

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



**11 January 2021
Meeting held online
MINUTES**

Present:

Nicola Coleby (Chair) – NC
Natalie Patel – NP
Janine Parrish – JP
Roz Bonnet – RB
Emma Daker – ED
Karen Lewis – KL
Sonja Kielty – SK

Maria Ragan - MR
Alice Lobb – AL
Elena Saggars – ES
Felicity Sylvester – FS
Dana Andrew – DA
Charlie Alexander – CA
Andrew Deathe – AJD

Apologies received from: Alanna Davidson – AD; Aaron Rossi – AR; Sandy Wood – SW; Ann Barnes – AB

1. Review of Action Register from November meeting

2.1.1.1.1a NC and DA have nearly completed the Professional Development Manager contract and will forward it to AJD for filing once signed.

2.1.1.1.8 KL and Dave Lewis will update the privacy policy as Dave will get the software to alter the PDF format.

2.1.1.7 NC is continuing her enquiries into the Arts Council England Recovery funding and will lead on an application if we are eligible to apply. There is also project funding available from ACE.

2.1.2 CA has checked that suppliers' websites lead correct to TEG's website as a resource. All are correct other than two which have not yet replied to CA.

2.2 DA reported that there are no outstanding funds from previous Art Fund supported projects for TEG still to claim. She had a budget meeting with Art Fund in December and will have another one in late January.

2.2 The Trustees, Professional Development Manager, Membership Manager and Coordinator held a finance meeting in December 2020 to look at a revised budget for the current year and to discuss requirements for the forthcoming financial year. Another meeting will be held at the end of January 2021. See also Section 2 below.

2.3 NP has been looking at the issue of cover for Secretariat positions in case of illness. This is covered in section 3 below.

2.4 Investigations into online donations have shown that they are not financially viable in that the installation of required website software will cost more money than would be raised. We will instead concentrate on encouraging organisations and individuals to take up membership of TEG.

3 The contract for the Website Manager has been updated to increase annual days to 22 and this was backdated to July 2020. The new format has been filed in Dropbox.

3 Committee members are reminded to forward recommendations for new members to NC as they arise. Roz will be leaving the Committee in the Spring and we will have three members on maternity leave from February 2021. Dana suggested Andrew Bullock, Touring Exhibitions Manager at National Museums Liverpool may be someone we wish to contact.

4 NC will contact the CEO of Surface Impression to ask for his advice on repairs to our website.

7 AJD will upload minutes from October and November meetings to the website.

8 Due to the ongoing situation with Covid-19, AB will not be advancing discussion on sponsorship with corporate members for now. The matter will be reconsidered later in the new financial year.

2. Financial Summary

There were no initial questions about the latest Financial Summary.

NC flagged up the gap between projected income and expenditure. Around 70% of membership renewals should go ahead.

NC queried the expenditure on the CIO transition professional fees from our advisor Jon Benjamin and AJD confirmed that the total paid in this financial year was £2,750, against a budgeted £1,500.

NC clarified that although the sponsorship of £2,000 was received from TESS this year, and will be used as part of the Art Fund project, we do not have to credit TESS as the money was for sponsorship for the Professional Development programme in 2019-20, for which they have already been credited.

Trustees, PD manager, Membership manager and Coordinator will meet on 25 January 2021 to progress planning on 2021-22 budget.

3. Coronavirus Risk Assessment and Recovery Plan

NP has updated the documents since the November meeting, and these have been circulated for this meeting. She will update them again based on the reports from this meeting and the Finance meeting scheduled for late January.

The section on Business Continuity now includes a basic protocol in case of illness of any of the Secretariat. NC said that AB's recent (fortunately, minor) illness highlighted the possible

issues and asked that line managers hold email discussions with the Secretariat team to raise awareness of this and the protocol.

KL has offered to lead on a Marketing working group.

NP has had one expression of interest in taking over the Membership Officer role when RB leaves in the Spring. Anyone else who is interested should get in touch with NP before the end of January 2021.

RB said that she believed it would be prudent to lower expectations for membership income in 2021-22 even further than they are currently. NC agreed and said this would be addressed at the January budget meeting.

NC asked NP to remove items in the Risk Assessment and Recovery Plan can be removed if they have already been completed or addressed.

NC said that ED and AB will lead on a working group to look into the ways in which an online Marketplace might be held this year. ED asked for other Committee members to email her if they would like to be involved. She will also contact those not present at the meeting.

NC asked NP to change a reference in the Risk Assessment to the Professional Development Manager's fee to make clear that from February this fee will be coming from the Secretariat core costs. NC pointed out that the ProfDev role was created with the idea that it would cover its own costs through income generation. During the pandemic this has not been possible and the Art Fund grant and funds from TEG have been used to retain the post until August, when we will need to review if and how retention of the post is to continue.

NC reiterated that, although in theory we have reserves to cover TEG activities for up to four years, as mentioned in the Risk Assessment, we cannot continue to work through the money as we have done this year, as to do so would jeopardise the existence of the organisation. The Financial planning that is taking place for 2021-22 is addressing this but everyone should be aware that TEG will have to find new funding sources and/or tailor its activities accordingly. Online Committee meetings for example, may be retained as cost effective compared to physical meetings and we may limit ourselves to one physical meeting per year, once Coronavirus conditions allow.

4. Membership Structure Review

RB checked with NP about who was eligible to vote at this meeting. Trustee votes will be counted to pass or reject each matter raised, although Advisory Board members were also encouraged to contribute to the debate. As all seven Trustees were present, the meeting was quorate.

RB also checked that everybody had read the various papers sent about this subject and had no further questions at this point. Everyone was happy to proceed.

