

Touring Exhibitions Group
Meeting of the Executive and Advisory Boards



25 January 2023
Meeting held online

Present:

Alanna Davidson – AD (Co-chair)
Katie Morton – KM
Elena Saggars – ES
Alice Lobb – AL
Emma Dakar – ED

Miranda Stacey – MS (Co-chair)
Karen Lewis – KL
Natalie Patel – NP
Felicity Sylvester – FS

Dana Andrew – DA
Andrew Deathe – AJD

Ann Barnes – AB
Sam Isbell – SI

Work Placement Students:

Peilin (Lynn) He – PH
Jinghan Yan – JY
Edna De Jesus Costa Dos Santos - EDS

Yiyangdi Zhang – YZ
Yiyu Lai – YL

Apologies received from: Maria Ragan – MR; Janine Parrish – JP; Andrew Bullock – ABk;
Aaron Rossi – AR; Sandy Wood – SW

Everyone introduced themselves and welcomed the five work placement students to the organisation

1. Minutes

There were no comments on the minutes from the meeting on 16th November 2022.
AJD will upload the final copy to the website.

Action Register

Actions 3.6, 3.7 and 4.2 have been completed.

AJD will update 2022 to 2023 where the mistake has been made.

NP and KS will review the various policies on the website in line with our new IPSO status and then pass the revised versions to AJD, who will ask Catherine Livsey to set them in the standard TEG format. AJD can then upload them to the website.

2. Finances

Estimated financial expenditure and income for 2022-23 seems to be on target, meaning that financial reserves have remained static, with no great profit or loss.

DA said that she did not think that Professional Development would reach its estimated income for the year.

MS asked if the finance sheet included budgets for TEG Connects. It does, at lines 14, 23 and 29 for income; and at lines 65-67 and 79-83 for expenditure. A separate budget sheet for the event is also maintained on a Google Drive and updated by AB and AJD. This will be made available along with the finance report and TEG Connects summary report at the July Committee meeting. AJD and AB explained that the budget has to cover the last and the first quarters of two financial years because of where in the calendar it is held. The budget sheet for the event is a more accurate visual representation of the income and expenditure than the general spreadsheets shown at each Committee meeting.

JP has stood down as Treasurer and will be leaving the Committee. AJD will attempt to amalgamate the ACE IPSO budget reporting sheet and the TEG reporting sheets to create a document that is useful to both parties but it is likely that we will have to review two financial documents at each Committee meeting.

Recruitment of a new Treasurer is covered under (7) AOB.

3. Secretariat Reports

Membership

AB reported that interest from new members was up from the previous year. All the Committee are asked to use personal connections to encourage new members, particularly as we undertake almost no marketing around this matter. Contacts for lapsed members can be sent to AB.

KL to actively promote membership of TEG in every newsletter, as it is sent to a far wider readership than just current membership.

Marketing

DA asked if marketing of Professional Development activities could be given higher priority by the Marketing Group.

Website

SI reported on the three major incidents in November 2022 which resulted in the website going down for long periods and Secretariat unable to access their emails. SI has weeded out some old data which we no longer need to retain but in the longer term we will need to look at expanding our storage, which would have cost implications as outlined in the Website report.

Professional Development

DA asked if the way she is reporting was how Committee members wanted to see the information about Prof Dev, or if there were things she could change to improve communication.

MS said that she would like to see the information presented in relation to KPIs and would discuss that with DA at another time.

AD asked if the Prof Dev and Working Group reports could be focussed on activity carried out in a quarter, with action points to be achieved in the next quarter, as this would aid reporting quarterly to ACE.

MS cautioned that we should not decide on changes to reporting just now, as the plan is for future reports from Secretariat and Working Groups to be sent to the Executive Director,

who will amalgamate them into the one report for Committee, which will then be sent on to ACE.

The information would be best presented in a table format and should include locations of participants, as ACE are particular keen to see where their money is being spent. ED suggested collecting the locations at the booking stage, through Eventbrite, either as postcodes, towns or ACE regions. It was decided that someone should ask our ACE liaison about how detailed this information would need to be for reporting (NOT DEFINED WHO SHOULD ASK)

FS asked if Marketing can promote the agreements to work together that TEG has agreed with MAGNET and Art Fund. DA asked that we wait until those organisations make a public announcement.

