

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



**02 October 2020
Meeting held online
MINUTES**

Present:

Nicola Coleby (Chair) – NC
Roz Bonnet – RB
Elena Saggars – ES
Janine Parrish – JP
Alice Lobb – AL
Sonja Kielty – SK
Alanna Davidson – AD

Natalie Patel – NP
Karen Lewis – KL
Dana Andrew – DA
Ann Barnes – AB
Charlie Alexander – CA
Andrew Deathe – AJD

Apologies received from Emma Daker – ED; Maria Ragan (Vice-chair) – MR; Sandy Wood – SW; Aaron Rossi – AR

The meeting began with the good news that AL is pregnant. She will be taking Maternity Leave from February 2021.

NC suggested that AL's maternity cover at the Barbican also takes her place on the TEG Committee and everyone agreed to this, if AL's cover agreed to do so. AL would return to TEG after her maternity leave.

1. Review of Action Register from July Meeting

To speed the meeting along, NC suggested that any action points from the July meeting register that were due to be actioned in July or August will assume to have been completed, unless Committee members indicated otherwise. Action points for September and onwards would be reviewed.

1.1.1.1a A new contract for Charlotte Dew (CD) will be signed in January 2021

1.1.1.8 AL will update the Privacy Policy

1.1.6 Committee members are reminded to inform AJD of any opportunities from someone from TEG to speak at conferences, webinars etc. CD can also be contacted about this.

1.1.7 CD will report back on discussions with Arts Council England in early 2021.

1.5 KL reported that Hootsuite is now being used to programme Twitter posts. DA said that she preferred to use Tweetdeck as it allowed more attachments and KL said if she could have messages in advance she would programme them to go out, or if Dana posts to LinkedIn, KL will tweet the messages then. KL would continue to monitor Hootsuite to see how it goes and consider Tweetdeck as an alternative.

DA has set up a calendar using Trello, which can be used to keep tabs on dates for posting information to members, LinkedIn, newsletter and other communications:

<https://trello.com/b/1LZupO3h/teg-marcomms>

2 CA's tasks for the website (talking to TsoHost about the data they will release to us, and creating list of URLs for websites that need to update links to us) will be discussed at the next meeting, when Website will be on the agenda.

3 NC reminded everyone to follow TEG on LinkedIn and reshare any links or posts through personal profiles.

All further action points were considered as completed or for discussion further along the agenda.

2. Finances

AB sent a membership income sheet to NC and AJD to update them on the latest membership income.

AJD had sent the latest income and expenditure records to 30 September, covering the first quarter of the year. Income from membership is approximately 8% down on expected. The Art Fund grant is now in the account.

DA asked about the expected income from the seminar (£2000). She pointed out that this now won't be coming in, as the Webinar replacing the seminar is free to attend. AJD said he will add a note to the spreadsheet to this effect.

NC pointed out that the sponsorship from TESS is actually the unpaid sponsorship from last year and asked if that would go to this year's Professional Development costs. AJD confirmed it would. TESS would not receive a sponsorship credit this year as they had done all last year despite not having paid.

NC pointed out the 'Preparing to Borrow' grant from the Art Fund is still listed and DA asked about it as well, in advance of her call to the Art Fund. AJD said that the grant was still on offer at the beginning of the financial year, as a continuation of last year's project but that CD had now confirmed that this had been superseded by the new grant to move the programme online. DA said it therefore appears that TEG will be covering the cost of work time on Preparing to Borrow but that she would discuss it with Art Fund and then NC.

AB is sending out invoice reminders for membership renewals not received since March. She is hoping this will have some impact by the November meeting and report then. Renewals will run from the date they are paid, rather than cover the period missed since March. Some people have said they will not be renewing.

NC said in November or December AJD, JP and NC should review the budget again, so that we can keep spending and losses in check.

3. Risk Assessment and Recovery Plan

NP has been working on these documents with MR

NP will circulate the Risk Assessment and Recovery Plan to the Committee roughly every six weeks or so, so that they can see the changes made. The next update, via email, will be in November. If any Committee member has amendments to the plan for their area of interest, they should contact NP via email.

