoming professionals and moving into one of the other categories. JP asked if students had asked for membership and was there a market. AB said we've never enquired or promoted the idea but if we had the category and only a few joined it wouldn't be an issue as they aren't joining us currently anyway. There was a question about would students be allowed to use the Exhibitions feature of the website for example. ED said that her workplace was seeing a rise in the number of students looking to hold exhibitions but she agreed that we need to keep the professional standard of exhibitions on the website high. NC clarified that she wanted to know if students would have access to view the exhibitions, not to promote their own. AB agreed that 'view only' access would be allowed.

NC questioned if £45 was still too high for students. AB suggested maybe the membership could be for three years, so that it covered the first year of work.

JP asked about individuals such as artists and AB said we have several who are members at the moment who would certainly welcome a reduction in membership as they are currently paying the same as large institutions.

CD said that she thought we should hold back on introducing a completely new membership category for students until we can devise a package for them, whereas changing the levels for our

current members (individuals/organisations/corporate) is something that we could do immediately. AB agreed and suggested perhaps we get approval for introducing the category along with other changes but actually hold off implementing until a later date.

AB and RB would like feedback and comments by Tuesday 11<sup>th</sup> August, to feed into a finalised proposal to present at the October AGM.

NC thanked RB and AB for their huge amount of work on this.

## 7. Risk Assessment and Recovery Plan

NP thanked everyone for their input. Everyone has now received the documents. Further updates and suggestions should be referred to her for inclusion or amendments, via email. MR asked if updated copies will be sent to everyone on the Committee monthly. CD asked if the latest format of each document can be uploaded to a Dropbox folder as the definitive copy, to distinguish it from the various versions in circulation. NP agreed and said that she would do so, and would inform the Committee of any changes on a monthly basis.

## 8. Professional Development Programme

CD apologised for the lack of a written report but was able to give a comprehensive review of the Professional Development Programme changes and news.

The successful bid to the Art Fund will fund a move of the Professional Development programme to online provision. A working group has been formed to develop the programme. There are three strands to the programme, to take place between July 2020 and June 2021:

1. **A series of networking events held online.** Meetings will be held every 6 weeks, at 3pm. There will be a facilitated discussion at each session and a 5-minute share session at every other event. Some themes, such as decolonisation of collections, Covid-19 business recovery, sustainability. All Committee members are invited to suggest themes for the discussions with DA
2. **Mentoring Power Hour.** One-off pre-booked sessions for people in new roles or facing new challenges in the field of touring exhibitions to meet with a mentor. GEM run a similar programme and CD will talk to them to learn from their experience. Research into how many sessions we can afford to offer, what trainers are available etc. The objectives of this strand are clear but the detail of how it will be delivered is still being worked out.
3. **Online Training.** The working group felt that it was important to not undermine the established training TEG offers. Instead, shorter online sessions using material from the current programme as tasters would be used to promote full-day 'real life' training sessions, scheduled to be held later in the year. Pilots would be held using 'Partnerships' and 'Interpretation' programmes. If there proved to be an appetite for full-day online training after these sessions, then we would be able to build on the experience gained and also look at charging models.

The grant from Art Fund is budgeted to cover CD's time and she is also looking at whether further support for freelancers from the UK government will enable her to spend more time on the project.

This is subject to discussion with NC (see also 1.1.1.1a, above). All six training sessions in May, June and July were cancelled and only the Interpretation training in November remains on the calendar. This is to be held at the House of Illustration. **AJD to confirm with CD who the trainer will be for this event.** Because of Covid-19 rules we will have to offer fewer places on the course than planned but the costs will remain similar so we may not make enough money to cover outgoings. This is indicative of the broader situation. If the training was offered online instead, we could lower costs but the training would still only work with 8-10 places, roughly half of what we accept for 'real-life' training dates.

CD asked how the Committee thought we might prioritise TEG members for booking, or offer them enhanced content over non-members, given that we cannot restrict the Art Fund-funded sessions to members only.

CD reiterated that the Art Fund rules mean that we cannot charge for the new courses. We could look to make an income in future by carrying on a programme beyond the fundamentals.

NC said that we should allow priority booking for members. She said we could perhaps offer access to the resources after the training to members, as an extra benefit for them.

AB later asked how this could work and would we restrict people from booking onto multiple courses if it was at the expenses of others being able to join. CD responded that a lot of this would have to be decided on a trial basis, adapting as we go along. One possibility would be to have an application process for joining so that we can spread the benefits among many people.

