**Trustees Annual Report (Report of the Executive Committee) for 2019-20**

1. This **repor**t briefly summarises the work of the Executive Committee which managed TEG’s day-to-day operations in the 18 months since the last Annual General Meeting. You, our members, elect us: you can track what we have been doing through the minutes which are posted on TEG’s website; and you can use this part of the meeting to interrogate the Committee on any aspect of that work. We hope that you will grasp this opportunity, to understand better what the Committee has been up to over the last year, and ask any questions you might have.

2. The Committee has met five times, physically and online, since last year’s AGM on the 3rd May 2019; on the **22nd July 2019** at the **Goldsmith’s Centre**, London, **26th November 2019** at the **People’s History Museum**, Manchester, and on **27th January 2020** at the **National Gallery**, London. Since the start of the Covid-19 restrictions in March 2020, the Committee has met virtually using online platforms. Papers for the Committee meeting that was to have taken place on the **31st March 2020** were discussed by Committee members via email. Online Committee meetings were subsequently held on the **21st July 2020** and scheduled for **2nd October 2020**.

Our venues usually alternate between London and the north of England or the Midlands, to even out travel costs and times, and to see venues with which we may not be familiar. We are always grateful for the welcome that our hosts give us and for the time on tours of exhibitions or behind the scenes. Until it becomes possible to hold physical meetings once again, Committee meetings will continue to be held using online platforms.

3. This year there has been one resignation from our Committee due to work commitments. We would like to thank **Julie Biddlecombe-Brown**, Secretary of the Committee since 2016, for her time, expertise and unfailing commitment to TEG’s work. **Katie Morton** and **Amisha Karia** have stepped down while they take maternity leave and will re-join us in 2021. We co-opted two new members, Sandy Wood and Aaron Rossi, and are delighted that both are now standing for election as members.

**Maria Ragan** kindly agreed to take on the role of Vice-Chair during Katie Morton’s maternity leave, with the unanimous backing of Committee members. **Natalie Patel** has also very generously taken on the work of Secretary since that post became vacant in June, and is standing for election to the post of Secretary in today’s ballot.

**Charlotte Dew**, TEG’s Administrator, stood down from this role in autumn 2019 in order to concentrate on her position as TEG’s Professional Development Manager. We would like to thank her for her outstanding work as Administrator, not only providing flawless administration for the organisation but also working strategically to expand TEG’s reach and capacity.

We were delighted subsequently to appoint **Andrew Deathe** as TEG’s new Coordinator in October 2019. His wide-ranging expertise and experience in the museum sector have enabled him to quickly grasp this complex role, providing invaluable support for all aspects of TEG’s work.

Charlotte Dew has temporarily stepped down from her role as TEG’s Professional Development Manager for personal reasons and we look forward to her re-joining us in the New Year. In the meantime, we are very grateful to **Dana Andrew** for stepping in at short notice to manage TEG’s professional development work, particularly when Covid-19 restrictions have entailed major changes to the way in which TEG will deliver its training programme over the coming year.

4. At last year’s AGM, you voted to agree that TEG would draw up a new Constitution to enable us to apply to the Charity Commission to become a Charitable Incorporated Organisation, or CIO. We are delighted to report that the Charity Commission accepted our application and that TEG became a CIO on 28th August this year. You can now find TEG’s details on the Charity Commission website.

Particular thanks are due to Dana Andrew for drafting our application, to Julie Biddlecombe-Brown and Andrew Deathe for then nursing it through every convoluted step of the process, and to charities’ sector consultant Jon Benjamin at MJB Consulting who provided much-needed expert advice over the past 10 months and submitted the final application.

TEG now has a Board of Trustees working with an Advisory Board, replacing the former Secretariat and Committee. Nominations and elections for Trustees and new members of the Advisory Board will continue to be made in the same way as past nominations and elections to the Committee. Being a CIO means we will be able to apply for a wider range of funding, allowing us to continue to develop our sector support and Professional Development programme.

5. TEG’s Professional Development programme continued to flourish last year and during the early part of this year. Training events delivered across the country included *Tactile Access to Collections, Engaging Exhibitions, the Economics of Touring Exhibitions, Partnership Agreements* and *Beginning to Tour*, with high levels of attendance from both members and non-members. Charlotte Dew also provided bespoke consultancy for national, non-national and overseas organisations, and TEG’s trainers have provided mentoring and bespoke consultancy for individuals and museums and galleries over the past 18 months.