The Recovery Plan is fairly up to date but the Risk Assessment may need some work in light of recent government announcements. NP will review the document and contact Committee members if their area of interest is impacted.

ED had submitted a question about whether there were plans to cover the positions of the Executive Committee and the Secretariat if they were individually affected by Covid-19. NP said there were no plans, although the Chair's post was backed by the vice-chair. NP and NC will have a discussion around this, although NC feels that there probably enough cover in place as there are a considerable number of people on the Executive.

DA pointed out that her cover for CD is until January 2021, not Spring as the document says. NP will amend that.

NC said that the financial details can be updated in November once we have a clearer position on membership income and budgets.

4. Professional Development

DA thanked the Professional Development working group for their help and support.

A programme is now in place for the Autumn Webinar. This will be run via Zoom and will host a maximum of 100 attendees. DA has allowed for 150 bookings as experience shows a high no-show rate for free events. In the future we can then decide if we want to increase the number of attendees for other events.

DA asked if anyone wanted to join the pool of mentors and trainers, they should email her.

Tamsin Russell(?) from Museums Association (but in a freelance capacity) is already in discussions to run a course on online mentoring for the 'Power hours'.

DA would welcome recommendations for speakers and trainers from the Committee

All in person meetings and events have now been cancelled. No more are being arranged for the foreseeable future.

DA has organised a meeting with Art Fund (Penny Bull) and NMDC (Katherine Simpson) as the former are preparing a series of webinars on lending and borrowing and would like TEG to be a partner in that. DA had been planning lending and borrowing as one of our 'Power Hours' and NMDC have been a partner with us on the lending and borrowing guidelines, which will need updating due to circumstances caused by the pandemic. DA proposed that TEG use its 'Power Hour' for more online mentoring, rather than repeat what Art Fund will produce (with our assistance). Our involvement and our own programme would mean that we would have ten online events to promote, really broadening our reach.

DA has also been in contact with the new coordinator for touring networks at the Horniman Museum.

DA has a meeting with UKRG planned, about their involvement and collaboration on a Webinar.

DA thanked AD for her recommendation to speak to ICOM ICEE Committee, which will hopefully lead to collaboration with them.

NC thanked DA for her work, particularly regarding the many collaborations. She asked if everyone had now been refunded for fee-charging courses and DA confirmed they have.

AB asked about the Preparing to Borrow programme and the money remaining in the budget. AJD confirmed that the money in the budget was what CD had said was still to be drawn down from the Art Fund. DA will talk to Art Fund about it, and also to CD.

5. Webinar

ES asked if the webinars were to be filmed. DA said they will be if the speakers give their permission. Most people seem amenable to the idea and AL gave her permission to be filmed. ES also suggested using a virtual background behind NC when she gives her welcoming address. DA responded that such backgrounds only work well with a green screen or plain background.

AB asked if people have been able to make donations when booking for the free event. DA said not on this occasion but she will look at how we could include a donation system or webpage. She asked if anyone had experience of doing this. NC and KL both suggested using Just Giving. AJD reminded everyone that as we are now a registered charity to incorporate that into a donations page as this can often result in the site taking lower fees. SK said that her local authority has a donation page for museum on their website and that all emails from her include a link to that page. She will be able to share details with AJD and CA. DA will investigate donations through Just Giving and Eventbrite. NC asked if we can have a permanent link on the TEG website. CA to investigate that.

AB noted that a lot of former members had booked for the webinar and asked if it would be possible to harvest their details for possible membership renewals. KL asked if the details could be used to further market the rest of the webinar programme, via Twitter, both during and after the event. DA will create hashtags for the event.

DA will talk to NC about her address before the webinar and also suggested that AB or RB talk about membership before the Share session begins, as this can be pointed out as just one of the membership benefits.

6. Marketplace

AB reported that People's History Museum (PHM) are constantly revising their regulations and they have confirmed that we can hold over our booking until 2022 if necessary.

