

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



**19 April 2023  
Meeting held online**

**Present:**

*Trustees:*

Miranda Stacey – MS (Co-chair)  
Karen Lewis – KL  
Katie Morton – KM  
Elena Saggars – ES  
Calum MacGillivray – CM

*Advisory Body:*

Maria Ragan – MR  
Alice Lobb – AL  
Andrew Bullock – ABK  
Felicity Sylvester – FS  
Sandy Wood – SW

*Secretariat:*

Reyahn King – RK  
Dana Andrew – DA  
Andrew Deathe – AJD

Sam Isbell – SI  
Ann Barnes – AB

*Work Placement Students:*

Yiyu Lai – YL

Edna De Jesus Costa Dos Santos - EDS

Apologies received from: Alanna Davidson – AD (Co-chair); Emma Daker – ED; Natalie Patel – NP; Aaron Rossi – AR; Janine Parrish – JP; Jinghan Yan – JY

MS welcomed RK, the newly-appointed Executive Director, to her first Committee meeting, also the first for TEG as an IPSO-funded body. RK introduced herself and said that she would be officially starting from 3<sup>rd</sup> May 2023, although doing some hours before then, including attending TEG Connects.

Later in the meeting, MS welcomed CM, who has taken the role of Secretary. Everyone introduced themselves to CM.

**1. Minutes**

There were no comments on the minutes of the last meeting. AJD will post these onto the website.

**1.1 Action Register**

1. Finance – None of the actions yet complete. JP will be standing down as Treasurer, likely to be replaced by Ulrike Smalley (Amgueddfa Cymru – National Museum Wales). RK will be assuming responsibility for financial planning. Action register to be updated to reflect these changes.
2. EDI working group have held a meeting, will be covered later in the meeting.
3. Sustainability working group have produced an action plan which is now on the website. It is a working document but shows commitment to the ideals.

4. Marketing – Development of a Marketing Policy and Programme to be put on hold until the appointment of the Marketing Consultant in September. RK to lead on developing the brief for that role.

Policy documents – Some minor changes required to conform to IPSO standards. KM will review and then supply the documents to AJD, who will have them designed as PDFs and upload to the website with SI.

5. Professional Development – M+H show booked for 10<sup>th</sup> May (table) and a talk by AL
6. Membership – Contacting university courses to encourage student membership now delayed until the autumn, when students return and Marketing Consultant is in post. EDS has created a list of courses and contacts which KL will pass to FS.
8. RK will work with KM on formatting of the Risk Assessment for future meetings.

## **2. Finances**

2.1 AJD reported back on the state of the finances at the end of the 2022-23 financial year. The balance in the bank account showed a slight increase from the start of the year – from £30,420 to £32,728. This was achieved partially through a 7% increase in membership fee income and partially through a lower than predicated expenditure.

2.2 Everything is ready to be sent to the accountant for a report of the finances, which will be submitted to the Charity Commission late this year.

## **3. Secretariat Reports**

MS Summarised the reports and asked for any questions or points to be raised from the Committee.

### **3.1 Website**

There is data that we can and should gather about website users now, which we can use as a benchmark against which we can measure future KPIs. This is also applicable to Membership and Professional Development data. SI backed this up and reported that we have now moved to using Google Analytics 4, which will allow us to track a multitude of statistics but we have to develop it to do that for us. If we spend time and money doing this now, we will have to re-do it if and when we rebuild the website in the future.

From January 2024, Google will be scrapping any data it has created before July 2023 so SI warned that we will need to download an archive of data if we wish to keep it.

### **3.2 Professional Development**

DA presented a summary of the 2022-23 programme, including income and expenditure. MS said that this would provide a good benchmark for future programming, and for targeting future sponsorship requests.

MS asked DA if she thought that our current workshop offers had reached saturation and if that demand would fall. DA said that the existing offer, even if promoted to non-members,

needs considerable updating to keep it relevant to the everyone in the sector, and that there is a reputational risk to TEG if we don't do that. MS agreed and said that within the IPSO funding there was the chance to do this, as well as develop new workshops. DA said that EDI and Sustainability were the most important aspects to address. KM also said that co-curation with audiences and communities was a particularly relevant topic at the moment, and MS said that partnerships between organisations was also a strong economic driver. It is hoped that discussions such as RK's roundtable at TEG Connects will bring ideas from members as to what they think TEG should be offering training in.

### **3.3 Membership**

MS thanked AB for the end of year membership report, which showed a particular strong upswing in new members in January and March. This may be tied with social media promotion of the IPSO award. In particular a large number of new Organisation members from overseas and Corporate members was noted.

### **3.4 Marketing**

Case studies were briefly discussed. DA asked that future case studies could be commissioned for usefulness to workshops and the online Manual. AB mentioned that two members joined forces at TEG Marketplace 2022 and that this will be written as a case study.

