

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



**16 November 2022**  
**Meeting held online**

**Present:**

Alanna Davidson – AD (Co-chair)  
Katie Morton – KM  
Elena Saggars – ES  
Sandy Wood – SW  
Emma Dakar – ED  
Natalie Patel – NP  
Aaron Rossi – AR

Alice Lobb – AL  
Felicity Sylvester – FS  
Janine Parrish – JP  
Maria Ragan – MR  
Andrew Bullock – ABk  
Karen Lewis – KL

Dana Andrew – DA  
Andrew Deathe – AJD

Ann Barnes – AB  
Sam Isbell - SI

Apologies received from: Miranda Stacey – MS (Co-chair)

Sonja Kiely was not in attendance, having stood down from the Committee on 4<sup>th</sup> November 2022.

Everyone introduced themselves and welcomed Sam Isbell to the organisation

**1. Minutes**

There were no changes to the minutes of the July meeting. AJD will upload these to the website.

**Action Register**

1.1 The needs of the financial reserves plan have changed because of the IPSO award, so JP has said she will write a plan by the end of 2022 which reflects this.

3.6 ED has written a case study on sustainable design.

4.1 DA wrote and AD reviewed a supporting proposal for Art Fund's NLHF application.

4.2 It is no longer required for DA, AD and MS to develop a professional development strategy and action plan, as this will form part of the IPSO programme need over the next three year.

**2. Finances**

JP reported that the budget is roughly on target as expected., the deficit being slightly lower than predicted.

The income from Volunteer and Education membership categories is lower than expected and JP asked if we would be better directing our marketing towards other categories instead. AB said she would be happy to talk about this with JP.

DA asked for some amendments to the predicted income for Professional Development and for the income from Art Fund. AJD to action.

### **3. Secretariat Reports**

#### **Membership**

DA will send AB a list of non-members who have attended Professional Development workshops, so that they can be followed up with encouragement to join.

AB asked if Committee members could review the list of non-renewals and speak to any contacts they have in those organisations. AD asked for a proforma email to use for that purpose. AB will send to those who request it and asked to be copied in to any contact to make communication smoother.

AB will draft messages for sending to Corporate bodies, encouraging membership and sponsorship, citing IPSO as a measure of our success and raised profile.

#### **Marketing**

KL asked how useful the new template for reporting Twitter figures was, in relation to the amount of work required to draw out the figures. DA shared a link for obtaining the figures in the quickest way and KL will look at this and continue to use the template for now.

A substantial rise in the number of people following us on LinkedIn and some disruption in the way people are using Twitter means that all social media channels will be watched to make sure we are getting the most benefit from the time they take to administrate.

KL will organise a Christmas e-card from Catherine Livesey, to be sent out in mid-December.

AD praised the Social Media rota and KL will refresh this to carry on into Spring and Summer 2023.

#### **Website**

SI is still in the process of taking over from Charlie Alexander, and Surface Impression are yet to implement changes to the new Google Analytics, so the current report was briefer than usual.

AB asked if the IPSO announcement could be included on the website as the leader splash, in place of the current advert for a workshop. SI will look into this.

SI will provide a short glossary in future reports for some of the terms used i.e. 'Bounce Rate'.

## **Professional Development**

Hunterian Museum, Glasgow, have confirmed that they want a Strategic Interpretation Workshop delivered on 13<sup>th</sup> December by DA, the first in-person workshop for several years. This will be tailored specifically for the Hunterian, for which they will pay a premium.

Horniman Museum have had their expression of interest for ACE funding for Magnet 2.0 confirmed and will now go on to submit a full funding bid. This will be sent in January 2023. DA and MS will meet with Nick Merriman and Sarah Cook of MAGNET on 2<sup>nd</sup> December to discuss how TEG's PD and sector support can dovetail with MAGNET's plans.

Art Fund will also hear about their application to NHLF ('Going Places', to support community led exhibition development) in early December. The result of this, the MAGNET project and our own IPSO success could lead to a boom in the sector over the next three years. All three lead organisations will meet to keep informing each other and ensure that we share, complement, and learn from and with each other. ABk noted that sustainability would be a key feature of all of the projects.

The student placements for this year are yet to be confirmed by Manchester University, both numbers of participants and working dates.

AD asked if TEG could target larger organisations which keep databases of training programmes that may be of interest to their staff. NMS do this, for example. DA said that we don't currently have the resources but this could be looked at as a student project.

## **4. Working Groups**

The Working Groups will now have their members listed on the Action Register. AD reiterated that the groups would focus on key areas for fulfilling the IPSO programme, so their activity is important.

