

JW will try contacting H+W one final time, to see if they will participate; Neil is unavailable, but Alice Workman will be approached.

NC to contact Purdy Hicks – a gallery located around the corner from the V&A – to invite them to speak, and the Contemporary Art Society.

KH to contact her colleague regarding Christies auction house and the ways in which they have collaborated, to invite a contribution.

JW corrected the name of the contact at SMART consultants who has agreed to speak as Sally Moir; it is noted incorrectly by **CD** in the Marketplace report.

JW to contact 'Outset' who bridge public organisations and philanthropic / private collections to build partnerships. They have an office in Scotland, and other locations, and work internationally. A recent project has involved Glasgow Women's Library.

Rachael Cockett from the Birmingham Museums Trust has been secured as a speaker by **KH** and **CD** will liaise with her regarding arrangements.

CD to contact The Civic in Barnsley, to invite them to speak about their work touring private collections.

Potential speakers from TEG's corporate membership will be invited after the other programme participants have been confirmed.

It was agreed that Bristol Museum is the preferred location for the Marketplace drinks reception, as it will be possible for delegates to see the Garyson Perry show.

A deadline of the end of February 2018 was agreed for confirming all of the speakers and programme for the Pre-Marketplace seminar.

RB will confirm the address that leaflets to be included in the delegate packs should be sent to, and the timing for their arrival/delivery.

RB will promote the Marketplace to MDOs; **AB** to send **RB** the text to enable this, and a pdf of the Marketplace leaflet.

The following committee members confirmed they will be attending the Marketplace, and are happy to help:

KH

JBB (needs to leave after the AGM on Friday 4th)

RB – Thursday pm and Friday

DA

AL

NC

CD

KL (if further help is required)

Other committee members are asked to confirm with **CD** whether they will be attending the Marketplace, and if they are able to help.

DA will prepare the rota; **CD** to send an example from a previous year.

JW confirmed he will be happy to co-ordinate the Martin Parr tour; the venue is in walking distance of M-Shed.

JBB volunteered to co-ordinate the second tour.

AB was asked to co-ordinate the speaker and committee member lunch prior to the pre-marketplace seminar, as she is in touch with the venue.

It was agreed that **DA** would present the findings of the member survey at the AGM

RB, AB, CD to help **JW** compile the list of people to thank at the AGM.

RB will coordinate the printing of the delegate pack and other materials locally, to be recharged to TEG.

CD will create the evaluation survey, in surveymonkey, to be emailed out directly after the Marketplace.

RB is liaising with **AB** regarding the hotel recommendations and a suitable venue for the meal, following the drinks reception.

4. New Website Development / Website

NC confirmed that **AB** and **AY**'s contracts have been renewed in January, as the date of the new website launch is still unknown.

NC agreed to speak to **AB** to establish the outstanding tasks that need to be completed in order to launch the site and a realistic timetable for these, in particular any tasks that it might be possible for **AY** to complete.

The committee agreed they will support undertaking any remaining tasks, as there is a strong desire to get the site up and running, particularly in view of the vulnerability of the current site to hacking.

RB noted that she is also working with SI, and has struggled with not having a lead contact. However, it was agreed that whilst this is true in TEG's situation as well, we are also challenged from a capacity perspective – we just need to complete the site, regardless of blame.

It was discussed that aspects of the site can be updated/amended once launched, by the committee because it is a wordpress site. **NC, AB, SY, CD** all had some training last year at SI, but it likely that more may be required, as some of the session was spent troubleshooting the site design, and it was a long time ago.

CD confirmed there is still an outstanding and final payment to SI; all other payments have been met, including a year's support. The final payment is in the region of £3,000, and should not be paid until the site is live and has been handed over.

It was agreed that as soon as the site is launched, consideration needs to be given to the job description of the Web Manager, as discussed at the committee meeting on the 18 October '17 (see minutes).

The web stats presented in the website report were reviewed. **AY** is asked to confirm if the particular uplift in individual page views in June '17 can be explained; is this due to SI activity?

CD expressed disappointment at the levels of download the Lending and Borrow Experiences Report; it has not been promoted widely, as there was concern the URL would change with the launch of the new website. **CD** to undertake some promotion in the coming month to redress this.

It was noted that it is amazing TEG has not received more complaints about the website, considering the delays in the launch of the new site; it is a relief that membership has not dropped off as a consequence.

It was agreed that a note would be included in the next newsletter to update on the new website.

5. Membership Survey Results and Findings

DA and **JP** were thanked for writing and developing the survey of ordinary members.

DA noted that she would have hoped for a higher response rate, and some of the data, as outlined in the summary report, is contradictory.

It was noted that events discount for members could be reduced slightly, as this is not a strong/dominant reason for membership.

In marketing literature going forward, the less tangible reasons for membership should be emphasised.

It was noted that it would be interesting to segment the data by organisation type, in relation to priorities and openness to a change in the membership fee structure.

It was agreed that follow-up conversations with organisations who regularly put up exhibitions would be useful, and could offer more insight.

