



Present:

Louise Hesketh (in the chair) - LH	Alice Lobb – AL
Dana Andrew – DA	Vanessa North – VN
Ann Barnes – AB	Janine Parrish – JP
Julie Biddlecombe-Brown – JBB	Jo Sohn-Rethel – JSR
Nciola Coleby – NC	Sarah Waldron – SW
Charlotte Dew – CD	Jason Williamson – JW
Katie Hall – KH	Christian Woolford
Sonja Kielty - SK	Asako Yokoya - AY
Karen Lewis - KL	

Apologies were received from Rachel Sturgis and Hannah Crowdy.

1. Minutes of the last meeting

It was agreed that the minutes were an accurate record of the last meeting.

2. Matters arising from minutes

No matters were found to be outstanding.

3. Marketplace 2017

CD reported that there had only been 7 Marketplace bookings to-date.

To promote the Marketplace it was agreed that:

- CD contact MD teams and Federations with details.
- KL to send an email booking reminder in mid-March.
- LH to send details to Arts Dev UK.
- CD to ask NMDC to add details to their newsletter and tweet.
- AL to add to Tower Hamlets newsletter.
- DA to send contact for UKRG newsletter to AB.

The following committee members confirmed they would be attending the Marketplace KL (if funded), DA, NC, AL, SK, JBB, HJ and LH. JW hopes to be able to attend.

KL, SK, JBB and LH, would be happy to be rotaed on to the TEG table, along with AB and CD. AB to prepare a rota.

LH to set-up doodle polls for additional events.

AB to liaise with the venue re early delivery, set-up times and power supply details. And with Matthew Cowpe regarding tours for delegates.

LH confirmed that the AGM agenda has a fixed agenda/format.

Elections to the committee will be invited by email, and confirmed by a show of hands at the AGM.

JBB to confirm how many members are required to be quorate at the AGM. It will take place at 12.30 on the day of the Marketplace, with lunch from 1-1.45pm.

5-10 copies of AGM agenda and financial statement are required; AL agreed to print these.

It was agreed that AB and LH would prepare an email to corporate members, outlining the Marketplace sponsorship opportunities, which will include; delegate bags, adding literature to delegate packs, seminar refreshments and the Marketplace lunch.

Jayhawk have confirmed that they want to support the drinks reception. They will cost more than he is interested to sponsor. AB to have a further conversation with Philip – offering the opportunity to sponsor the seminar refreshments instead, as the cost is lower.

It was agreed that the term Martini Bar won't be mentioned in relation to the drinks, as we will not be serving Martinis. AL is awaiting costs from the Barbican for the drinks, and will chase this.

LH emphasised that TESS should be given the first choice of sponsorship opportunities, then the details can go out to other corporate members.

CD to order delegate packs with AB and DA.

CD to prepare Marketplace evaluation. AL/CD to prepare seminar evaluation.

KL/AB to ask Catherine Livesey to do the Marketplace badges again. SK to find the remaining badge holders from last year for reuse.

KH to will manage the call for participants and co-ordinate the 5 Minute Share. DA will do the timings on the day. NC will introduce the session, as KH is unable to come to the Marketplace.

In briefing speakers for the 5 Minute Share it was agreed that there would be a limit of 5 slides per presenter, and that they should be encouraged to place an emphasis on talking about the project of interest, rather than introducing their organisation. Places will be allocated on a first-come-first served basis.

AB confirmed there will be a tour of the Guildhall Art Gallery 11-12 prior to the seminar; 20 places will be available.

It was agreed that there would be an introduction to The Japanese House exhibition at the Barbican, at the drinks reception at 6.45pm, then delegates will be invited to go and see the exhibition.

Options for the evening dinner were discussed. Barbican restaurants was be straightforward, but there have not been positive experiences of them. CD and AL to look at options in Whitecross Street and Goswell Road for up to 25. Delegates to be invited to sign-up to come via a doodle poll. Dinner to take place at 8.30pm.

AL to send AB a list of the local hotels that Barbican used, to include in the delegate information.

AL confirmed the following updates to the list of seminar speakers:

Panel: Liz Johnson, ACE, Hannah Kaufmann, V&A, Katie Childs, NMDC.

Speakers: Julie Biddlecombe-Brown, Durham University, Michael Spender, Poole Museum, Claire Pickersgill, Nottingham University Gallery.

4. NPO Application / Strategic development of TEG

CD updated that despite a positive mandatory conversation with ACE RM Sue Barnard, it had been determined that due to TEG's constitutional status (an unincorporated group) it would not be possible to apply to become an ACE NPO, and recommended that there would not be sufficient time to make a change of status prior to the NPO application deadline in early February.

LH and CD through research undertaken in December, reported ascertaining that becoming a 'Community Interest Company' (CIC Limited by Guarantee with a capital share) was most likely to be the best option to enable qualification for NPO status. To achieve this, there is a registration fee of £35, and a large amount of upfront work would need to be undertaken to rework the constitution and articles of association. There is online guidance and pro-forma on the '.gov' website.