The groups are:

1. Equality, Diversity and Inclusion (EDI) – Committee Lead: Emma Daker; Secretariat Lead Dana Andrew (?); Others: Natalie Patel, Maria Ragan

2. Sustainability – Committee Lead: Alice Lobb; Secretariat Lead: Dana Andrew; Others: Katie Morton, Felicity Sylvester, Aaron Rossi, Sandy Wood

3. Marketing – Committee Lead: Karen Lewis; Secretariat Lead: Ann Barnes; Others: Ellie Sagers, Andrew Bullock, Felicity Sylvester, Katie Morton

4. Membership Events [formerly Marketplace] – Committee Lead: (tbc, new Events Officer); Secretariat Lead: Ann Barnes ; Others- Dana Andrew, Andrew Deathe, Alanna Davidson, Felicity Sylvester, Elena Sagers, Emma Daker, Janine Parrish, Maria Ragan

AB gave an update on the annual Membership event, formerly called Marketplace. We have been talking to Dovecote in Edinburgh as a possible host venue, and themes have been discussed. Content will focus on trying to increase and diversify the audience which attends.

There has also been discussion about partnering with UKRG for a two day event. MS will follow this up. The event will also mark the launch of our first financial year as an IPSO body.

A vote was taken on the new name for the event, with 'TEG Connects' being the selected option. This will be used in place of 'Marketplace' in the future.

AD asked that the EDI and Sustainability working groups create and share folders of external events related to their subject area, so that TEG can monitor what is happening and when; what is being discussed; and how much attendance fees are, to keep us both relevant and competitive. DA created folders on Trello for these details.

NP explained that the board needs to create a new EDI role among the trustees. This will be discussed at the first EDI working group meeting. As ED is moving from Events Officer to EDI, we have a vacancy to fill in the trustees group. This will be formally filled at the AGM.

## **5. Strategy: IPSO**

AD congratulated everyone on the achievement of TEG being awarded IPSO status by Arts Council England.

DA reported that the feeling from members of the Museums Support Alliance group, some of whom received funding, some of whom didn't, is that collaborative working is going to be increasingly vital to the sector in future.

The next step in the process is to obtain feedback from ACE in a meeting with our appointed contact. This will inform us about what to include in the more detailed Year 1 financial plan and activity plan which we have been asked to submit by 20 January. ED asked if the funding offer was a confirmed one, or a provisional one. **NB At the initial meeting with ACE, on 30 November, the funding offer was confirmed.** ACE have appointed a Relationship Manager to TEG for the funding.

DA recommended that future Committee meetings be timed to coincide with the quarterly reporting to ACE, to save duplicating report writing.

An IPSO Working Group will be formed of the co-chairs and vice-chair, the leaders of the other working groups, and the Secretariat. The members of this group therefore will be: *Miranda Stacey; Alanna Davidson; Katie Morton; Karen Lewis; Alice Lobb; Emma Daker; Dana Andrew; Ann Barnes; Sam Isbell; Andrew Deathe*  
This group will be listed on the Action Register.

AJD will create a Google Folder of all the working documents and drafts for the IPSO application and share this with the working group.

AD and MS will draw together role profiles for the Executive Director, Marketing Consultant and Marketing Manager posts. NP offered to assist as well. The Executive Director is to be appointed soon after the funding starts in April, the Marketing Manager later in the Autumn, after a Marketing Consultant (appointed in April) has carried out research in the sector to inform a Marketing and Communications Plan. All Committee members who have

information about similar post in other organisations are asked to forward copies to AD as possible templates.

AJD and MS have access to Grantium to upload documents for ACE. However only MS will receive information *from* Grantium, as the named primary contact.

## **6. Risk Assessment**

NP has been compiling the Risk Assessment until now but will hand the task to KM after this meeting.

The IPSO funding situation will need to be reflected in the Risk Assessment for the future. ACE may require TEG to reinstitute the Risk Register as well. KM and NP will discuss this in their handover meeting.

Sonia Kielty has stood down from her place on the Advisory Board, with immediate effect. The Risk Assessment will include a section on how resignations could affect the make up of Working Groups and the possible imbalance of work loads across the Committee members. NP will organise a leaving card and gift to be sent to Sonia on behalf of the Committee.

We can create new Trustee and Advisory Board roles, and actively recruit members to fill them, covering where we identify skills and diversity gaps in the current Committee. People can also be temporarily co-opted into place to fill gaps, before being formally elected at the AGM. Direct approaches will be made before an open call for new Committee members. If anyone has suggestions for potential recruits, they should pass them to NP.

## **7. Any Other Business**

AB has been approached by an online ticketing company with regard to sponsoring a TEG event in exchange for a place for a presentation about their product. It was decided that the better option would be for them to provide free ticketing services for TEG Connects and use that as a promotional showcase. AB will follow up with the company.

SW said that the Royal Scottish Academy has an extensive touring exhibition planned for 2024 and raised whether TEG would like to partner with that to raise its profile in Scotland. DA was interested as a case study for using in PD workshops, so her and SW will discuss this.

## **8. Date and location of next meeting**

Next meeting will be Wednesday 25 January, online.

The following meeting, scheduled for Wednesday 26<sup>th</sup> April, may be moved depending on the finalised dates for TEG Connects.