AB initiated a discussion on the future of Marketplace. Two points needed decisions: Do we set a point in time to make a decision on whether we have a physical or online Marketplace 2021, and then beyond that do we need to consider the feasibility of holding Marketplace at all in the future, in its current format.

RB said her feeling was that there would not be a conference industry running by next Summer and pointed out that Marketplace is scheduled for Spring. She also backed the idea that now is the time to review the Marketplace format in preparation for 2022. NC said that we need to look at the issue from the point of view that the government has recently said that current restrictions are likely to be in place for around 6 months. Some venues have started running private view events and opened to the public but this is far from widespread. ES said that in Cambridge they were still asked to work from home where possible and travelling to conferences was not allowed. AL said she could attend the office and travel where necessary to maintain exhibitions. Barbican is holding private views as well but only pre-booked and with less socialising.

KL and SK both said their local authorities were locked down so travel was impossible just now and both of them and AD said that they weren't returning to offices until 2021. AD said that because the proposed return date was in the middle of Winter, even that was looking likely to be postponed until March, and who would want to travel straightaway after returning? AB said that even if areas of the country away from where we hold events are locked down, it would be difficult to justify holding an event that not everyone would be allowed to attend. AL added that International Exhibition Organisers group have already postponed their event planned for April 2021.

NC asked, if the booking with PHM can be moved to 2022, should we make the decision to do so now, or move the event to Autumn 2021? AL said that online events are extremely popular and we would be better researching ways to make Marketplace happen online. NC said that the financial risks would certainly be less.

AB reiterated that if we cancel under 6 months before the event we will lose at least 25% of the deposit.

SK said that all of her venues were not allowing in groups of larger than six people and she would have thought that PHM would be under the same restrictions. AD said that ICOM ICEE were already discussing moving their online marketplace to April 2020 and we might want to bear that in mind, so that the two events aren't too close together.

DA said that the Share sessions will be run at every other seminar and that this schedule could be revised if necessary. At least one user of the sessions has asked if there is a fee to participate so it would be worth considering if we can monetise them instead of holding a real life event. AB also said that keeping the organisation profile high by doing something was important. RB asked if any fee charged could be tiered to benefit members. NC and AB agreed and suggested at least 50% discount for members.

AB will investigate with PHM whether we could cancel completely for Spring 2021 and have our deposit returned. If we cannot get a refund then we will move the event to 2022. She will email Committee with their response. We will look to organise an event at PHM at some point however as they have been helpful and we wish to show our support for them

AB will speak to Constantine about future sponsorship and using the money we currently hold from them for assisting online events. She will also speak to Momart about future sponsorship. NC mentioned that Clive from TESS is now retiring but AB has had positive discussions with his successor (Grant Hawthorn) and there is hope on both sides to continue the good relationship between TESS and TEG.

7. AGM 2020

NP said that we currently have 34 bookings for the AGM.

It has been a learning curve for everyone to organise this year's event. AB and KL will be doing more promotion of the event through the newsletter and AB is promoting it to new members as well. NC will encourage attendance via her Chair's introduction to the next newsletter. DA suggested NC could do this as a video and NC agreed.

NP asked all Committee members to sign up for the event via Eventbrite.

NP will talk to DA about how to record the event.

The next AGM has provisionally been set for April or May 2021 but this may change of course. NC pointed out that as we are now a CIO we must hold the AGM by September but it would be better in May, our usual time of year. AJD mentioned that the accounts are filed with the Charity Commission at the same time.

8. Minutes of the last meeting

No matters were arising from the minutes of the 21 July meeting, so these will be signed off by NC and filed by AJD. CA will put them online.

9. A.O.B.

RB said that the Membership review is still active, please fill in the feedback forms to help complete the data as much as possible. The survey link is still open.

MR had commented to some of the Committee about keeping documentation and GDPR responsibilities during the Covid-19 crisis. This is especially relevant to membership data. NC will forward her information to CA, AL, AB and RB.

10. Date and location of next meeting

NC thanked everyone for their attendance. We will see each other on 21st October for the AGM and another Committee meeting to look at the other half of the agenda will be held in November, date to be confirmed by Doodle Poll.