

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



**20 April 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
Elena Saggars – ES

Felicity Sylvester – FS
Miranda Stacey – MS
Aaron Rossi – AR

Charlie Alexander – CA
Ann Barnes – AB
Andrew Deathe – AJD

Apologies received from: Karen Lewis – KL; Sandy Wood – SW; Sonja Kielty – SK ; Dana Andrew – DA

1. Review of Action Register

1.2.1.2.1.1.1.8 KL to update Privacy Policy.

2.1.3 This is RB's last meeting, so if anyone has recommendations for new Committee members, please pass their names to NC. MR and NC will be having a chat with all committee members and reviewing the skills audit from 2020 to see where we may have knowledge or skill gaps on the Committee. In light of this review NP has not yet contacted Andrew Bullock (National Museums Liverpool) to see if he would be interested in joining the Committee.

4. Surface Impression have been given go-ahead to update website with auto-back-up plugin. SI will also take an hour of our support time (and from all of their customers) to fund a major WordPress update across all sites. A new support package will be needed from the summer and will cost £1980+VAT. Committee agreed to CA agreeing to a purchase of the new package when it is required (as we run out of the current support time).

6. Marketing Working Group will be meeting 23 April. KL has a draft Marketing Strategy which she will send to the group to look through in advance. NC has already commented on the draft.

7. AJD will upload all approved minutes to the website. NP will check to see if there is a constitutional demand for how long minutes stay available online. Currently they are available for up to three years but we may reduce this if the Constitution allows.

8. Marketplace Working Group convened and underway.

2. Financial Situation and Budgets

There were no comments on the final finance spreadsheet for 2020-21. The loss, from reserves wasn't as much as originally feared.

For the 2021-22 budget, there is an estimated loss of just under £16,000. We are not expecting membership to recover to levels to improve this. Professional Development Manager fees have previously been covered by income generated from training events and the post was created on this basis. In much of the past year, the fees have been covered by the Art Fund project funding or offset by DA's generous offer to work time covered by the government Covid grant given to some freelance workers. The Art Fund project funding ends in July 2021 and DA will work on evaluation for the project in August 2021, to be paid by TEG.

The Professional Development Manager fees will continue to be covered by TEG but the Funding Working Group, and in particular NC, have been looking at funding applications which may support this role in the near future, including Arts Council England project grants. No information from ACE on sector specialist funding has been forthcoming. NC has spoken to several people including Jill Brown, responsible for touring exhibitions at ACE. TEG is considering a Project Grant, of up to £15,000, which has a relative short turnaround in the application process, of about six weeks, although RB says this may have been extended due to the backlog. The Funding Group will look at a draft application and circulate it for others to look at and possibly contribute. NC will also ask ACE which region we should apply in.

It was felt that an application for one year will give us a manageable project which can then be built on when we have reviewed our future business plans.

NC will look into registering TEG on the Grantium application portal.

If anyone knows of funding opportunities suited to TEG, please forward details to NC, NP or MR.

We have had members in both the new membership categories already.

AJD will contact NatWest Bank to update the details of signatories on the business accounts. This can be done online, hopefully. It was agreed that Nicola Coleby (Chair), Natalie Patel (Secretary) and Janine Parrish (Treasurer) would be the new named signatories.

NC thanks AJD for work on the budget sheets.

3. Coronavirus Risk Assessment and Recovery Plan

NP asked all Committee members to send updates biographies for the website by the end of April 2021.

A new draft Marketing plan from KL shows how we can improve our profile and presence on social media strategically rather than reactively.

ED said that she would promote the new Education membership category to her interns and JP said that she had been pulling together a list of the many universities offering museum and gallery-related training courses so that TEG can contact them directly as part of a marketing campaign. NC asked anyone who has a personal relationship with a university course to go ahead and contact them now, not to worry if they are contacted twice.

On the Risk Assessment there have been minor updates to mention keeping financial aware and monitoring the budget situation, and to ensure that any future physical events such as seminars or Marketplace 2022 are Covid secure and compliant with the contemporary guidance.

4. Professional Development

No one had matters to raise from the report.

In answer to points and questions that DA had raised in her report:

If anyone has any ideas for speakers at the Digital Exhibitions seminar, please pass them to DA.

Should we consider carrying on webinars after the end of the Art Fund project in the summer? NC pointed out that many organisations were carrying on with online seminars into the rest of the year and the webinars we have already run can be revisited. After the Art Fund funding comes to an end, we can charge for attendance and DA has been looking at charging for access to films of previous events. An event specifically for Houslow Libraries has been organised and will bring in a consultancy fee. Committee agreed that the events should continue.

