



giving a voice to museum
people in the North West

North West Fed Board Meeting
Conservation Centre, National Museums Liverpool
12th November 2009
1300 to 1630

Present: Jo Jones; Piotr Bienkowski; Sue Hughes; Paul Fraser Webb; Katherine Lynch; Clare Wolfarth; Catriona West, Drod Tunstall, Micahla Hill

Item	Minute	Action
1.0 1.1	Welcome and apologies for absence: Apologies received from Neil Myerson Absent Steve Garland	
2.0 2.1 2.2 2.3 2.4	Minutes of the last meeting: Re item 2.7 PFW informed the Board that he had contacted previous board members to request old North West paperwork to be sent to Bolton for archiving. Re item 2.8 JJ wrote to Sally Cross at Effective Collections providing an explanation as to why not taking part. No response has been received. Re item 4.3 RNW has informed the NWFED that they will not bill the organisation for the £2,000 promised contribution towards grants to the MA Conference. Re item 5.4 The website maintenance contract is currently on hold until the board decision on the Communication Plan is taken today.	
3.0 3.1 3.2	Items for Decision The board discussed the content of the communication plan JJ informed the Board that one of our funding partners was reticent about the proposed rebranding in such close proximity to the launch of the existing logo. The Board agreed <ul style="list-style-type: none"> • Stick with existing logo for the moment – ‘Evolution not Revolution’ • Start with standing order / internet banking for membership subscriptions • Review and decide in 6 months whether to introduce PayPal as a method of subscription payment • CGW to decide how she wishes to use communication methods outlined in Communication plan and email board to advise • Implement the Communication Plan in so far as is possible without the rebranding. The Board agreed that as of the 1 April 2010 <ul style="list-style-type: none"> • Institutional Membership would be abolished • Introduce ‘Partnership Grants’ for individuals seeking CPD across organizational boundaries or across departments within an organisation. 	CGW

	Value up to £1000.	
	JJ to write to each of the 19 institutional members in January 2010 to inform them of this decision by the board. Siting charitable objectives and the changing focus of the NWFED. Targeted promotion of individual membership within the Institutions by CGW shortly thereafter.	JJ CGW
3.3	The Board proposed that named board members oversee specific areas Corporate Governance – Neil Myerson Communication – Drod Tunstall Business Plan Strategy – Micahla, Piotr, Jo and Clare Financial Management - tbc Events and Training – varies determined by session content Associate Membership Grants- Sue Hughes Risk Management – Neil Myerson	All CGW
3.4.1	CGW to circulate draft of job roles for use on website in contacts section – [NB all contact information is via the Coordinator] With resignation of Matthew Clough there are now 3 vacant positions on the NWFED Board. 2 posts to be elected by the membership, 1 can be co-opted. The Board decided that priority ‘skills’ wanted were <ul style="list-style-type: none"> • Finance and Fundraising • Cumbria DT and PFW both noted that they knew of Cumbrian persons that may be interested in joining the board. They are to undertake research / make enquiries and feedback to board names of people.	DT and PFW CGW
3.4.2	Election for posts vacant will occur at the AGM on 29 th April 2010. CGW to prepare paperwork.	All
3.4.3	JJ indicated that she would be stepping down from the position of Chair due to the pressures of work associated with the Southport Cultural development. She requested that expressions of interest should be made to her for occupying the role by email. JJ to confirm that the election of chair is from the board by the board and does not require election by the associate members	JJ
3.4.4	KL indicated that she will stand down from the Board April 2010.	
3.5	JJ informed the board that CW had agreed to be another signatory for the bank account.	
3.6	The Board agreed that £250 by given to BIA:NW as a one of token payment in recognition of the continued support they provide to the NWFED	CGW
3.7	JJ thanked PFW for all his work on preparing the Charity Commission paperwork. The NWFED is now a registered charity – number 1132479 HMRC to be informed Website and communication details to be updated	CGW
4.0	Key Items for Discussion / Information	

4.1	<p>The Board decided that the proposed event entitled 'Sustainability' should be dropped as it was seen to be too close in content with the programme offered by Renaissance NW.</p> <p>Decision to have 4 good sessions quarterly</p> <p>Where sessions are jointly hosted by RNW and the NWFED to ensure that NWFED members get added benefit such as guided tours, behind the scenes etc.</p> <p>Exhibition and Capital project themes to be developed by CGW</p>	CGW
4.2	<p>CGW to reduce time on administrative activities through providing less detail. To seek assistance and support on specific areas from nominated board members – see item 3.3</p>	
4.3	<p>JJ informed the board of the work towards facilitating a meeting on 18th December 2009. Will report back on meeting in January</p> <p>Synopsis to be placed on website JJ has approached MA conference team to offer this as a session at next years conference in Manchester.</p> <p>PB informed the group that the Collections for the Future Steering Group would ensure continued contact with the NWFED. Look at a mechanism for transferring remit of group should funding cease March 2011. SH is a member of both groups and this assists in keeping communication channels open.</p> <p>Item to be added to standing Agenda for report back and update on this group at each board meeting</p>	JJ CGW
4.4	<p>In response to report the board agreed that</p> <ul style="list-style-type: none"> • New members may access a grant to the value of £250 during their first 6 months of membership • After six months new members can apply for £500 • New criteria to be drafted and circulated – then included on website. Statement to be included on form to the effect that 'grants are by competitive application and therefore more than one application from the same individual within a short space of time may not always be successful' <p>The Board agreed to give the NW AMA support group a restricted line in the grant budget to the total of £500 to support their CPD activities for the financial year 2009-2010. The NW AMA support Group leader would need to inform the coordinator of numbers of individuals benefiting from CPD, theme addressed.</p> <p>At the end of the financial year this figure will be reviewed to see if adequate.</p>	CGW KL
4.5	<p>JJ has sent a proposal to the MA Conference Team The Board are invited to email JJ suggestion on sessions</p> <p>It was agreed that a strong presence was required at the conference from the NWFED.</p>	All
5.0	<p>Information Reports</p>	

5.3	All reports accepted by the board. Comments made: Membership fee agreed to be £12 for individual	
6	<p>Close of meeting</p> <p>Future Meetings</p> <ul style="list-style-type: none"> • 19th January – Port Sunlight • 18th March – Preston • 29th April AGM – Portland Basin Museum • 24th June – Pendle Room, Clitheroe Castle Museum • 9th September – Ruskin Museum, Coniston • 11th November – Grosvenor Museum, Chester 	CGW