



North West Federation Executive Committee Meeting

Minutes of Meeting

Date: 26th March 2009

Venue: Victoria Art Gallery and Museum, University of Liverpool

Chair: Jo Jones

Present: Piotr Bienkowski, Sue Hughes, Emma Varnam, Steve Garland, Paul Fraser Webb, Katherine Lynch, Iain Morley, Dave McNabb, Hilary Wade, Emma Chaplin

Observing: Clare Wolfarth (NW Fed Board Member)

Item	Discussion	Action	Resp.	By
1. Apologies for Absence	<ul style="list-style-type: none"> Nathan Lee, Robin Holgate 			
Adjournment	<ul style="list-style-type: none"> The meeting was adjourned for the first Board Meeting of the North West Fed 			
2. Previous minutes	<ul style="list-style-type: none"> KL reported that the new website was now up and running EV was considering how to split the various operational tasks she has. She had considered keeping all the tasks until the NW Fed was operational and has employed a Co-ordinator. However, she was still considering how the tasks could be split and would work with PB and KL on this EC reported she had purchased the IT equipment using the Renaissance NW Grant The Committee thanked KL for organising the event that was taking place after the Committee Meeting. 			

<p>3. NW Fed and Shadow Board update</p>	<ul style="list-style-type: none"> • JJ reported the support NW Fed had received from Gary Jones of Mace Jones. NW Fed was now incorporated and the first board meeting had appointed the Directors and received the assets of NW Federation. 5 Directors had been appointed with a further 5 to be appointed at the second board meeting. The application for Charitable Status was in hand. • JJ reported that NW Federation and NW Fed currently existed in parallel, but NW Federation would be wound up at the next Federation Committee Meeting. • JJ reported that a training day for the new Board was scheduled for 27th April • It was noted that EC, AW and IM were not to be Directors of the Fed. Their contribution to the Federation was acknowledged and they were thanked • The new Board structure was still under development. Responsibility for Press/PR and Professional Development still needs to be assigned. • BIA:NW has drafted supporting documents for the Board with the exception of specific descriptions for Board members roles. JJ and PFW to work on this. • The new Memorandum and Articles for NW Fed will be posted on the new website • It was noted that the new website and Company status created data protection issues. D McN agreed to investigate the new responsibilities • Business Plan. The Draft Business Plan was agreed by the Committee • JJ updated on the relationship between NW Fed and NML. A grant of £15,000 had been given by NML to support Fed development and provide an enhanced museum service in the 	<ul style="list-style-type: none"> • 	<p>JJ & PFW</p> <p>KL</p> <p>D McN</p>	
---	---	---	--	--

	<p>region for the public. The office space at NML was nearing completion, It was agreed that the Co-ordinator would use this space 1 day per week</p> <ul style="list-style-type: none"> • JJ updated progress on the recruitment of the Co-ordinator post. It was agreed that the post would be managed by JJ. It was discuss whether the person would work a 5 day week for a limited period, have an agreement to work a number of days in a year, or have an agreement to work a number of days for month. The post would be filled no later than by September 2009 and the interviews would take place in July 2009, with advertising in mid May. PB, JJ and CW to be on interview panel. CW to lead on this issue. • It was agreed that the North West Federation of Museums and Art Galleries would wind up at the next committee meeting. 		CW	
4. Website	<ul style="list-style-type: none"> • KL reported that the new website is now live but does require a few amendments. • The website will be launched at the event following this committee meeting. • Storyboarders has passed over the digital assets to NW Fed and had signed a five year hosting agreement. • It was noted that there was no site management agreement in place, but a budget line was included in the forward plan • Blog posts will be required for the website. 		KL	
5. Meetings update	<ul style="list-style-type: none"> • IM reported on the "Outside the Box" event. Well received, practical aspects appreciated, 31 attendees. One speaker (Global Link) did not turn up. Invoice needs to be sorted out • "Shout it from Rooftops" event was being arranged. Trying to get a keynote speaker. • "Sustainability Event" SG arranging to take place in Autumn. 		EV	

	<ul style="list-style-type: none"> Getting in contact with Maurice Davis of MA to see if he will speak November Visitor Services Event. KL to arrange date and venue with assistance from D McN 		SG KL & D McN	
6. Financial Report	<ul style="list-style-type: none"> EV presented the new Corporate Membership fees to the Board EV reported that the £10k grant from Renaissance NW had not yet arrived EV to chase EV expressed some concern about cashflow over following year. Board to monitor 	•	EV	
7. Membership Report	<ul style="list-style-type: none"> 125 members. Membership renewal invoices have been issued 			
8. Grants	<ul style="list-style-type: none"> IM had issued 10 individual grants and 4 institutional grants 3 places had been provisionally books at MAs "Moving on Up" event. 			
9. AMA Support Group	<ul style="list-style-type: none"> KL updated the Board on this. The group had been relaunched in Tate Liverpool. Rebecca Jacobs said that NW Fed cannot run the group (as needs to be run my AMAs), but a partnership would be good. Group would next meet in Warrington in April Co-ordinator for group needs to be appointed KL to write a proposal for co-operation between group and Fed Proposed that the group could be used as a steering group for Fed events 		KL	
10. MA Update	<ul style="list-style-type: none"> JJ outlined MAs financial situation, and the 3 recent redundancies There was a forecast financial loss due to fall in advertising revenues. Helen Wilkinson is fundraising. Training budget deleted. MA currently working on a 10 year vision that would be launched 			

	<p>at the next MA AGM</p> <ul style="list-style-type: none"> • AMA review was being undertaken. Likely to be based on competencies with outcomes being given more importance. Work based projects to be key. New scheme to be launched in 2010 MA Conf • Committee agreed to offer support to Caitlin Griffiths in arranging events in NW. JJ to make this offer 		JJ	
11. MLA update	<ul style="list-style-type: none"> • A written paper from Nathan Lee was presented 			
12. On going relationship between MLA and NW Federation	<ul style="list-style-type: none"> • JJ informed the Committee of a request that MLA provide NW Fed with £5,000 to help meet costs. In return for such a grant NW Fed would permit MLA a place as an observer on NW Fed Board meetings and provide information to MLA on request. • MLAs response was that the following year's budgets were not yet set. Also MLA expressed concern about whether a precedent would be set and other regional Feds would request similar funding. • The committee acknowledged that there was the issue of how NW Fed and MLA would co-operate if MLA did not provide funds 			
13. AOB	<ul style="list-style-type: none"> • JJ stated that she was meeting with HLF and Ed Southworth to update them of the changes in the Fed and also discuss future collaborations • JJ was to attend a meeting at MA with MLA and all other regional Feds • PFW to attend a meeting at Wales Fed on their 'next steps' 			
14. Next meeting	<ul style="list-style-type: none"> • Manchester Museum, 14th May 2009 0930-1030 			
	<ul style="list-style-type: none"> • 			