MS asked if the events were accredited in some way, even just issuing a certificate of attendance. NC agreed, particularly to attract students or a global attendance.

Consider offering paid-for advice sessions on an hourly basis, following on from the mentoring sessions given over the past year. These would be charged for, with discounts for members. Committee agreed.

DA is going to look at recruiting more trainers as the current pool has become quite small.

Jialin Jiang's work placement is due to end later this week and NC will make sure that a card and thanks are sent to her.

5. Marketplace 2021

Nobody raised questions from the reports.

The Committee agreed that the dates for the Marketplace would be 21 and 22 October.

The Committee confirmed that the AGM within the online Marketplace 2021. NC asked when the best time would be to have the AGM within the event and AB said that the programme was still under discussion, including whether or not there will be concurrent sessions.

There was some discussion on using the name Marketplace, after TEO used the title for their event and AB asked if we wanted to change the name as this year's event would be different. It was agreed that the name would remain, so that it didn't appear that we had passed it on to TEO. There was discussion about TEO's event from those who attended. JP and others noted that there were a lot of large international organisations and their market is perhaps different than ours, as many of our members are smaller and local authority organisations. AD said that TEG had a reputation for training and support, whereas TEO has more of a lean towards marketing and promotion, and that there was room for both organisations to operate within their spheres.

AB and FS have been looking at online platforms on which we could run Marketplace. They will attend a few demo events to try out different options. The costs of each platform will have a strong bearing on which we will use.

SJ, ED and MR have been talking about themes for the Marketplace. AB covered the ideas so far, under the umbrella title of 'Sustainability of our industry'. Three sub-themes would be 'digital working'; 'the future workforce' and pathways into the sector; 'future thinking', looking at environmental sustainability. AB asked for views on is that too broad, too much to take on or are there other themes we want to cover. RB said that she liked the broad approach but that we should keep the sessions separate, each covering one of the themes rather than trying to merge them into one discussion. NC said that 'future workforce' was a good tie-in with the new membership category. ES said that maybe we should look at this as a separate session for the Education members, as it would have less interest for more established members. AB said that there had been discussion in the working group of running these sorts of debates as break-out rooms, giving delegates the option of which talks they attend.

NC mentioned that DA's work on 'The Economics of Touring Exhibitions' workshop and reviewing it for the future could give us a steer on financial sustainability as topic.

MS said she would like to hear from the Corporate members on how they are addressing environmental issues, particular for touring exhibits around the globe. ES said that UKRG have already covered this with Constantine and Momart and their talks could be covered again at the TEG event.

AB asked if we could include a brief membership survey in the next newsletter asking what sessions our members would like to see over the couple of years, at Marketplace and other seminars. Committee agreed.

AB briefly flagged up that a decision needs to be made in the near future about the date for the 2022 Marketplace, whether or not we keep that around the end of April, only seven months or so after the digital event. Everyone agreed that we should go ahead but ED raised

that it may be too soon for the AGM. NP will think about this and consider if we should run a separate AGM event in the summer 2022 and then bring it back into line with Marketplace for 2023.

6. Minutes of the last meeting: Matters arising

There were no matters raised, and the minutes were signed off as a final version. AJD will upload them to the website.

7. AOB

NC gave thanks to RB on behalf of the Committee, especially for the huge amount of work in restructuring the membership categories with AB.

NC also thanked ES for stepping into the Membership Officer role and ensuring continuity.

8. Date and location of next meeting

AJD to send Doodle Poll to arrange next meeting.

Action Register:

Agenda item	Action	Responsibility	Deadline/ Milestones
1.x8	Update Privacy Policy PDF.	KL, Dave Lewis	Autumn 2021
1.2.1.3	Make recommendations for new Committee members to NC	All	Ongoing
1.4	Purchase 24 hours Surface Impression support package for website when current package expires	CA	When required
1.6	Send draft Marketing strategy to Marketing Working Group	KL	April 2021
1.7	Upload previously approved minutes to website	AJD	April 2021
1.7	Check constitutional requirements for how long minutes must stay available online	NP	June 2021
2	Register TEG on ACE Grantium portal	NC	May 2021
2	Forward funding opportunities which may be relevant to TEG to MR, NC or NP	All	Ongoing
3	All Committee members to send updated biographies for website to NP	All	May 2021
4	Ideas for speakers at the Digital Exhibitions seminar to DA	All	May 2021

4	Investigate recruitment of more trainers to pool	DA	Autumn 2021
5	Survey Members about Marketplace and Seminar themes, via newsletter	AB	May 2021
5	Consider date for 2022 AGM	NP	Autumn 2021
6	Add minutes of April meeting to website	AJD	Apr 2021
8	Arrange date for next Committee meeting	AJD	Summer 2021