To qualify for this status it is necessary to demonstrate the community benefit the organisation is providing. The annual requirements for the status are:

1. File annual audited accounts – TEG accounts are currently verified, not audited.
2. An annual report, which becomes a public record.
3. An annual return

The organisation must also have a at least one Director, who becomes responsible for ensuring that financial and statutory obligations are fulfilled. It was not clear through the research to-date how the status of committee members would change, and if TEG would have to become an employer.

CD recommended the need to professional advice and reported submitting an enquiry to the National Council for Voluntary Organisations, to see whether TEG would qualify for consultancy support, to understand the range of different constitutional options.

It was discussed that a change in constitution would have wider impacts for the organisation, including a heavier administrative burden, and reporting commitments, and that this may not be the best option open to the organisation.

LH proposed that in light of this, it would be timely to undertake an organisation review, to consider the way forward for TEG, beyond the *Preparing to Borrow* funding period. The last organisational review was undertaken 8-10 years ago.

SW agreed that this would be the best approach for TEG; to explore ways to become more self-sustaining. It will be possible for organisations such as TEG to apply for Grants for the Arts Funding from 2018, but the precise details are not available yet.

JBB suggested, and the committee agreed that it would be more timely to undertake an organisational review, to look at the full range of options, rather than changing the constitution of the organisation without further consideration. We need to look at the possibilities of working with Scotland, Wales and N. Ireland, as well as in England, and seek and factor-in the views of the membership.

It was agreed that a full-day meeting would be organised for June/July 2017, to combine an organisational review with a committee meeting. LH and SW to email CD suggestions for facilitator, to seek quotes, to undertaken the review.

6. Constitutional amendment re long-term leave from the committee

The committee voted unanimously in favour of adding the two constitutional amendments proposed by JBB – concerning the covering of a committee roles during maternity, sick or other leave, and requiring committee members to attend 2 out of every 4 meetings – to the agenda for the 2017 AGM.

7. New website development update / Website update

New Website:

It was confirmed that AB would undertake a project management role, to take the development of the new website forward; its development having stalled in connection with the production of text. CD due to other time pressures, and a lack of clarity about the text needed had not been able to take this forward. AB will be able to chivvy both parties, to move the project forward.

It was agreed that AB would negotiate an updated schedule, aiming for user testing in March, and the launch at the Markerplace, working with AY.

CD raised concerns about the outstanding invoice; that there was not a clear sign-off process, which enabled the invoice to be processed in confidence. There was a tendency at SI to say changes would be made at the next stage, so no satisfactory feeling of having agreed a design. HJ and JW expressed discomfort at making the payment without clear sign-off. It was agreed that the payment would be withheld until AB had gained greater clarity regarding the progression of the design.

AB has produced a spreadsheet of all of the content on the current website – it was agreed that it all needs to be rewritten, so of the right tone. Jenny Cornish – copy editor – who has worked on many of the ETE documents will be engaged to read and edit all of the site content. AB, KH, JBB, LH AL and CD will work on the production/re-writing of content. AY will upload the content to the CMS, as required.

Website Report:

In addition to the circulated report AY emphasised that: there had been no change in the total number of exhibitions listed; 24 new exhibitions were added in the last quarter and one venue. Traffic to the site was up on the last quarter.

The rate of reading the case studies is fair, but could be much better/higher. It was discussed that KL would trial sending out the case study in a separate email in February and March, rather than as part of the main e-newsletter, to see if this would make the case study more visible, and increase the readership.

8. Professional Development / Economics of Touring Exhibitions

In addition to the circulated report, CD updated that:

1. CD and AL would participate in the British Council's International Touring Contract event at Tate Britain on the 15th March 2017.

2. CD would conduct an ETE closing event with WIRP and the British Council, with all of the MD providers, in Leicester on the 15th February 2017. This will provide evaluation information to feed-in to the final project report.

3. AB and CD will attend the ICOM/WIRP Annual Conference at the Natural History Museum on the 2nd March to promote TEG. DA has agreed to include the TEG Marketplace and Membership leaflet in the delegate packs.

4. CD will be one of the presenters at the London Museum Development 'Exhibitionism' event, about borrowing, on the 1st March, introducing TEG resources and opportunities.

International Training:

DA outlined that the international training opportunity that she had take-up in Bulgaria, representing TEG, had come about through a contact made at the ICEE meeting in 2016.

Evaluation of the event showed that the training had been positively received, with the exception of one delegate. Additional information about funding and fundraising would have been desirable, but is country specific, so would need additional work to develop it.

DA believes TEG is in a unique position to provide training of this nature. The ICEE are inviting proposals for webinars, which could be a good opportunity to promote TEG's international training.

JW asked how long the webinars are, and if ICEE would pay a fee. DA thinks that they will be an hour long, and that there will not be a fee.

LH noted that TESS have expressed an interest in supporting international work, which would be explored in this context.

DA and AL to draft text about international training opportunities for the new website.

It was discussed that the database should indicate whether an exhibition is available to tour internationally, and that a development opportunity for the future could see an enewsletter aimed at international members.

