



Present: Jason Williamson (Chair) – **JW** Helen Jones - **HJ**
Dana Andrew – **DA** Sonja Kielty - **SK**
Ann Barnes – **AB** Karen Lewis - **KL**
Nicola Coleby - **NC** Alice Lobb – **AL**
Charlotte Dew – **CD** Vanessa North - **VN**

Apologies were received from Asako Yokoya, Julie Biddlecombe-Brown, Hannah Crowdy, Katie Hall, Janine Parrish, Christian Woolford and Sarah Waldron.

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 arising were raised.

3. Marketplace

In reviewing the income and evaluation from the 2017 Marketplace, it was agreed that the bursaries - enabled by the *Preparing to Borrow* funding - were important in attracting new attendees and ensuring the financial success of the event. As there will be no ACE funds 2018, £3,000 sponsorship will be required to run and administrate the scheme again next year.

AB and **CD** to develop a list of sponsorship opportunities, at a range of levels, which can be proposed to corporate members and other potential sponsors. Opportunities to be sent out with data/quotes from the 2017 Marketplace evaluation report. Opportunities will be offered to those who have sponsored in the past first.

It was agreed that a system would be established for Marketplace 2018 that would enable those who cannot attend to pay to distribute information to delegates, administered through Eventbrite.

Marketplace 2017 made a small profit, but the margin was very slim, and without the bursary income and significant sponsorship it would have made a loss. Going forward costs will need to come down, and/or ticket prices up, to create more profit, or ensure the event breaks even.

It was agreed to approach M-Shed in Bristol to get a quote for hosting the Marketplace; **AB** has spoken with Roz Bonnet at South West Museum Development, who is supportive of the event being held in Bristol.

The seminar would be held in the studios, and the Marketplace upstairs in a larger space. **AL** questioned whether there might be a space at the Arnolfini suitable for hosting the seminar; **AB** to research this.

JW asked the committee to form a subcommittee to support the development of the Marketplace; it was suggested that Roz Bonnet might be co-opted to the committee, as she is based in Bristol. **SK** volunteered to join **AB** and **CD** on the subcommittee. Further volunteers are sought. **AB** to revise the Marketplace task list in dropbox.

The subject of the 2018 Marketplace seminar was discussed; **SK** suggested 'making a business case for exhibitions', but it was determined that the *Economics of Touring Exhibitions* work and resources cover this angle. **CD** questioned revisiting the idea of digital exhibitions/touring, which was been proposed for 2017, before the *Preparing to Borrow* monies were secured. Developing partnership and co-curation were also discussed, but it was felt that the 2016 seminar, and upcoming collaborative event with Hayward Touring and Art Fund will cover this. A conclusion was not reached; the subject will be revisited at the October committee meeting.

It was agreed that the 5-minute share segment of the Marketplace seminar would be expanded, following its success in 2017.

4. New Website Development / Website

AB asked for a decision regarding the website launch date; it was agreed that September was preferable, after the holiday period.

The new policy documents, designed by Catherine Livsey have been uploaded. The Manual Chapters will be added once they have been proof-read by Jenny Cornish, and the subsequent changes have been made.

SI are setting up the Stripe credit card payment system. There will be one generic invoice. **AB** will confirm the text that will appear on the invoice, to fit all circumstances.

SI have attributed the delay in finishing the website to the copying and cleaning of the membership data being a larger job than they had anticipated.

AB is maintaining a spreadsheet tracking all the data changes, to ensure the data stays consistent across the two sites; this adds additional work to maintaining the membership records.

KL asked about the process for informing members about the new website, and change of login details. It was agreed that **AY** would be asked about an import of all the up-to-date membership contact details into Mail Chimp. A note about the change will be added to the August newsletter, so members know it is coming.

The potential for additional charges from SI was discussed, because of the extended duration of the work; **AB** confirmed there had been no indication of this.

5. Preparing to Borrow and Professional Development Programme

It was agreed to proceed with a reception at the MA conference in Manchester, to launch the Lending and Borrowing Experiences Report. This will be one of the two networking events, deliverable as part of the *Preparing to Borrow* programme. The collaboration with Hayward Touring and Art Fund, to run a symposium about developing exhibition ideas will be the second.

Further discussion about the professional development programme was curtailed because the Organisational Review commenced.

6. Membership

AB explained that it looks like there has been a drop-in membership of 25 members, but this has been caused by the work SI are undertaking, which has made it difficult to chase payments. There have been 21 new membership applications since the April committee meeting.

It was suggested that lapsed members be re-approached after the launch of the new website, to encourage them to re-join.

AB suggested that insurance companies might be approached as new potential corporate members, and **AL** proposed approaching designers as well.

DA noted that the new data protection laws will come in next year. It was agreed that some research into the impact of the new laws on TEG's data practices needs to be undertaken.

7. Financial Situation / Budget

CD reported that there would be a minimum of an £8,000 overspent this year, due to the continued website work and organisational review costs. This will come from reserves.

Secretariat contracts are to be extended until October 2017.

8. Any other business

AB outlined interest in sponsorship opportunities member Don Jack has expressed. It was agreed to hold-off pursuing his interest until a menu of sponsorship opportunities has been developed.

DA informed the committee that Liz Johnson had asked why TEG was not part of the Museum Support Alliance, which has been formed by several Sector Support Organisations. It was agreed that it would be appropriate for TEG to join and that **DA** would make an introduction to the coordinator on behalf of TEG.

9. Date of next meeting

It was agreed that if the majority of the committee were in favour, the October committee meeting would be held in London, as attendance tends to be higher, and it is important to have as many committee members present as possible to discuss the outcomes of the organisational review. **CD** to discuss with **JW**, and circulate a poll, if required.

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

Jason Williamson
Chair, Touring Exhibitions Group

Date