



Present: Louise Hesketh (in the chair) -**LH** Alice Lobb – **AL**
Dana Andrew – **DA** Vanessa North – **VN**
Ann Barnes – **AB** Jason Williamson – **JW**
Julie Biddlecombe-Brown – **JBB** Christian Woolford
Charlotte Dew – **CD** Asako Yokoya - **AY**
Karen Lewis - **KL**

Apologies were received from Nicola Coleby (who was coordinating the tour of the Guildhall Art Gallery, on behalf of the committee), Katie Hall, Sonja Kielty, Janine Parrish 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

AY asked whether sending out the case studies in a separate email had made a difference to the levels of engagement. KL reported a small increase in downloads, and it was agreed that given the length of the newsletter, they should continue to be sent separately.

3. Organisational Review

It was confirmed that the organisational review will take place alongside the next committee meeting on the 19th July.

DA has prepared a brief, currently with committee members for feedback, which is required in advance of obtaining proposals and quotes from four consultants, so they are able to respond.

It was agreed that short-term contracts - until the end of August 2017 – would be issued to the secretariat (AY, AB and CD), rather than full-year contracts, so the outcomes of the organisational review could be taken into account.

Constitutional change will be discussed as part of the organisational review, following the enquiries that were made when it was confirmed TEG is not eligible to apply for ACE NPO status.

CD stressed that she felt the organisational review is very timely - TEG has significantly raised its profile over the last two years, and will do further through its ACE funded programme over the next year; people see TEG as a service provider, but the organisation does not have the capacity, funding or infrastructure to support this. The small team of p/t staff are exceedingly stretched. The scale of the Marketplace is bigger than ever before – which is fantastic – but it has created a large amount of work, which it is difficult to support with current capacity.

4. New Website Development / Website

AB thanked those committee members who had taken part in the user testing of the new website. The feedback from the testing is being compiled and will be sent to SI on Wednesday 26th April. Those that had not participated should send their comments to AB by Monday 24th April.

AB reported that the development of the site is progressing well; there had been a couple of meetings with SI and they had taken on the feedback shared. Catherine Livsey has developed illustrations for the site, which carry through the brand identity she designed for TEG. CD notes that some of these are not displaying properly; the square-format illustrations, have been used in rectangular spaces. AB is following this up as part of the user testing feedback.

It was noted that production of branded PDFs for the TEG Manual chapters and policy documents is proving time consuming; Catherine Livsey is currently working on the designs.

There has been a delay in establishing the online card payment system for membership payments, as World Pay requires a lot of background information on every committee member. Go Cardless and Stripe were suggested as alternatives. The need to find the right system was agreed.

DA offered to check the system being used by ICOM, with their membership manager, as they have recently changed to online renewals.

AB updated that the major outstanding scheme of work for the new website is the transfer of data. A lot of questions had arisen in the last week, and not all data has been transferred. AB has not been able to establish when this will be completed by SI, but is chasing this information.

There is large snagging list, which AB is compiling. The committee were encouraged to check the site in different formats, and email details of any issues identified to AB.

The target launch date for the site is the end of June, dependent on the data transfer process. It was suggested that committee renewals should be tested first, to check the system is working properly, before details are shared with members more widely. The new system should enable an invoice address to be recorded, in addition to the address of the member.

KL asked whether details concerning the new site could/should be mentioned in the next/May newsletter. It was agreed that this was too early.

DA flagged that one problem they are facing at ICOM is that members can now change their own information/records, such as their address, but the system doesn't inform the administrator that this has happened. This can result in the organisation becoming out of touch with member information.

AY noted that the statistics for the current website are consistent with previous quarters; there are 242 active exhibitions. 18 new exhibitions were added in the last quarter. The number of venues listed is continuing to increase, following promotion of this facility/database, and traffic to the site continues to rise. Downloads of the Partnership Agreement template had been high, standing at nearly 400. A lot of traffic is coming from Facebook.

The status of the TEG Facebook page – which hasn't been updated in a long time – was raised. It was suggested that the use of social media should be discussed as part of the organisational review.

The most requested pages continue to be the exhibitions for hire and the Marketplace information. It was noted that this was interesting in light of Marketplace tickets being sold through Eventbrite, rather than the website.

CD and KL need to explore how Eventbrite and Mail Chimp mailing lists can be linked.

5. Professional Development Programme

CD apologised for providing a verbal report, rather than written one, due to the amount of work the Marketplace has required over the last two weeks.

Economics of Touring Exhibitions:

CD reported that two Partnership Agreement workshops were delivered in York and London, in January and March; 9 delegates were trained in York and 17 in London. Evaluation had been positive. Going forward, more case studies need to be introduced, and the marketing materials need to make the level of participant input clear.

The Partnership Agreement resource was promoted at the British Council International Touring Contracts workshop on the 15th March, which AL and CD participated in.

The National History Museum has expressed an interest in hosting a partnership agreement workshop in summer/autumn 2017.

CD worked with DA from ICOM/WIRP and Jane Weeks from the British Council to evaluate the Economics of Touring Exhibitions programme with the MD providers, in Leicester, on the 15th February. The desire of MD providers to know who is being trained and the positive impact of having them at the training sessions was emphasised. This feedback is being incorporated into the delivery of the Preparing to Borrow programme.

