

Touring Exhibitions Group
Meeting of the Executive and Advisory Boards



11 April 2022
Meeting held online
DRAFT MINUTES

Present:

Nicola Coleby – NC (Chair)

Katie Morton – KM

Felicity Sylvester – FS

Elena Saggars – ES

Natalie Patel – NP

Maria Ragan – MR

Aaron Rossi – AR

Sandy Wood – SW

Janine Parrish – JP

Miranda Stacey – MS

Megan Birchall – MB

Lauren Wylie - LW

Charlie Alexander – CA

Dana Andrew – DA

Andrew Deathe – AJD

Apologies received from: Andrew Bullock – ABk; Karen Lewis – KL; Ann Barnes – AB; Alice Lobb – AL; Sonja Kielty – SK; Emma Dakar – ED; Alanna Davidson – AD

1. Review of Action Register from January meeting

Where items from the Action Register aren't mentioned in these minutes, it is to be assumed that they are completed or ongoing.

1.1.7 CA has been looking at policies for handling web data requests in other organisation and is working on a draft policy for TEG.

1.1.7 Unused @TEG email addresses have been deleted.

3 'Corporate member of the month' is now established as a rolling feature in newsletters.

4 CA can edit PDF documents and will do so for the Manual for Touring Exhibitions when the updates are ready. Catherine Livsey will do the edits of the revised Policy documents which NP and KM have been working on. NP and KM to forward finished texts to AJD for passing to Catherine Livsey and CA to upload finished documents to the website.

6 NC praised how well the social media rota has worked. AJD will ask KL to build a new rota for the next three/four months.

6 KL to canvas Marketing working group about frequency of meetings.

7 Marketplace report to include estimate of Secretariat time and cost for hours. AJD and DA to provide information to AB.

7 AJD to renew attempts to change bank account signatories.

2. Risk Assessment

The Risk Assessment now incorporates elements of the Recovery Plan, as the latter was created specifically to respond to the Covid pandemic. The Recovery Plan is now discontinued as a separate document.

The new business or forward plan will eventually replace the Recovery Plan.

DA asked if there should be an action plan for increasing reserves. NP said that this is required for CIO status and this will be included in the Trustees Report for the 2023 AGM. NC and NP are working on this. To date, TEG has been reactive about protecting reserves and the move in the future will be towards being proactive. NC said that in the past ACE funding has been allowed to bolster reserves but it is uncertain as to whether this will continue to be the case. From October 2022, TEG should discuss this with ACE.

Any further comments or questions should be raised with NP between Committee meetings.

3. Membership

ES reported on behalf of AB.

Membership renewals in March were very strong but there were a number of surprising non-renewals. ES asked everyone to look at the list in AB's report and if they know anyone at the organisations mentioned, please could they contact them and discuss renewing TEG membership. NC asked if the Science Museum had discussed why they had decided not to renew, but ES had not heard from them.

New members are now welcomed via social media.

AB and ES will be working on a contact list for educational institutions that run museum or gallery courses, to promote the Education member category to them and their students.

4. Professional Development Programme

There were no questions about DA's report.

NC thanked DA for the work on the programme to date. The next workshop will be held in mid-June. DA has reduced her working hours over the coming year to minimise expenditure but after the IPSO application is submitted, the Funding working group will be looking at submitting a separate project application to ACE to fund more professional development work in this year.

DA has been liaising with MAGNET (Museums and Galleries Network for Exhibition Touring) and NC asked if anyone else becomes aware of other touring initiatives to let the Committee know. DA has a meeting with MAGNET on 25th April to ensure that their ACE NPO application dovetails with our own for IPSO. Sonia Rasbery will also attend and Andrew Bullock is on the MAGNET Committee.

NP asked if the MA had been in touch about the Conference session proposal. DA said not.

DA reminded the Committee that there is no budget allowance for her to attend extra meetings outside of the M&H show. MR asked if Committee members attending various conferences could notify everyone on the Committee, if they are able to fully or partially represent TEG at the event. MS asked if there was a budget line for T&S. AJD said there are but the budget this year was very low for both Committee and Secretariat. It also does not cover a daily fee for Secretariat, for work beyond that which they are already contracted for. MS asked if a calendar of museum and gallery-related events could be set up, to which people could add their names if they are attending. AJD said he would be happy to construct a Google calendar of events, if people would let him know what is happening and when. NC said that a commitment to this, and funding for Secretariat to attend, could be written into the IPSO application.

DA asked everyone can promote the Preparing To Borrow workshop in June, as take-up is currently quite low. DA will send details of the workshop to CA for the website.

AD has agreed to be in the trainer pool. DA asked for more volunteers. NP will check if there is a potential conflict of interest in paying Trustees for work. There is no issue with paying Advisory Board members.

Following the meeting NP sent AJD a document from the Charity Commission which outlined the rules for paying Trustees for work, such as delivering training workshops. Broadly speaking, payments are allowable, as long as the work is advertised beforehand, rather than simply awarded to the trustee, and as long as the trustee is not involved in the decision to award themselves the work. AJD will circulate this to all Committee members along with papers for the next Committee meeting.

NC thanked LW and MB for their work on Marketplace as part of their work placements. This was seconded by DA.

5. Website

CA was asked for location information about website users and details of usage of the suppliers' pages and details were provided in the report.