- The first decision to be voted on was the introduction of the new membership category for those in Education or support roles. **Passed unanimously.**
- Next was to set the fee for that membership category at £45 per year. **Passed unanimously.**
- The next decision was whether to adopt a category for freelancers and volunteer-led organisations. **Passed unanimously.**
- Next was to set the fee for that membership category at £60 per year. **Passed unanimously.**

The next decision was whether to adopt a multi-tier category for organisational membership. JP queried what the benefit of such a system was, when it appeared to be more complicated to administrate and would possibly lead to less revenue for TEG. MR said that she thought the tiers would perhaps help to retain or recruit new members by appearing fairer than the current, single tier, system. RB said that if we retain the same number of members as we currently have, the new system will actually increase revenue but acknowledged that there is a risk that numbers could decrease. NC said that she thought the two new categories (above) would encourage new members and some current members to stay where they might leave in the current economic circumstances. For the same reason she was concerned that the increase proposed in some memberships from £78 to £95 or £115 could be too much in the current circumstances and we should perhaps defer introducing them until at least next year. Both ED and JP said they were uncertain about the fee levels being set at the moment. NC suggested that they could be initially trialled for two years and then reviewed.

RB said that we can vote to bring in some of the changes at the next AGM and to defer others.

The vote was taken on what levels to define the bands and set the fees for different categories in the future.

- Band 1: For members with 1-50 staff (**passed unanimously**) at £80 (**passed by 6 to 1 votes**).
- Band 2: For members with 51-150 staff (**passed unanimously**) at £95. (**passed by 6 to 1 votes**).
- Band 3: For members with 151 or more staff (**passed unanimously**) at £115. (**passed by 6 to 1 votes**).

A vote was then taken on raising the Corporate membership fee to £200. **Passed unanimously.**

A vote was then taken on whether to offer a 5% discount if the member joined for two years on all membership categories (**rejected unanimously**) or some of the categories (rejected by 5 to 2). NC asked if 5% is too low to attract anyone anyway, as UKRG offer a 20% discount.

The next matter to be voted on was when to introduce the changes:

- When asked if all the changes were to be introduced from the next AGM the vote was **unanimously rejected**.
- When asked if we should begin applying the category for members in Education and support roles from the 2021 AGM the matter was **unanimously approved**.

- When asked if we should begin applying the category for freelancers and volunteered organisations members from the 2021 AGM the matter was **unanimously approved**.
- When asked if we should begin applying the tiered categories for Ordinary members from the 2021 AGM the matter was **unanimously rejected**.
- When asked if we should increase the fee for Corporate members from the 2021 AGM the matter was **unanimously rejected**.

The matter of offering a 5% discount for two year membership had already been rejected (above) so no vote was held on when to introduce this. NC raised whether we should offer it to existing members as an incentive to stay with TEG. MR said that she had concerns about the confusion that this could cause. She could understand the incentive but we needed to have a very clear offer to make to members. AJD added that he thought we could end up running three membership systems simultaneously if this discount was instituted now, or that it could restrict TEG from introducing the new categories within the next two years. RB said that she was concerned we could look like we are offering with one hand (a discount) and taking with the other (a fee increase). NC concluded that she would not press for a discount.

NC asked if we could email members to vote on the introduction on the two new categories, so that this could be done before the AGM. NP agreed that this would be allowed under the CIO Constitution. RB asked if this could be done in this financial year, i.e. before 1st April 2021. NP agreed but that it would require KL to help publicise. NP, AJD and KL to work on this.

A final vote was passed to review the decisions on the new banding categories in the autumn of 2021, with a view to possibly introducing them for 2022-23.

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

5. Professional Development

There were no questions from anyone concerning the report sent by DA

DA asked for recommendations for speakers or case studies on Digital Exhibitions for the April webinar. Nicola recommended Jodie from Brighton. ED recommended the Modern Art Oxford exhibition and a project at Craftspace called Making for Change. SK recommended a volunteer-run project in Barnsley and also an archivist project. JP has a contact for Tara Marinus at Basingstoke and FS recommended the Design Museum for looking at paid-for online exhibitions, also Imagine exhibitions, which are 'Drive-thru'. DA also mentioned a Netflix exhibition in Brooklyn. ES gave a link to an exhibition at the Fitzwilliam, Cambridge.

DA has met with the Art Fund, NMDC and UKRG about webinars on lending and borrowing, for which Art Fund have a budget. There will be five webinars, taking place either side of Easter and run by a company called Event Concept, hosted from a studio in London with a professional look to it. DA asked for recommendations for a host – someone with a high

profile in museums and exhibitions and with a good presenting style. They would need to be available for half a day a week over five weeks, in London. Email suggestions to DA please.

One session needs a TEG speaker. This will be the session just before or just after Easter and the subject for discussion will be 'Preparing a loan'. Volunteers please email DA.

NC thanked DA for the exciting programme for TEG and getting us involved with the Art Fund webinars as well.

6 Marketplace

There were no comments or questions about AB's paper.

NC spoke a little about the alternative plans for an online Marketplace and Seminar in 2021 and said that there should be a working group, led by AB, to look into the methods of delivery. ED offered in AB's absence to email everyone not at the current meeting and asked those present to email her if they would like to be involved. NC said that there were concerns about the amount of work organising an online event would take but hopefully this would be offset by not having to spend time visiting and liaising with a physical venue.

7. Minutes of last meeting

There were no amendments to the draft minutes so these were signed off by NC and AJD will add them to the website.

8. A.O.B.

DA will register any Committee members for a place on the next Webinar if they email her.

9. Date of Next Meeting

AJD asked if the week of 28th February clashed with half term or other events. There is a TEG webinar on the 24th February. AJD will look at dates in the week commencing 1st March.