ED asked if the number of 8-10 participants for online training was typical across the industry. CD replied that it was, to manage the session. RB said that we should also watch the length of online session as people's attention span is limited. She also liked the idea of delivering the fundamentals and holding something back that we can 'sell' as a full session at a later date. CD agreed and also suggested we could run a training 'day' across several sessions over a number of weeks to help prevent burnout.

CD said that recording the sessions to share them in future makes for greater reach of the programme. Art Fund like this 'legacy' asset and this can be a way to reach people who express an initial interest but do not actually 'attend' the session, or who find a session fully booked. It can also drive traffic to our website. **DA to do further research into how this can be carried out.**

**DA will work on a press release to promote the first Networking session and will share this with the Committee before releasing it.**

## **9. Seminar 2020**

AB reported that the Seminar in October 2020 is definitely moving to an online only format, following no objections to the idea from the Committee. **AB will email People's History Museum to let them know.**

CD spoke about being confident about the format and technology but that the challenge will be to bring together a strong programme. DA has kindly agreed to take over on the organisation of the seminar from CD. **DA will email the Committee to ask for recommendations for speakers.**

In light of the changed format and theme:

**DA will contact all of the currently booked speakers.**

**NP will contact those booked for a 5-minute share** to see if they would like to still go ahead at the seminar but online, or if they would like to move to one of the online networking events.

**AJD will contact the 27 delegates booked on the seminar to issue a refund of the fee and to ask if they wish to be transferred to a booking for the online event.**

The new title for the event is 'What will the touring models and partnerships of the future look like?' and was unanimously agreed to by the Committee.

AB asked if we should open the Seminar for free to members only or if we should be using it to market TEG to a wider audience and offer it for free to everyone? ED said it should be free to all and RB agreed as a marketing opportunity to encourage joining TEG. NC said that it would strengthen our profile within the sector.

AB asked if the 2021 Seminar should now be themed as 'Sustainability' or if there were other ideas. NC suggested it is maybe too soon to be thinking that far ahead and we should wait a couple of months before making a decision. CD agreed, saying we should wait and see what format we hold the 2021 event in, i.e. real-life or online. She would consider using Sustainability as one of the Network events.

CA asked that information be provided for the website as soon as confirmed. **AB and DA to liaise with CA over this and the hosting of recorded events for later viewing.**

AB later asked the Committee for a number of decisions relating to the Marketplace in 2021: It was agreed that there would be no promotional leaflet, as there were very few events at which to distribute these.

**Committee were asked to think about what we want to do about goody bags, or in place of them, for discussion at the next meeting.**

It was agreed to keep fees at the same prices as 2020 for the moment. People's History Museum are constantly reviewing the numbers they can allow at meetings in the future. The cost may also change because we are cancelling the booking in October. ED pointed out that we can't agree fees at the moment until we know what format the event will be held in.

## **10. AGM 2020**

NC and NP talked about integrating the AGM with the online Seminar in October, as AIM had recently successfully done the same. In response to a question from RB, AJD confirmed that the AGM is to cover to the end of the 2019-20 financial year, and an AGM in the Marketplace programme in Spring 2021 would cover the current financial year.

AB asked if it would work as part of the same event. CD said that we could certainly hold it on the same day but have a break between the AGM and the Seminar. She also posed the idea of holding

the AGM on another day and market it as a stand-alone event, to spread the time of being online. There would perhaps be a better chance of being quorate if it was held on the same day as the Seminar. NP confirmed the numbers required to be quorate would be 10% of members or 25 people. AB asked how long the AGM would last and NC suggested keeping it to an hour before the Seminar and is followed by a lunch break before the main Seminar starts.

CD asked if we could have a 'carrot' to attract attendance, such as a guest speaker at the end of the event.

Agreement was reached to hold the AGM before the October Seminar.

## **11. Committee attendance and expenses**

NC reminded members of the Committee that attendance is expected at least two meetings per year and that AJD should be informed if it is not possible to attend.

NC also said that after looking at the difficult financial situation for this year, it was decided that travel expenses arrangements will remain as the current policy – a 50% refund of travel costs if the distance is over 200 miles. Committee members are reminded that the obligation should be on their employers to pay travel expenses as TEG Committee experience forms a valuable part of their continuing professional development.

AB suggested that we continue to hold at least half of the meetings online, even after the Covid-19 situation has eased. CD suggested that we do not pay travel expenses at all but that members who cannot travel because of this can join meetings online.

DA suggested that we hold shorter and more frequent meetings online and this was met with general approval. NC said that we would have less on each agenda and meet every two months instead of quarterly. The first meeting would be in September 2020.

A reminder was also issued to keep a tight grip on working group expenses, convening those groups online when possible.