## **4. Working Groups**

MS suggested that we concentrate of TEG Connects for this meeting, as it was taking place in the following week. The other working groups could be covered in more detail at the next Committee meeting.

*N.B. The membership of working groups given below is as they were at the time of this meeting. An updated list, reflecting changes to the Committee, is given on the Action Register arising from this meeting.*

### **4.1 Equality, Diversity and Inclusion (EDI) – Committee Lead: Emma Daker; Secretariat Rep: Sam Isbell; Others: Felicity Sylvester, Maria Ragan**

ED apologised for the lack of a written report. A meeting was held on 12 April and SI reported verbally.

Work has begun on drafting a mission statement.

A new skills audit of the Committee is planned AJD has the paperwork for the last questionnaire and will forward to RK for carrying out a new survey.

Committee members were asked to forward any recommendations for EDI trainers or organisations to ED, if they may be suitable for working with the Committee. The working group will then plan a training session.

DA and MR both said that our IPSO status will improve access to Committee training and that we should talk to ACE about this.

ED has booked onto a Deaf Awareness Training for Culture Professionals workshop, which is run by Stagertext.

AB asked that all TEG speakers at TEG Connects inform the audience of their pronouns and a brief visual description of themselves.

**4.2 Sustainability** – *Committee Lead: Alice Lobb; Secretariat Rep: Dana Andrew; Others: Katie Morton, Felicity Sylvester, Aaron Rossi, Sandy Wood*  
The Sustainability statement is now on the TEG website.

Future newsletters will include a Sustainability section. AL asked anyone who sees information or news about the subject, which is relevant to our sector, to please forward it to her and she will edit it for the newsletter.

The group have proposed moving the bank account to a sustainability-aware and ethical bank and AJD will look into this after resolving signatory issues with the current bank.

Some adjustments have been made to planning for TEG Connects, to reduce the carbon footprint. This includes a vegetarian menu and asking National Museums Liverpool Events team for a sustainability practices statement. The use of public transport to attend has been advocated and exhibition encourage to bring reusable or recyclable materials for their promotions. The evaluation forms will gather data on travel and environmental impact from delegates.

Future work will involve looking at the environmental impact of TEG activities and resources, ensuring they are following best practice guidelines. AL is also looking into linking TEG with the Gallery Climate Coalition (GCC).

**4.3 Membership Marketing** – *Committee Lead: Karen Lewis; Secretariat Rep: Ann Barnes; Others: Ellie Sagers, Andrew Bullock, Felicity Sylvester*

**4.4 Membership Events** – *Committee Lead: Alice Lobb; Secretariat Rep: Ann Barnes ; Others- Dana Andrew, Andrew Deathe, Alanna Davidson, Felicity Sylvester, Elena Sagers, Maria Ragan*

The main focus of the Secretariat's work for the past couple of months has been on TEG Connects. The event will be held in the Maritime Museum Liverpool on 28<sup>th</sup> April 2023.

RK spoke about the roundtable meeting she will hold at TEG Connects, with invited key partners TEG should and could be working with over the next few years. AD, DA, MR and AL were invited as they could provide insights into TEG which RK will not have by that stage. DA declined as she would be busy helping to run the event.

AB and AJD reported that the majority of delegates (90%) will be TEG members, including most of the bursary recipients.

AB has sent out the full programme and duties to all Committee members who are attending the event.

Over 100 delegates and exhibitors have booked, including 5 bursary recipients. This is a good increase over the 87 attendees at Marketplace 2022.

**4.5 IPSO Working Group** – *Miranda Stacey, Alanna Davidson, Katie Morton, [Secretary], [Treasurer], Reyahn King, Dana Andrew, Ann Barnes, Sam Isbell, Andrew Deathe*

No meeting was held in the last quarter.

Now that RK has started in post, she will takeover the lead in refining the business plan for the next three years. RK will also lead on the reporting to ACE and managing the work of the Secretariat, including renewal of contracts.

Ahead of future Committee meetings, RK will receive the Secretariat reports too amalgamate and present them to the Committee.

## **5. Strategy: IPSO**

This was deferred until the next Committee meeting.

## **6. Risk Assessment**

KM supplied an updated copy of the Risk Assessment and there were no amendments.