CD noted that responses suggest it would be appropriate to move forward with the creation of a loan agreement template, as part of the Preparing to Borrow programme, in view of the membership's responsiveness to templates and resources of this type.

Consideration needs to be given to the fact that online resources are not necessarily being shared across organisations.

DA to send details of responders who expressed an interest in joining the committee to **JBB** to follow up.

It was agreed that going forward TEG needs to adopt a proactive approach to increasing the diversity of the committee and members. **KH** confirmed that Sara Wajid, of Museum Detox, was previously at Birmingham Museums Trust, and is now Head of Interpretation at the Museum of London, and could be consulted regarding this. **NC** mentioned a HLF funded 'Culture And' project they have been involved in, which has enabled BEM internships; internships if offered by TEG would need to be hosted at a committee member's institution.

DA suggested that a membership survey is conducted every year.

6. Organisational Review - Next Steps

It was agreed that the membership will be asked to vote on a change to the TEG constitution, to move to an incorporated body, at the May 2018 AGM.

CD to contact TEG's current accountants to ask if anything different will need to be undertaken, to have annually audited, rather than verified, accounts, and the according cost difference.

A single proposal for the new incorporated status will be made at the AGM, based on the committee's agreement of what is best, to be voted on.

JW, **JBB**, and **DA** formed a sub-group to confirm whether TEG should become a:

A Charitable Incorporated Organisation
Or
A Charitable Limited Company

Their proposal will be shared with the committee for agreement, prior to being put forward for vote at the AGM.

The working group will also establish how the roles of the committee will change.

7. Preparing to Borrow and Professional Development Programme

CD confirmed all requirements in relation to the Preparing to Borrow programme have been met; most recently the development of the symposium in partnership with Art Fund and Hayward Gallery Touring.

NC asked if there was any useful feedback/information that can be shared from the four-networking events **CD** and other members of the committee have attended on behalf of TEG; **CD** outlined how attendance at these events had been used to promote TEG membership and the Marketplace, and build relationships with new and other members, and organisations with whom TEG wishes to partner and collaborate, whilst the Preparing to Borrow monies enable this.

8. Membership

It was agreed that in view of the current economic climate, and the pinch on organisational budgets, that membership rates will remain the same for the 2018-2019 period.

Committee members agreed to contact the following lapsed members:

JP: Doncaster and Worcester

JW: Liverpool, Inverness and Robert Gordons University

NC: Russell Cotes and Tunbridge Wells

AL: Koestler Trust

JBB: Bradford (Sonja)

9. Data Protection and Privacy Policy Update

AL was thanked for drafting a data protection and privacy policy for TEG.

The policy was reviewed, and all of the questions **AL** raised in the circulated paper were considered, and amends were agreed, where possible. **AL** to contact **AY** to confirm the situation as regards the downloading and saving of IP addresses in relation to web stats, and **AB** and **AY** to confirm this in the context of how the new website collects data.

Where data is collected and used/kept **DA** noted that the time limit given in the policy for keeping it must be considered and proportional, and the reason for the time period agreed needs to be recorded.

In line with the new policy, when the list of TEG members is circulated to the TEG committee by **AB**, only their name, organisation and job title should be included on the spread-sheet. **All committee members** to delete previously circulated lists.

CD to add a tick box on Eventbrite booking forms to confirm whether event participants are happy to share their details with other delegates, and to remove the email address box from evaluation forms; this information does not need to be collected in this way, as it is already in Eventbrite.

The contact for opting out of the newsletter and any data enquires was agreed as marketing@teg.org.uk

It was agreed that no contact data will be shared with third parties, including venues hosting events and trainers.

It was questions whether there needs to be a tick box concerning data and sign-up for the mailing list on the online membership application form. **NC** expressed concern that **SI** would need to make another amend. It was agreed that this is not necessary, as new members have to confirm they would like to join the mailing list by email, when **AB** signs them up.

AL will circulate the amended policy once updated, and Catherine Livsey will be asked to prepare a branded PDF policy document, to be uploaded to the website once complete; she can create an amendable PDF, so if changes are required, these can be made by a committee member.

10. Financial Situation / Budget

CD noted the only current budget liability is the continued and unexpected spend on staff time to develop the new website.

Expenditure exceeds income by £26,000 in the 2017-2018 budget because the £20,000 ACE Preparing to Borrow grant came in, in the last financial year, and will be spent in this financial year. Expenditure is currently set to exceed income by approximately £6,000, although this will be less if the increased membership income continues/remains level; membership income is up approximately £2,250 from last year, and may off-set some of this overspend.

11. AOB

DA asked if it would be possible to have some TEG membership leaflets to distribute at a training session she is running in Greece in March; it was confirmed that this would be possible, and **DA** should liaise with **CD** regarding this.

12. Date and location of next meeting

It was agreed that the next meeting will take place in London, at the end of March/beginning to middle of April; **CD** to circulate a doodle poll to confirm availability, and find a venue.

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