The website went down for the best part of three days in the last quarter. Getting information of of TsoHost proved almost impossible. Both CA and Surface Impression found this with TsoHost. Eventually the site was fully restored but the situation left CA feeling that the site was vulnerable. She spoke to Surface Impression who offered alternative services. The cost would be much more expensive - £650 per annum compared to TsoHost charging £189 biannually. There would be a charge of an extra £15 per month from Surface Impression if we required visibility of any site issues ourselves. The difference in expense could offset the time that it currently takes three parties to resolve an issue. The payment to TsoHost is due in autumn 2022 and we may find that their prices have increased, as they have been doing this across other products. Both CA and NC thought that the Surface Impression package was expensive. CA offered to share the quote with NC and KL, both of whom have partners with expertise in this field.

Google Analytics is changing and CA will learn the new system, giving fair warning that it may take some time to fully get to grips with it.

CA asked for suggestions for the 'splash' feature on the homepage, after Marketplace has finished. DA will supply details of the next workshop.

DA asked if cyber-security was included in our insurance. She said that training in security was available for charities, which may be free. NC asked DA to look into this and pass the details to CA. SW said that Royal Academy Scotland was undertaking a cyber-security review which he will share with CA. He knows that there are minimum levels of security certification which you need to reach before you can obtain insurance.

CA mentioned that Sonia Rasbery had asked about accessibility of the website. Reviewing and if necessary correcting this will be part of the IPSO application. It was agreed that accessibility issues and cyber-security would be incorporated into the Risk Assessment Register (NP).

6. Marketing

DA asked about the format of the report as MB had created a new template, so that previous periods could be compared. NC asked for this to be minuted so that future reports would use the template.

NC said that it would be helpful to see more detail on the social media figures. LW said these figures are in the Marketing and Communications folder in Google drive and can be pulled out for the future.

NC asked if LW and MB could write a case study about their placements. DA pointed out that it was not part of the scheduled workload for the placement. LW said that she and MB both had to write 500 word blog posts and that they may be able to do this as a case study.

Anyone attending the M&H show was asked to attend the networking event (Museum Mix) at 1pm, to help represent TEG.

7. Finances / Budget

NC gave an update on the situation with the IPSO application. This is being written by Sonia Rasbery. A draft copy will be ready by early May for several people to review and the final application will be sent to ACE before 18th May. The application will include a detailed programme of activity for 2023-24 and funding for an Executive Director and Marketing Manager. MS said that she and AD would be at Marketplace and would like to offer anyone from the Committee who is attending the opportunity to chat over any part of the application if they would like to, as input from as many people as possible is important.

AJD presented the final budget sheet of 2021-22, which showed a loss slightly lower than we had originally predicted. The savings were through general care of the finances overall, rather than any one cut but it was worth noting that membership income exceeded our predictions and was a rise on the previous year. The trend in renewals and returning members has continued in March and April.

AJD presented the budget sheet for 2022-23. The budget this year is very heavily stripped back, with all Professional Development and Committee meetings held online, and cutbacks to Marketing costs. We could potentially keep losses to under £4,000 but we will be doing considerably less as an organisation. This is hopefully a one-off year in preparation for attaining IPSO status with ACE.

NP asked if estimates on membership income were low, particularly for the new categories. AJD said that he had been very cautious with estimates but it was still too early to say how well the recovery would be after the pandemic, which ES concurred with. NP said we should consider marketing as a way of increasing membership in the future. NP also asked DA if she thought that cutting back the Professional Development programme this year could cause longer term damage to the profile of the organisation. DA said this could be a possibility but that we can't keep spending money and eating deeply into our reserves. AJD backed this up, saying that we have stripped back to the minimum that we do but it should be remembered that this is still providing a lot of services for the sector and we will still have a high profile.

8. Marketplace 2021

DA covered AB's report. NP asked if there was a central point for collating presentation slides, so that the AGM can be included. AB was the contact. AJD updated on the ticket sales. There was some discussion around extending the booking period for tickets, which AJD agreed to do via Eventbrite.

9. Minutes of the last meeting: Matters arising

There were no matters arising from the minutes of the April meeting. They were signed off and AJD will upload the approved version to the website.

10. Any other business

AGM and Committee elections:

NP thanked everyone for standing for the Committee. KL has put forward a statement for re-election as a Trustee and ABk will stand for a full (rather than co-opted) place on the Advisory Board. The election ballot has misnamed ES as standing instead of KL. NP will edit the ballot and send a new copy to AJD for distribution to members.

Unfortunately time has not allowed for preparation and recruitment of a young shadow Advisory Board position but this will be created for the next AGM by the EDI working group.

A Digital Trustee role, fulling the former position of Publications Officer, will also be created for the next AGM and also a new EDI Trustee role, increasing the number of Trustees to nine.

DA will give a short presentation about Professional Development at the AGM.

We need at least 30 active members at the AGM to be a quorum.

IPSO Application:

NC said that we will need to address diversity – on the Committee, within membership and within our activity programme – for the IPSO application. The Committee and Secretariat will be sent a diversity questionnaire based on the ACE equality survey. All members of the Committee are asked to return this to Nicola as soon as possible.

KM mentioned that she and SW had been discussing TEG's profile in Scotland and how to raise it. SW will talk to AD about how they might be able to work on this. NC suggested that Jason Williamson in Aberdeen would be a great help with this. MS also suggested Amanda Catto from Arts Council Scotland. DA noted that we should look for contacts and sector leaders in all four home nations.

11. Date and location of next meeting

The next meeting will be held online at 1pm on Wednesday, 13th July 2022.

Dates for the following meetings will be 26th October 2022; 25th January 2023; 26th April 2023 (dependent on Marketplace dates); 26th July 2023. AJD will send calendar bookings to everyone.

To close the meeting, NP thanks NC on behalf of everyone, as NC is now stepping down as Chair.