



**for museum people
in the north west**

6th NW FED Board Meeting
Tuesday 19th January 1100 to 1300 @ Port Sunlight Museum

Present: Jo Jones; Piotr Bienkowski; Paul Fraser Webb; Katherine Lynch; Clare Wolfarth;
Catriona West, Drod Tunstall, Steve Garland

Item	Minute	Action
1.0	Welcome and apologies for absence:	
1.1	Apologies received from Neil Myerson, Sue Hughes Micahla Hill, Drod Tunstall	
2.0	Minutes of the last meeting:	
2.1	Ref: 3.2 CGW and JJ met in January and agreed that early Feb 2010 institutional members would be informed that membership in that category would not exist after 31 st March 2010.	CGW & JJ
	Require further information on developments to the website to include in the letter. This information to be used as promotional tool to convert institutional members to individual members.	DT
2.2	Ref: 3.7 CGW will make appointment with NM through his secretary, and contact HMRC now to get them in the loop.	CGW
2.3	Ref: 4.3 CGW forgot to do – will ensure item is on agenda for 18 th March	CGW
2.4	Ref: 4.4 being carried over	CGW
2.5	Ref: 4.5 keep as a standing item as we have had little response from MA	CGW
3.0	Items for Decision	
3.1	CGW left the room whilst this item was discussed. The board did not feel it necessary to ask PFW to leave the room.	JJ and CW
	The board agreed to renew CGW contract from the 1 st April 2010 for 2 days a week for a period of six months.	
	Fundraising for the coordinators post for the remainder of the calendar year and future years would be a task of the coordinator.	CGW
3.2	Piotr has come forward and expressed an interest in the position of Chair	
	CGW noted that some of the individuals expressing an interest in becoming board members were currently not associate members. It was agreed that membership forms would be forwarded to them.	CGW
	Clarification required from Neil Myerson on the process of election at the AGM. Can he be asked to manage the process? As this year is the first AGM of the company it could see all directors standing down and putting themselves forward for re-election.	JJ
3.3	The board agreed that the existing logo be retained for 18months before any review period began.	
3.4	The board agreed to coordinate responses to the NWDA Regional Strategy on	

3.5	<p>behalf of its associate membership. A timetable for consultation, feedback and finalization for response is required. PFW will lead on this project. CGW to alert all on the contacts list that this work will be undertaken.</p> <p>Non members on contact list to be encourage to join NWFED in order to participate in consultation and joint response</p> <p>The board discussed the opportunity of applying to Heritage Lottery Fund for a grant under the 'Skills for the Future' Scheme. It was agreed that this work would fit within the existing business plan as it delivers opportunities for individual skills development. It was noted that NML is an existing NVQ accredited training provider.</p> <p>Action - PFW and CW would meet to explore the potential of a NWFED / NML partnership approach.</p>	<p>PFW</p> <p>CGW</p> <p>CW and PFW</p>
4.0	<p>Key Items for Discussion / Information</p> <p>4.1 Assistance for the coordinator in shaping the speakers list and content for future events was discussed and the following persons have volunteered</p> <ul style="list-style-type: none"> • Steve and Kath to assist with Difficult financial climates • Piotr for exhibitions – must include community participation • Jo for capital projects <p>To ensure the events have relevance to the associate membership the AMA support group area to be approached and asked if they have any specific CPD requirements under the broader theme</p> <p>In discussing the NWFED event during December 2009, the board noted that the post graduate Museology students at Manchester University attending this event were an untapped potential membership.</p> <p>The board recommended that that an annual meet and greet of the course intact promoting membership and work of the NWFED be arranged. CGW to talk to the Tutors about building some kind of project in to the relationship that would benefit the students.</p> <p>Event marketing methods- The Coordinator should stick with the promotional methods used for the December event and monitor responses and uptake of places. Review methods in September 2010</p> <p>4.2 JJ informed the board of the outcomes of the Business Planning meeting held earlier in the day.</p> <p>A change in the statement of purpose of the organisation is required on the business plan that meets our charitable purpose.</p> <p>Some small amendments will be made to the plan which will include removal of items achieved and changes to wording where activities are now ongoing operational business. The amended business plan will be circulated for comment to the board.</p> <p>4.3 The board discussed the NW Strategy for Museums Group meeting, the work of the NWFED strategy working group and the recent email received from Renaissance North West.</p>	<p>SG, KL, PB, JJ</p> <p>CGW</p> <p>CGW</p> <p>CGW</p> <p>CGW for changes All to comment</p>

	<p>The board noted that for the NWFED to undertake a facilitation role for delivery of the NW Museums Strategy at this October Museum Association Conference a project manager would be required. Funding for this role is required. NML and RNW had indicated support both financial and in staff time.</p> <p>Actions are To approach MLA North via Nathan Lee. In addition, investigate the possibility of NWDA support. JJ to seek David Fleming's response to RNW email and inform board.</p> <p>The NW Museums Strategy Group meets again on the 5th February</p>	JJ
4.4	<p>Sponsorship led development of the site requires further exploration with Drod – arrange meeting for Communications Group With reference to the maintenance agreement the Board asks that Drod take a lead on this as he had the most relevant experience and skills and could advise appropriately.</p>	DT CGW DT
4.5	<p>The board discussed the feedback from RNW on why they had decided not to fund the project proposal submitted in December 2009.</p> <p>The board decided that an informal conversation in the first instance would be held with RNW expressing a decision to submit a new proposal based on projects and activities within the current business plan.</p> <p>If RNW accepted this principle a short proposal would be generated outlining activities and costs. Any proposal developed would include a request for £5,000 to support the CPD grant scheme. Coordinator to create proposal and circulate to board for comment.</p> <p>The Chair will converse with RNW project manager</p> <p>During the discussions on membership growth the board noted that setting realistic target should be included in the Business plan. The Coordinator will contact other regional Fed's for comparison. What is the estimated workforce in each region and what is the Fed membership?</p> <p>Opportunities to work with the Museum Association on workforce development at a regional level will be explored.</p>	CGW CGW
4.6	In principle the Board agreed to provide £500 per annum to the NW AMA group for CPD support subject to funding or identification of an under spend in the business accounts.	JJ
4.7	To be carried forward as Neil Myerson unable to attend today's meeting	CGW
5.0	<p>Information Reports</p> <p>All reports accepted by the board.</p>	
6	<p>Any Other Business</p> <p>JJ informed the board that she will be instigating a board review process which each member. Standard board practice to undertake review at the end of each year to get feedback from members on years activities. - Process will be undertaken before April 2010.</p>	

7	Close of meeting Future Meetings <ul style="list-style-type: none">• 18th March – Preston• 29th April AGM – Portland Basin Museum• 1st July – Pendle Room, Clitheroe Castle Museum• 9th September – Cumbria – Ruskin to be approached• 11th November – Grosvenor Museum, Chester	