AL organised the delivery of two Economics of Touring Exhibitions seminars in Wales, which were delivered on a third party basis.

CD delivered a bespoke training session, based on the Economics of Touring Exhibition seminar and Partnership Agreement workshop, for the Arts Council Collection on the 21st Feb. This has started a conversation about the potential for a ACC / Art Fund and TEG event as part of the Preparing to Borrow programme, exploring the development of ideas.

AB and CD attended the WIRP conference at the Natural History Museum on the 2nd March, on behalf of TEG.

CD made a presentation at a 'Funding for Touring' event at NWMD on the 31st March.

CD is working with Manchester Museum, to deliver a consultancy report, based on the Economics of Touring Exhibitions research, to inform the development of their new temporary exhibitions space.

CD reported that the evaluation report for the Economics of Touring Exhibitions programme is underway, and will be ready to submit at the end of April, to schedule. The accounts have been completed and approved.

Preparing to Borrow programme:

CD reported that:

She has spoken to all of the regional MD providers to ensure that the Preparing to Borrow programme is embedded in their Ready to Borrow programme plans, and that they are able to promote the workshops and other opportunities directly.

All of the available bursaries for the Marketplace have been awarded.

She has met with the National Programme Managers on the 18th Jan, 9th Feb and 6th April, and a steering group has been formed to develop the round table events in October, in partnership with NMDC.

She attended the SWMD Mentoring conference on the 1st February, to inform the development of the mentoring programme. The TEG mentors will be trained on the 30th May, at Charterhouse, by Lucy Marder of SEMD.

The Preparing to Borrow training workshop has been written, and was piloted on the 4th April, in Exeter. The session was fully booked, and the feedback was very positive. William Brown, National Security Advisor, will present at each session, together with a representative from the Art Fund, to promote the new Weston Loan Programme. Carol Warner, GIS Manager, has developed the Government Indemnity content for the workshop.

Four additional workshops are available to book, in Durham, London, Manchester and Birmingham. A further two workshops will be scheduled in London and the East region in the autumn. Booking is steady; levels of non-member bookings are higher than average.

A very positive collaboration with the Art Fund has been established, through contacts made at the National Programme Managers meeting in January. The Art Fund have agreed to cover the cost of delivering the Preparing to Borrow workshop in Wales, Scotland and Northern Ireland.

CD participated in the 'Exhibitionist' training day on 1st March, organised by London MD, promoting upcoming Preparing to Borrow opportunities, and attended the Museum/University partnership conference in London on the 14th March, and was able to promote the TEG partnership agreement template.

The next priorities for the Preparing to Borrow programme are development of the programme survey, to record experiences of lending and borrowing, and the development of the events for nationals.

6. TEG Archive

CD reported that she had spent a day at the Wellcome Collection sorting and condensing the TEG archive, as Rachel Sturgis had indicated that it could no longer be stored there. As there was a large amount of duplication, and lots of personal records that were no longer needed, the archive has been condensed into fewer than 10 boxes. As such the Wellcome Collection has offered to continue storing it.

Mike Sixsmith recently found a further ten archive boxes, which CD currently has at home. They will be rationalised and a request will be made to store them with the other boxes at the Wellcome Collection, so everything is kept together.

7. Membership

AB apologised for the late report, which is the result of the amount of work generated by the Marketplace.

AB outlined that corporate membership numbers have increased to 21 since January, that there were 16 new ordinary membership applications pending payment, and 4 new corporate members.

The trend of allowing the membership to lapse and then re-joining has continued. AB suggested that the launch of the new website will be a good opportunity to re-engage lapsed/potential members.

The TEG Handbook/Manual has been accessed by 6 members.

KL asked if AB could send her contact details for new members, so they can be added to the mailing list. AB outlined that she automatically signs-up new members, they are then a confirmation email they have to respond to, in order to be signed-up. KL confirmed that there are currently 866 subscribers to the mailing list.

8. Financial Situation / Budget

CD reported that the end of year spreadsheet is misleading. This is because it includes the first payment of £20,000 from ACE for the Preparing to Borrow programme, and does not include the £2,000 that TEG will receive from ACE after the submission of the Economics of Touring Exhibition evaluation report, or the payout from Eventbrite for all of the Marketplace bookings. The true year-end picture is a reduction in TEG's reserves of approximately £2,400 – less than the amount spent on the website (approximately £5,000), for which use of the reserves has been agreed.

CD and AB reported that the Marketplace is fully booked; the promotion of half as well as full stands had proved successful, with all being booked.

All of the sponsorship opportunities had been taken-up by corporate members, and a number of delegate pack inserts had been purchased. This means that the Marketplace should cover all of its costs, and make some profit in 2017, for the first time in many years. This has only been achieved by putting in more staff time. CD felt the impact of this, having set-up and managed the new payment system through Eventbrite, and other elements of the process, including printing and collation of the delegate packs. JW and LH agree a payment in lieu of this time.

9. Any other business

10. Date of next meeting

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