DA asked that anyone using social media or other marketing for TEG promoted the workshops, as we need to raise participant numbers.

A discussion followed on what, if any participation, we want to have at M+H show 2023 (10-11 May) – a presentation (with a partner organisation); a table/stand; hosting a social. It was decided that AD would contact Ed Liddle to have him talk about how TEG facilitated a partnership between his work and National Museum Scotland. It was also agreed to have a table for one of the days. DA will contact the organisers of M+H to arrange both.

4. Working Groups

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

ED, NP and MR have held initial meeting. They are looking at how to resolve the mismatches in the IPSO programme of times for delivery on various elements, such as policy writing, strategy and research.

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

This group has had a meeting and set up a shared Google drive.

A statement has been drafted which will eventually be posted to the website. Sustainability will be included in the newsletter every edition.

AL will attend the Gallery Climate Coalition Conference in early March and will report back to the group.

Sustainability will be a tweeted subject at least once a week.

3. Membership Marketing – *Committee Lead: Karen Lewis; Secretariat Lead: Ann Barnes; Others: Ellie Saggars, Andrew Bullock, Felicity Sylvester*

A first meeting was held in December, and the next meeting will be in early February.

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 Saggars, Janine Parrish, Maria Ragan*

Marketplace officially rebranded as TEG Connects. Dovecote in Edinburgh proved too expensive for the event, so Liverpool Maritime Museum has been booked instead, for which

we will only pay for staff and catering, not venue hire. Ticket prices will be reviewed in light of the costs.

AB is talking to Momart, Constantine and TESS about funding travel bursaries for early career professionals to attend.

5. IPSO Working Group – *Miranda Stacey; Alanna Davidson; Katie Mortimer; Karen Lewis; Alice Lobb; Emma Daker; Dana Andrew; Ann Barnes; Sam Isbell; Andrew Deathe*

MS stressed that there is a lot to learn about IPSO. The working group is made up of the Co-Chairs, Vice Chair, the leader of each working group, and individuals from the Secretariat when required due to the area of work being examined.

Current work is to create job descriptions and recruitment materials for the Executive Director and the Marketing Consultant.

MS has shifted the focus of the IPSO application to better fit the ACE Investment Principles, as requested by ACE. The emphasis in the first year is now more on strategy development than delivery, to reinforce long term sustainability for the organisation. This will include developing the marketing strategy and in particular looking at how we use the website to promote and disseminate information to the sector.

Key activity outcomes in the first year will include a sector 'health' report, with a strong emphasis on the economic condition of the sector and the benefits it can bring to our members. This will be funded research.

AD recommended that the Activity Plan in the IPSO documents is the most important one to read.

5. Strategy: IPSO

MS initiated a discussion on how TEG Connects can be used to promote membership, especially among early career professionals and more diverse audiences for our work. ED suggested partnering with the specialist groups for disciplines and professions within the sector. MS asked if anyone had experience in fundraising but no one was forthcoming so FS offered to take it back to the Marketing group to explore further.

Because NP and JP are leaving as trustees in the near future, TEG needs a new Secretary and Treasurer. MS said that we should take this need for recruiting new Committee members as an opportunity to increase the diversity of the Committee, particularly with younger people, emphasising how volunteering with TEG can encourage and enhance their leadership skills for their future careers. NP will help with recruiting up until she stands down at the end of March. Any new Trustee roles (EDI; Events; Treasurer; Secretary) can be co-opted by majority agreement of the remaining Trustees until they can be formally ratified in those positions at the AGM.

The priorities to concentrate on at the moment are recruitment of the Executive Director (AD and MS) and recruitment to the Committee.

6. Risk Assessment

KM and NP updated the Risk Assessment together and KM will be taking it on after NP's departure.

7. Any Other Business

AGM 2023 will be held separately from TEG Connects, to avoid overcrowding the day. The AGM is planned for June 2023 and will be coupled with a small event (Prof Dev activity, Share Sessions or partnership presentations, for example) to make it appealing to attend. It will be an online event.

AB raised that all Secretariat contracts come to an end in March and new contracts need to be prepared by the line managers for April. (KM, AD, MS, ES)

8. Date and location of next meeting

Next meeting will be Wednesday 19th April, online.