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

No matters were raised from the minutes of the meeting in April 2020, so these were unanimously agreed by the Committee and signed by NC. **AJD to file in Dropbox.**

## **13. A.O.B.**

AJD has updated the staff structure to take into account that Katie Morton and Amisha Karia are on maternity leave for the next twelve months. This has been circulated to the Committee and is saved to Dropbox, in the Committee folder.

#### 14. Date and location of next meeting

The next meeting will be held in September 2020, that is in two months-time rather than the usual three. **AJD will circulate a Doodle Poll to determine the exact date and time.** The meeting will be held online, via Zoom. **AJD and NC to discuss the agenda for bimonthly, shorter meetings.**

To be certified as a true record of the meeting.

Signed

Nicola Coleby  
Chair, Touring Exhibitions Group

Date 2 October 2020

#### ACTION REGISTER

Agenda item	Action	Responsibility	Deadline/Milestones
1.1.1.1a	NC and CD to discuss new contract, payment and role description.	NC and CD	Early 2021
1.1.1.1a	AJD to make bank arrangements with CD.	AJD and CD	August 2020
1.1.1.8	Update Privacy Policy to say that membership data will be deleted after 12 months if membership has lapsed.	AL	November 2020
1.16	Formulate Professional Development programme ideas from working group.	DA	September 2020
1.1.6	Let AJD know of any speaking opportunities that may arise to promote TEG and its work.	ALL	Ongoing
1.1.7	Report on discussions with Arts Council England.	CD	Early 2021
1.1.8	Review of income from sponsorship and grants for the last 8 years.	AJD and AB	September 2020
1.2	Circulate Bylaws to the committee, append them to the Constitution and file them.	AJD	September 2020
1.5	Discuss use of Tweetdeck for marketing.	KL	November meeting 2020
1.6	Discuss the hours DA is to be contracted for Art Fund project to move professional development work online.	NC and DA	August 2020

1.8	Discuss with Constantine about when and how we can use the money they gave to Marketplace 2020	AB and AJD	September 2020
2	Speak to TSO to find out what website data they will release to us.	CA	October 2020
2	Add a regular 'Highlight of the website' feature to newsletters.	AB	August 2020
2	Follow up web links from heritage and arts organisations and corporate suppliers to ensure they correctly link to TEG.	CA to provide URL list RB to follow up contacts	November 2020
3	Discuss regularly convening a working group for Marketing.	NP and KL	September
3	Follow TEG on LinkedIn and reshare any links or posts through personal profiles.	ALL	November
5	Check the legality of including a simple clause in GDPR policy, extending the time we retain lapsed member records to 18 months, due to 'extraordinary circumstances'  Committee to vote on writing it into the policy.	MR  RB to coordinate vote	September 2020
5	Re-start contacting lapsed members.	AB	September 2020
5	Executive to look at what approach to take regarding finances.	NC	September 2020
5	Deliver monthly data on membership income to NC	AB	From August 2020
5	Suggestions or ideas for financial adaptations to NC via email.	ALL	September 2020
6	Comments and feedback on new membership structure and fee proposals to AB and RB	ALL	11 August 2020
7	Latest format of Risk Assessment and Recovery Plan uploaded to a Dropbox folder.	NP	August 2020
7	Inform the Committee of any changes to Risk Assessment and Recovery Plan on a 6-weekly basis.	NP	From September 2020
8	Suggest themes for the online networking events to DA.	ALL	August 2020

8	Research how networking sessions can be recorded and archived online.	DA	September 2020
8	Write press release to promote the first Networking session and share with the Committee before releasing it.	DA	September 2020
8	Confirm who will be the trainer for November 2020 Interpretation event.	AJD and CD	August 2020
9	Cancel Seminar booking at People's History Museum.	AB	July 2020
9	Email Committee for recommendations for Seminar speakers.	DA	August 2020
9	Contact and cancel all of the currently booked speakers.	DA	August 2020
9	Contact those booked for a 5-minute share to transfer to new seminar format.	NP	August 2020
9	Contact delegates booked on the seminar to issue a refund of the fee and ask if they wish to be transferred to the online event.	AJD	August 2020
9	Seminar information provided for the website.	AB, DA and CA	August 2020
9	Committee were asked to think about what we want to do about goody bags, or in place of them at Marketplace 2021, for discussion at the next meeting.	ALL	September 2020
12	File signed minutes of the last meeting in Dropbox.	AJD	August 2020
14	Circulate Doodle Poll to determine the date and time for next online meeting.	AJD	August 2020
14	Discuss the agenda for six-weekly, shorter meetings	AJD and NC	August 2020