



North West Federation Executive Committee Meeting

Minutes of Meeting

Date: 27th November 2008
Venue: Rex Makin Theatre, National Museums Liverpool
Chair: Jo Jones
Present: Emma Varnam, Emma Chaplin, Paul Fraser Webb, Nathan Lee, Piotr Bienkowski, Steve Garland

Item	Discussion	Action	Resp.	By
1. Apologies for Absence	<ul style="list-style-type: none">Adrienne Wallman, Katherine Lynch, Iain Morley, Robin Holgate			
2. Previous minutes	<ul style="list-style-type: none">The previous minutes were accepted.	None		
3. Website Development	<ul style="list-style-type: none">PFW provided a verbal update on the progress with the website. It was reported that it was progressing well and the proposed launch date would be achieved.EC complemented the website developers (Storyboarders) on their creativity.			

	<ul style="list-style-type: none"> • EV stated that she had issued payment for the first invoice to the website developers. 			
4. EGM	<ul style="list-style-type: none"> • The committee noted that Jim Forrester had apologised for not being able to attend the EGM. The committee requested that their best regards are passed to Jim. • JJ provided an update on the content of the EGM and precisely what the membership would be voting on. • JJ stated that she would make it clear to the membership during her presentation that expectations should not be raised and the Fed was not going to become a new Museums' Service. The committee concurred with this view. • NL stated that the way forward for the Fed will be dependent on the results of the Renaissance Review and the National Museums Strategy, both of which were due for publication in early 2009. • EV and PFW provided 	Regards to be sent on.	JJ	

	<p>information on the voting process during the EGM. EV stated that every individual and institutional member would be issued with a voting slip which they could complete and return.</p> <ul style="list-style-type: none"> • PB asked for details of what a quorum for the EGM would be. JJ confirmed the numbers required. • JJ thanked PFW and EV for their input in organising the EGM. • The committee agreed that whilst the result of the EGM would meet the constitutional requirements it would be useful to consult the members who were unable to attend the meeting. Agreed that all non-attending members would be issued with a copy of the EGM minutes and a voting slip for them to return with their views. A quick turn around would be required with all votes returned by 19th December. 			
<p>5. Business Plan & focus group</p>	<ul style="list-style-type: none"> • JJ outlined the workings of the business planning sub-committee. She stated that the business plan would be 			

	<p>completed by March 2009. The initial meeting had undertaken a SWOT analysis. The sub-committee recognised that it would need to have a clear steer from the membership and to these ends a focus group would take place after the EGM.</p>			
<p>6. Future Meetings</p>	<ul style="list-style-type: none"> • EC fed back to the committee on the recent Audience Development Meeting. There were 30/35 attendees. It was deemed to be a success. • EV stated that the expectations of the audience for events was increasing with requests for handouts, detailed programmes of speakers and biscuits. The Fed may (currently) have difficulty meeting these expectations as a volunteer run organisation. • EC stated that audiences seemed to want to see real world examples rather than too much theory. PB stated that the 'Shout it From The Rooftops' event should continue even if the constitutional changes meant that there would not be an AGM 			

	<p>for all members in future.</p> <ul style="list-style-type: none"> • December event (Developing the Visitor Experience) had about 40 bookings with some institutions block booking places. There was also a good mix of attendees. • March event (Community Working). As AW and IM were absent from the meeting there was no update available. • SG stated that there was a need for a day on Green Issues for Museums • PFW stated that there was some ignorance on IT matters in the museum sector. Perhaps a day linked to the new webpage launch could be organized. 			
<p>7. MLA NW Update</p>	<ul style="list-style-type: none"> • NL provided an update. • Keith Bartlett has just been announced the new Director of Engagement for the North Region of MLA. He moves from HLF • Recruitment of Regional Managers and Engagement Advisors was currently ongoing • New structure would be fully operational in March 2009, with 			

	<p>MLA NW being dissolved in Jan 2009. It was not clear where MLA's regional presence would be physically based, or if it would have a base at all (possibility of staff homeworking)</p> <ul style="list-style-type: none"> • Hodge Review was progressing • MLA would have its own centralised intelligence which would be fed into from regional staff. It was possible that University of Liverpool would take on the work of the Cultural Observatory when Culture North West dissolves in December 2008. ACE would host the 2012 post. • The remit of the MLANW legacy group had been reviewed after receiving NW Feds comments • Olympics. NL was keeping everybody up-to-date with progress on this highly creative project. Renaissance NW were working on a project for the 'Stories of the World' strand which would be based on textiles. 			
8. Financial Report	<ul style="list-style-type: none"> • EV presented a financial report. • EV stated that the current 			

	<p>balance of c£9k was acceptable and she would like to maintain these levels.</p> <ul style="list-style-type: none"> • JJ stated that there would be costs associated with any constitutional changes resulting from the EGM but these would be nominal. • NL stated that MLA's Museum Development Fund for the North West would be issued straight to Renaissance NW. • EV reported that she was working on a practice for calculating and issuing expenses for committee members. 			
9. Membership Report	<ul style="list-style-type: none"> • EV reported that there are 124 members (individual and institutional). It is hoped that the new website will improve membership. Recruitment would be a new area for focus over the coming months. JJ stated that she had a new Fed presentation to inform potential members. • It was noted that the archives for the Fed currently resided in Bolton Museum. 			
10. Grants	<ul style="list-style-type: none"> • As IM was not present no report 			

	was tabled			
11. MA Update	<ul style="list-style-type: none"> • JJ reported on the inter-Fed meeting that had taken place at the MA Conference. This was Chaired by Mark Taylor (Chief Exec, MA). It was noted that all of the Feds were doing similar work but at different levels. The MA seemed keen to have more co-operation between the Feds and the MA. It had been proposed that there would be a meeting in January to look towards developing action. • It was noted that AIM was looking along similar lines to the MA and building more regional links. This was because the regional bodies have the intelligence and communication tools. • JJ updated on the lunch hosted at the MA conference by MLANW/RNW and NWFed. The consensus at the lunch seemed to be that people wanted us to be doing what were are doing but did not realise we are doing it. • SG asked what was happening 			

	<p>with the regional AMA support group, and is this something that the Fed should be doing</p> <ul style="list-style-type: none"> • Noted that the next MA Conference would be 4-7 Oct 2009 in London 			
12. AOB	<ul style="list-style-type: none"> • JJ said that she had noted that work was not being distributed evenly amongst the committee, and that some committee members seemed to be taking on a great deal. This issue may need to be addressed. • It was considered that a publicity secretary post may be required for the committee. • EV stated that she would not wish to be continuing in the post of membership secretary for much longer • EC pointed out that should the constitution of the Fed change all work and posts would change. 	•		
13. Next Committee Meeting	<ul style="list-style-type: none"> • 29th January 2009 at Port Sunlight. 	•		