## **7. Any Other Business**

7.1 MS covered the Committee members who are leaving and joining in the next couple of months, up to the AGM.

There are five changes to the Trustees:

- Calum MacGillivray is taking over from Natalie Patel as Secretary, a Trustee position. Calum was co-opted through a unanimous vote of the other trustees, and will stand for the position at the AGM, to be voted on by the members. NP is leaving the Committee.
- Karen Lewis is standing down as Marketing Officer, a Trustee position. Felicity Sylvester will move from the Advisory Board to take this role, a move ratified by a vote of the other trustees. KL is leaving the Committee.
- Janine Parrish is standing down as Treasurer and Ulrike Smalley will take over the role, a Trustee position. Ulrike will be co-opted initially, and will stand for the position at the AGM, to be voted on by the members. JP is leaving the Committee.
- Emma Daker has taken the newly created Trustee position of EDI Officer. As she is already a trustee, no vote was required for this.
- Alice Lobb will move from the Advisory Board to the newly created role of Professional Development Officer, a Trustee position, which will also cover the responsibilities of the former Events Officer role, held by ED. AL's position as a Trustee was ratified by a vote of the other trustees.

AJD will update the Charity Commission website with details of the new trustees.

MS thanked KL for her extremely long service as a Committee member.

Sandy Wood and Aaron Rossi are both standing down from the Advisory Board and leaving the Committee. MS thanks SW for his time working with TEG.

Advertising for new Committee members has drawn 25 enquiries from members potentially interested in joining the Advisory Board or becoming Trustees. They have been sent further details and asked to provide an election statement if they wish to proceed standing at the AGM.

A discussion took place on whether or not Committee members have to be members of TEG. They do not, as a requirement to be a member of TEG could be seen as a barrier to participation for some people and therefore against Charity Commission rules on equal access.

A discussion was held about whether we could ask for new Committee members to fulfil certain criteria – specific skills and experiences; representing under-represented demographics; early-career professionals etc. DA said that the Association for Independent Museums and the Charity Commission both have information packs about recruiting new trustees and she would send copies to AD and MS.

When the election statements of those wishing to stand have been received, AJD will share it with CM, AD, KM and MS via Google Docs. After reviewing the list, MS may nominate some current Trustees to speak with the candidates to see what skills they can bring to the Committee.

7.2 The date of the AGM was fixed for 23<sup>rd</sup> June. CM will prepare the papers for sending to members. It was proposed that the AGM meeting should include a Share Session as an additional draw to attract attendees and ensure a quorum. DA wondered if anything could be re-used from TEG Connects, as not all members will be able to attend that event. KM asked if RK will be making a presentation at the AGM.

7.3 AJD asked if the Committee could vote on new named signatories for the bank account. These would be AJD, MS and AD. The following statement was agreed by all trustees present:

The following statement was unanimously agreed on by the six trustees at the meeting:

1. *Authorisation*

*“It was resolved that a banking relationship will be maintained with National Westminster Bank PLC (the Bank) in accordance with the mandate and that:*

- *the individuals identified as Authorised Signatories in the “About your request” section of this form under “Add Authorised Signatories” (“Authorised Signatories”) may, in accordance with the Signing Rules in the “About your request” section of this form under the heading “Create Signing rules on the Mandate” (“Signing Rules”):*
  - o *Sign cheques and give instructions for Standing Orders, Direct debits, electronic payments, banker’s drafts and other payments on the accounts even if it causes an account to be overdrawn or exceed any limit*
  - o *Sign, accept or endorse bills of exchange.*
  - o *Request and give counter-indemnities for the issue of letters of credit or Guarantees (including bonds, indemnities and undertakings)*
  
- *Authorised Signatories identified in the Signing Rules for unlimited amounts may, in accordance with the Signing Rules:*
  - o *Sign facility agreements for overdrafts or the issue of letters of credit or Guarantees*

*o Sign agreements for electronic products, including payment systems, and appoint or remove administrators and operators of those electronic products. The Business / Organisation authorises the administrators and operators to exercise the powers detailed in the terms of each electronic product. These powers may be extensive and include the power to make payments and access information on behalf of the Business / Organisation, and in the case of administrators, the power to appoint and remove other administrators (with the same powers) and operators*

- Any Authorised Signatory may give other instructions or requests for information to the Bank in relation to the accounts; opening accounts with the same Signing Rules and Authorised Signatories; closing accounts; or other banking services or products*
- The Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine. Acceptance will be subject to any other agreement the bank may require for those instructions.*
- The mandate will continue until the Customer completes a new mandate / passes a new Authority advising the changes in the authority on the accounts.”*

## *2. Signing rules*

*“All financial transactions from the Touring Exhibitions Group NatWest Business Accounts, which require signature, will be agreed by any two of the three authorised signatories.”*

## *3. Authorised signatories*

*“The authorised signatories will be the Co-Chairs and the Coordinator of Touring Exhibitions Group.*

*The current holders of these posts and signatories as of 19<sup>th</sup> April 2023 will be:*

*Co-Chair – Miranda Stacey*

*Co-Chair – Alanna Davidson*

*Coordinator – Andrew Deathe”*

AJD will now pass a copy of these minutes to NatWest bank in order to update the signatories on our bank account.

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

Next meeting will be Wednesday 26 July, online. MS will be away so AD will chair the meeting.