



**for museum people
in the north west**

2nd North West Fed Board Meeting
Manchester Museum
14th May 2009
0940 to 1030

Present: Jo Jones (Chair); Paul Fraser Webb; Katherine Lynch; Emma Varnam; Piotr Bienkowski

Observing to item 4.1, then present: Clare Wolfarth, Matthew Clough, Hilary Wade, Sue Hughes

Item	Minute	Action
1.0	Welcome and apologies for absence: No apologies received	
2.0	Minutes of the last meeting: Minutes of last meeting were pro-forma and had been previously accepted	
3.0	Minutes of the last North West Federation of Museums and Art Galleries	
3.1	The minutes of the last NW Federation of Museums and Art Galleries had been distributed. It was agreed that the work of this organisation (now wound up) would be continued by NW Fed	
	The Business Plan of the NW Federation of Museums and Art Galleries would be adopted by NW Fed, and uploaded onto the NW Fed website.	KL
	The work with the AMA Support Group would continue, and assistance would be given with developing an agreement for the group.	KL
4.0	Actions arising from the minutes not otherwise on the agenda.	
4.1	Clare Wolfarth, Matthew Clough, Hilary Wade, Sue Hughes were proposed for co-optation onto the Board by JJ. Seconded and agreed by all present.	
	It had been proposed that Steve Garland would be co-opted onto the Board. However, since he was not present at the meeting this was not deemed appropriate.	
5.0	Items for Decision	
5.1	Modus operandi of Board – Board Meeting style and operation. The proposed style of agenda was agreed. Three weeks in advance of each board meeting PFW would ask for agenda items and papers; the papers and agenda would be issued two weeks before all meetings.	
5.2	Modus operandi of Board - agreement to make decisions by e-mail if necessary? It was agreed that decisions between Board meetings could be made following e-mail consultation with Board and responses to JJ. JJ make a decision based on the responses and would then formally report the issue and response at the following Board meeting.	

5.3	Liability and Indemnity Insurance. The quote provided by Eden Insurance was deemed acceptable. PFW was asked to arrange the issuing of the cover for 1 year.	PFW
5.4	Co-ordinator's Post – decision to decide on work priorities for first year. It was agreed that the priorities for the Co-ordinator would be (in order) <ul style="list-style-type: none"> • Events • Ascertaining needs and desires of Associate Membership • Partnerships • Evaluation of work (as evidence for further funding) • Website <p>The inward looking aspects of the post (admin, memberships, finance etc) would be an on-going part of the job.</p>	
5.5	Co-ordinators post – decision on advertising of post It was agreed that the post would be advertised through Leicester Museum Dept Listings; NW Fed website; e-mail distribution; MuseumJobs.com CW stated that the office accommodation at NLM was ready, providing the Co-ord is willing to hot-desk for 1 month. It was agreed that the Co-ord should be at NML at least 1x per week to collect post Discussion on whether post would be for 12 months or to end of financial year. Also discussion on proposed day rate for Co-ord. Discussions unresolved.	
5.6	Grants for MA Conference.	
5.7	Board agreed to contribute £2,000 towards free places at the MA conference. This money would be for actual conference fees and not travel or accommodation costs.	
Meeting adjourned until 9th July 2009		
8	Dates and venues of future meetings <ul style="list-style-type: none"> • 9th July 2009, Victoria Art Gallery and Museum, Liverpool • 16th September 2009, Salt Museum, Northwich • 12th November 2009, Tullie House, Liverpool • 19th January 2010, Port Sunlight Vision, Port Sunlight • 18th March 2010, Preston (TBA) • 29th April 2010, Portland Basin Museum, Tameside (meeting and AGM) 	
Meeting reconvened, 9th July 2009, Victoria Galleries and Museum, University of Liverpool. Present: Jo Jones (Chair); Paul Fraser Webb; Matthew Clough; Katherine Lynch; Emma Varnam; Piotr Bienkowski; Clare Wolfarth. Observing: Steve Garland Apologies: Susan Hughes		
6.0	Key Items for Discussion/Information	
6.1	JJ reported that an application for the NW Fed to become a registered charity had been submitted and was pending.	
6.2	EV reported that a bank account for NW Fed had been opened	
6.3	PFW suggested that NW Fed needed a communication strategy. Board agreed that when a suitably qualified/experienced board member has been appointed	

6.4	<p>the development of such a strategy would be their first task.</p> <p>JJ thanked those who had participated in the event held on 26th March 2009. Board noted that the attendance was low (30 including speakers). Following points were raised:</p> <ul style="list-style-type: none"> • This event had taken place very soon after the previous event • Variable price structures should be considered for events (eg, AM only, PM only, lunch only etc) • Behind the scenes tours should be used more • Breakfast socials could be considered 	
6.5	<p>It was agreed that the Board training day was very useful, not only for learning outcomes but also for teambuilding.</p>	
7.0	<p>Information Reports</p> <p>Reports 7.1 to 7.5 and 7.7 to 7.8 accepted by the Board without comment.</p>	
7.6	<p>The Board commented that the report from the meeting at the Museums Association was disappointing. It was agreed that the regional Feds/Federations should work with the MA, but it was hoped that the MA would take a stronger lead. It was commented that if the organisation of inter-Fed meetings was shared by the Feds that the stronger Feds would end up doing more of the work.</p> <p>It was agreed that joint advocacy with the other Feds would give weight to the messages.</p> <p>It was agreed that NE Fed could support the development of other Feds by sharing skills and experience, but could not intervene.</p>	
	<p>Close of meeting Date of next meeting: 9th July 2009, Victoria Galleries and Museum, University of Liverpool.</p>	