TEG’s new downloadable *Commissioning Agreement Resource and Template* was added to the Resource & Research section of the website in 2019. It was developed by Dana Andrew and supported by Tess Demountable.

The *Sharing Collections Symposium*, held on 15th November at the Natural History Museum was a key focus of last autumn’s Professional Development programme. The symposium reviewed lending and borrowing work undertaken to date as part of the *Preparing to Borrow* and other programmes, and considered what is next. It was delivered in partnership with Art Fund and NMDC; working in partnership with Art Fund and NMDC in this way is proving effective in continuing to expand TEG’s reach, and raising awareness of TEG. Both partners were happy with the response to the event, proposing a follow-up partnership symposium in two to three years.

Charlotte Dew’s knowledge and commitment to the Professional Development programme has continued to drive forward and expand TEG’s capacity to deliver training and resources for TEG members and the wider sector, and we would like to thank her for her expertise and enthusiasm, and unfailing hard work. We are also extremely grateful for the support of TESS Demountable, who continued to provide sponsorship for the Professional Development programme last year, to the Art Fund for its ongoing support of the *Preparing to Borrow* programme and for the *Sharing Collections Symposium*, to NMDC for supporting the *Sharing Collections Symposium*, and to Arts Council England’s Security and Government Indemnity team who so kindly shared their expertise at last year’s Marketplace and *Sharing Collections Symposium*.

6. Art Fund has continued its generous support of TEG this year with a Professional Network grant of £4,750 awarded in May. This enables TEG, in the light of Covid-19 restrictions, to expand its professional development programme to digital platforms over the next 9 months, and Dana will be telling you more about this in a few minutes.

7. Membership remained strong throughout 2019/20. Since April this year the effects of Covid-19 have inevitably affected members’ ability to renew, not least because many members continue to be on furlough. From April and August 2020, we currently have 44% of membership payments outstanding. However, in this same period, 6% of our current membership is made up of newly joined or re-joining members.

During the past financial year, pre-Covid-19, a working group from our Committee and Secretariat had already begun work on a review of our membership structure. This work continues into 2020/21, taking into consideration the impact of Covid-19 on our sector and on TEG. A recommendation on the membership structure will be brought to the Board before the end of this year. If any change to the structure is recommended, this will be presented to the membership to vote on at our 2021 AGM.

We appreciate the contribution all of you are making to our organisation. While TEG has been lucky enough to secure public funding and sponsorship for our Professional Development programme, your subscriptions are vital for its survival. At the same time, the bigger and more varied its membership, the stronger and more useful TEG is to its members. We have seen that TEG’s services are appreciated at a time when more has to be purchased with less, and this is even more important now in the light of the huge challenges the sector faces as a result of Covid-19. We would like to take this opportunity to personally thank the members here today, and by extension your venues for their continued support. We hope that you will continue to give us feedback on our work and contribute to our latest ventures. Please look at TEG’s social media accounts on Twitter and Linkedin and do retweet or tag TEG when you have relevant sector news on your feeds.

As Dana will explain, over the coming months TEG’s Professional Development programme will continue to be delivered online, and we hope that you will take advantage of the webinars in the coming months. We hope that Marketplace can return next year and look forward to updating you in early spring about this event.

8. Lastly, we would like to thank all of our sponsors and supporters who enable us to deliver TEG’s work to its members and the wider sector. I have already referred to the invaluable support of Art Fund, TESS Demountable and NMDC, and in addition we would like to thank Momart for their generous sponsorship towards Marketplace 2019.

Our final thanks go to Clive McCready, General Manager of TESS Demountable who has been such a staunch supporter and ally of TEG over many years, and who has taken, in his own words, (slightly) early retirement from TESS. Our heartfelt thanks to Clive for his enthusiasm and support o TEG; we will miss working with you but very much look forward to seeing you and your successor at next year’s Marketplace.

Thank you all for joining us this year, and we hope to see you in person at next year’s AGM.

Nicola Coleby September 2020