TEG Consultancy:

AB attended a South East funding event on 16th December, to promote TEG resources and opportunities. A representative from the Mary Rose asked about consultancy through TEG, as they are looking to develop their touring programme.

It was agreed that the delivery of consultancy services would be discussed as part of the organisational review.

In the short-term AB would continue the conversation with the Mary Rose, and a section about consultancy would be added to the new website.

Personnel:

AL confirmed that she would step-down as Professional Development Manager from the end of March 2017, with the exception of working with CD to deliver the Share Seminar.

Economics of Touring Exhibitions Evaluation:

CD confirmed that the submission deadline for the ETE evaluation report and financial date is the 29th April 2017.

The report asks for:

- Summary of lessons learnt and key achievements (against original objectives).
- Summary of how you will share the results of your activity with the wider sector.

In addition, TEG has been asked to supply:

- A letter from an accountant confirming the income and expenditure against the project.
- A research report, to include; financial models, case studies, evaluation of data sets and project analysis.

CD will contact the TEG account about providing the necessary financial confirmation, and will prepare the other report elements. Project underspent will be used to pay for the time to undertake this.

9. Preparing to Borrow

CD reported that:

1. She had met with Katie Childs at NMDC to initiate a conversation about the collaborative elements of the programme. At this it was agreed to schedule a meeting with National Programme Managers, to introduce the programme, and get their support. This will take place on the 9th February 2017. The NMDC will also support the development of the online 'Guide to Borrowing' and summer round table

events with the national museums and other large organisations, in Bristol, Leeds and London. As Katie Childs is moving to a new job, the TEG contact at NMDC from March will be Suzie Tucker.

2. Research is being undertaken, to explore the best way to involve the UKRG in the programme.

3. A pilot Preparing to Borrow training workshop will be delivered in Exeter on the 4th April, delivered by CD and William Brown, National Security Advisor. CD is liaising with GIS Manager Carol Whittaker to arrange a date to meet and discuss the GIS content in the training.

4. The guidelines for the Marketplace bursaries, funded through the Preparing to Borrow programme, have been written and the opportunity will be promoted in the next TEG newsletter and via all of the MD providers.

5. Research is being undertaken into a framework for the mentoring programme.

6. A draft of the research survey is being prepared.

7. The Preparing to Borrow programme will be introduced to MD providers at the ETE evaluation event in Leicester on the 15th March 2017.

CD asked whether the committee was happy for her to work with Catherine Livesey to develop a graphic identity for the *Preparing to Borrow* programme; it was agreed that this should be taken forward.

The committee agreed to appoint CD as Programme Manager for *Preparing to Borrow*.

10. Additional TEG archive items

CD reported that Mike Sixsmith had been in touch, so let the committee know that he had found 9 additional boxes of TEG archival material.

In RS's absence, it was agreed that CD would undertake a conversation after the meeting to see if the Wellcome Collection would be able to store this additional material, with the boxes it already has.

11. Membership

AB reported an upward trend membership applications, from new members. She received 15 new member applications in October. And there had been a trend in organisations re-joining who had left the organisation in the 2008-2009 period. There are presently 34 outstanding renewals.

It was agreed that the renewal rate may be increased by the opportunity to pay by card or standing order; CD to research the process for the new website.

Going forward AB will be looking to make direct approaches to potential corporate members. The committee was asked to let AB know of any suppliers they use, who may be interested in joining.

A statement about membership for national organisations with regional offices has been added to the website; the each office is asked to make a separate membership application.

The membership types/levels will be considered as part of the organisational review; whether there is a cheaper membership level for individuals/students. NC felt that if the membership fee goes above £75 some organisations may not decide to rejoin.

DA suggested offering a cheaper two year membership, like UKRG.

It was discussed that an untapped membership opportunity rests with artists, looking to tour their work.

AB and CD were asked to benchmark organisational membership/fee structures at other organisations for use in the organisational review.

12. Financial situation/budget

CD reported that the financial situation was as predicted for the quarter. The only anticipated expenditure of reserve funds would be against the website, as had been agreed.

The use of Eventbrite to book for the Marketplace will mean that the Marketplace income will be down on that predicated for 16-17, as the full pay-out is made in April 2017. This will give the appearance of funds below what has been predicted at year-end, but this will be rectified as soon as the Eventbrite payment is received.

13. Any other business

The need to fill the role of Treasurer at the April committee elections was discussed, as this will be left vacant if JW moves to become Chair. NC volunteered to stand as Treasurer.

14. Date of next meeting

It was agreed that the dates of the upcoming meetings would be agreed six months in advance. CD to circulate a doodle poll for the next two meetings. As the June/July 2017 meeting will incorporate the organisational review, a London venue will be selected, as London meetings attract the highest attendance.

Hull was proposed for the October meeting; David Sinclair may be willing to host. CD to enquire.

These are DRAFT MINUTES and subject to ratification by the Committee at its next meeting, when the Chair certifies them with the agreement of the Committee.

To be certified as a true record of the meeting.

Signed

Louise Hesketh
Chair, Touring Exhibitions Group

Date