

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



**04 March 2021
Meeting held online
MINUTES**

Present:

Nicola Coleby (Chair) – NC
Maria Ragan – MR
Natalie Patel – NP
Janine Parrish – JP
Roz Bonnet – RB
Alanna Davidson – AD
Sonja Kielty – SK
Elena Saggars – ES

Felicity Sylvester – FS
Miranda Stacey – MS
Dana Andrew – DA
Charlie Alexander – CA
Ann Barnes – AB
Andrew Deathe – AJD
Jialin Jiang – JJ

Apologies received from: Emma Daker – ED; Karen Lewis – KL; Aaron Rossi – AR; Sandy Wood – SW

1. Introductions

Everyone welcomed Miranda Stacey, from the Barbican Art Gallery, and Jialin Jiang, from Manchester University. Miranda is standing in for Alice Lobb (who is on maternity leave) and Jialin is observing TEG's work as a student.

2. Review of Action Register from November meeting

2.1.1.1.1a NC and DA have signed the Professional Development Manager contract and AJD has filed it.

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 and NP looked into the Arts Council England Cultural Recovery funding and decided that it was not applicable to TEG and that the work involved in an application was too much within the short timescale to complete it.

1.3 If anyone has any recommendations for people to approach as new Committee members, please pass their details to NC and/or AJD.

1.7 Minutes of previous meetings are now on the website.

2 An initial meeting of a finance team has been held with another scheduled for the end of March.

3 There is no formal structure in place for illness of any member of the secretariat but they are reminded to keep their line-managers informed.

4 ES and AB have prepared a vote on the new categories, which will be sent to all members on 8 March, for a result to be decided before the new categories go live on the website on 31 March.

5 Email DA with recommendations for speakers or case studies on Digital Exhibitions for the April webinar.

5 Nicola will represent TEG as a speaker for the 'Preparing a loan' webinar in April, as part of the series run by Art Fund, NMDC and UKRG.

3. Coronavirus Risk Assessment and Recovery Plan

NP has updated the documents since the January 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 April.

The most important points to note are that our current activities mean that the risk of spreading Coronavirus through TEG events or to our members, secretariat and committee are negated. As lockdown lifts and we begin to look at the potential for organising physical events, our policies around containment of risk will continue to be reviewed.

Membership is undergoing some changes with the introduction of new categories and this will be continually assessed for risk management as it directly affects our funds.

Finances in general are under review and there is a new working group looking at funding possibilities. All Committee members are asked to look out for funding opportunities which may be relevant to TEG and to forward detail to JP, NC or NP. NC pointed out that the document mentions a potential review of secretariat hours in 2022-23, but that this is dependent on the financial situation as it develops within the current year.

NC praised DA for the Professional Development programme in the last 8 months, which has done a lot to preserve the reputation of TEG as an industry support organisation.

ES has stepped forward to replace RB as the Membership Officer.

DA had suggested contacting Andrew Bullock of National Museums Liverpool with regarding to him joining the Committee. NP will follow this up.

CA and AB were asked to contact NP if they felt there were any issues specific to the website that should be raised in the Recovery Plan. NC asked if the Plan could include monitoring of expenditure on support time from Surface Impression, as the current plan of 24 hours seems to last for around 10 months rather than a full year.

AB will update NP on Marketplace as the programme for that develops.

4. Website

CA had prepared the report which was sent to everyone.

There is plenty of evidence that webinars and newsletters both increase use of the website.

Surface Impression had been in touch to say that our support package had five hours remaining. CA and AB noticed that the time deducted included 2 hours for quoting for work on the membership changes. AB contacted Surface Impression about this and they agreed to remove the charge for that time.

There has also been an issue with Surface Impression unable to access all of the data required for updating the website, resulting in a lot of to-ing and fro-ing between CA, Surface Impression and Tsohost, which has eaten further into our support hours. This can hopefully be relieved through an automated plug-in which would take 2 hours to install. It was agreed that this should go ahead, CA to inform Surface Impression.

A third related issue is whether the work required on the membership part of the website comes from our support package or is paid for separately.

NC said that the trustees had agreed that the membership work would be paid for as a separate bill. This would come from the current year's finances if the work is completed before 31 March. The cost is £1,237 +VAT. AB expected the work to be done in time and hoped that it might possibly take less than the two full days quoted.

NC agreed that we should buy a new support package in the new financial year. CA will check that the prices won't increase in the new year, although we have received a quote for the same price as last year. There was some discussion around Surface Impressions prices, which are generally considered quite high.

NC praised the report from CA for showing a lot of useful information and a rise in use of the site.

5. Membership

AB and RB had supplied a report to the Committee. This raised a question from NC about whether we have had any feedback from organisations who have let membership lapse as to why. AB said there was no particular pattern but the most recent reason has obviously been due to a drop in income for organisations. There has been an increase in new members and particularly freelance members. Corporate memberships have remained fairly steady but new corporate memberships are lower. NC asked if members have been leaving TEG to go to TEO but there doesn't seem to be any evidence for this.

Membership renewal levels are at around 70%, which is not bad given the past year. RB cautioned that we need to track this closely as the impact of coronavirus on some organisations' finances, such as local authorities, will not be felt until this coming or future years.

MS asked about the difference between 'active' and 'inactive' members. AB explained that this is to do with the way in which memberships can appear in the website figures. Full membership at any given time is usually around 300.

NC asked if there is a time limit for keeping lapsed members on the books. AB said that it is current 18 months. There have been no big fluctuations in membership levels over the past few years, excepting for the slight drop-off in new memberships this past year. RB said the introduction of new membership categories will hopefully increase overall numbers. She summarised the vote on new membership categories, which will take place from 8-21 March. If the vote goes positively changes will be made to the website and the new categories opened from 1st April. SJ and AD will verify the voting results. All committee members are encouraged to vote! Only a simple majority is needed to approve the new categories.

AB added that new graphics have been commissioned and her and CA are in regular discussions with Surface Impressions to get everything set up as smoothly as possible.

6. Marketing

KL could not attend the meeting but had sent a report to all Committee members.

Our LinkedIn group is doing well, with constantly increasing membership.

There is a marketing working group, consisting of KL, ED, ES, FS and AB. This group has yet to meet. KL to convene the group.

MS said that she would be interested in joining a working group but would like to know what they are. AJD will send her a list. JJ is interested in joining the Marketing group, AJD will let KL know. JJ would like to be involved in social media work and she suggested that posts could be more directed towards attracting the freelance community. NC welcomed her input.

7. Minutes of the last meeting

Minutes were agreed and signed off for posting on the website.

8. AOB

AB reported on the last Marketplace working group meeting. October dates, over two days, are currently being explored. Online platforms are being looked at as a decision was made to keep the event virtual for 2021. SK said that the Share sessions, professional surgeries and the chance to meet exhibition providers were the essentials of Marketplace that we would like to reproduce online. We also want to use keynote speakers to attract an audience. Another meeting will be held on 14 April, AB to convene.

Ideas for themes for Marketplace are welcomed.

NC asked if pricing would only cover costs or if it could generate income. AB said that was still currently unknown but would be explored in future planning. We would certainly hope

to make it cost-neutral. We do still have sponsorship money from Constantine held over from last year and Momart and Blue Tokay have both said they are interested in supporting future events.

FS asked if we have ever pitched the Marketplace format to other events, such as MA conference etc. AB said that we haven't, as we haven't had the budget to do so previously.

9. Date of Next Meeting

AJD asked if the week of 13th or 19th April clashed with other events. There seemed to be no problem so a Doodle poll will be sent to establish a date.