



**for museum people
in the north west**

3rd North West Fed Board Meeting
Victoria Art gallery and Museum, University of Liverpool
9th July 2009
Commencing at 1400

Present: Jo Jones (Chair); Paul Fraser Webb; Matthew Clough, Katharine Lynch, Emma Varnam, Clare Wolfarth, Piotr Bienkowski
Observing to item 3.1, then present: Steve Garland

Item	Minute	Action
1.0	Welcome and apologies for absence	
1.1	Apologies received from Susan Hughes	
2.0	Minutes of the last meeting	
2.1	re: item 4.1. Since the last committee meeting Hilary Wade had decided not to become a member of the Board. PFW confirmed that her details had not been issued to Companies House. JJ acknowledged HW's contribution to the Federation Committee. It was agreed that the Board meeting scheduled for 12 th November 2009 would now take place at NML (rather than Tullie House as originally agreed).	
2.2	re: item 5.7. It had been noticed that the Renaissance North West (RNW) newsletter stated that NWFED bursaries or MA Conference could be used to pay for travel and accommodation. This was not what the Board had agreed. JJ to contact RNW to provide clarification.	JJ
3.0	Items for Decision	
3.1	Board Development.	
3.1.1	Steve Garland nominated to the NWFED Board by PB. Seconded by KL. Unanimously approved.	
3.1.2	EV announced that she may stand down from the Board due to growing commitments elsewhere. EV agreed to stay on the Board until she had handed over her tasks to the new Co-ordinator, after which she would consider her position. JJ thanked EV for her continued support and hoped the recruitment of the Co-ordinator would make things easier.	
3.1.3	JJ, KL and MC would be meeting with a potential new Board member, Drod Tunstall, on 12 th August.	JJ, KL, MC
3.1.4	Discussion on other potential Board members. PFW suggested Micahla Hill, and reported that Viv Tyler of Business in Arts NW had suggested Rachel Littern. BiA:NW to be approached again to see if they had a Lawyer in their Board Bank. JJ to approach M. Hill. PFW to speak to BiA:NW	JJ, PFW
3.2	Financial Management. The Board agreed that NWFED needed better financial planning and control systems, including cash flow projections and cost centre	Co-ord

	budgets. Board agreed that setting up such systems would be a high priority for the new Co-ordinator.	
3.3	Website maintenance agreement. Board did not accept the agreement proposed by Storyboarders. PFW and SG agreed to draft a maintenance agreement for approval by the Board that would then be issued to suppliers for tender.	SG, PFW
3.4	Data protection. MC presented report. MC stated that NWFED does not need an impact assessment, but does need an audit. MC stated he was willing to do this but would need legal support. The Board also agreed that the membership database needed cleansing, and also the numerous (duplicate) copies of the database should be deleted. Co-ordinator would cleanse the database. CW and MC to develop a data protection policy.	Co-ord, CW, MC.
3.5	Asset management (storage of Chain of Office & Archives). Board agreed that the NW Federation Archive should be closed. At some stage the archive should be weeded, but this was not a priority and was possibly a discrete task for a volunteer. PFW agreed to start gathering information from past committees. JJ to contact Bolton Museum & Archives to establish what the current holding is.	PFW, JJ
3.6	Collections Management Network. PFW presented report. Board was not sure that this was a service that the membership want. Need would be assessed and the service would be looked at again in 12 months time.	
3.7	MA Effective Collections Partnership. The Board agreed that such a task could be a conflict of interest for the NWFED as it could be seen to passing a judgment on its own Associate Membership. Also, the task did not fit in with the NWFED's Business Plan. JJ to write to Sally Cross expressing this.	JJ
4.0	Key Items for Discussion/Information	
4.1	Coordinator's post – update. PFW excused from this item.	
4.2	Funding (NML, RNW, MLA)	
4.2.1	JJ and PFW reported that NML had offered £15k development funding to NWFED for the financial year 2010/11	
4.2.2	JJ stated that she would be meeting with Emma Anderson to request development funding from Renaissance NW.	
4.2.3	PFW reported that he recently had an informal talk with Nathan Lee of MLA. It was stated that: NWFED currently would put posts on its website from MLA if the information was for the Associated Members benefit, but it could not be used as MLAs regional mouthpiece, or be used to drum up support for undersubscribed events or where MLA was the main beneficiary; that any funding offered by MLA to NWFED should be project based with agreed outcomes/outputs; that any projects/support offered by NWFED could only be for things that cannot be delivered by Renaissance NW; both parties recognized each others importance and wished to maintain a good relationship.	
4.3.1	Risk management. It was agreed that a risk assessment for events would be drafted. CW agreed to provide a copy of the form NML used at events. SG and JJ agreed to develop this for NWFED's use. It was also agreed that all venues holding NWFED events would need to submit their own risk assessments and	CW, SG, JJ

	H&S Policy where appropriate.	
4.3.2	PFW agreed to talk to BiA:NW about the need for NWFED to have a H&S Policy.	
4.3.3	Agreed that long term/strategic risks need to be considered by the Board. This would become easier when the Co-ordinator took on operational matters.	
4.4	Review of 14th May event. PB reported on the feedback from the delegates, which will be passed to the Co-ordinator when in post.	
4.5.1	SG outlined the proposed programme for the 'Sustainable Museums' event, to take place at Tullie House on 5 th November 2009. Board suggested that the programme included: top 10 practical measures; simple day to day measures that could be undertaken by junior staff; information on 'green' standards; policy development; a speaker from industry (eg, M&S)	
4.5.2	KL presented thoughts on March 2010 event. Agreed theme on careers, which could also be used to re-launch the regional AMA Support. Possible issues included: different entry routes into the professions; preparing for job interviews; CPD planning; working in times of restructure; mid career changes (planned and unplanned); transferable skills. The target audience was mid-career people. KL to work up themes, Co-ordinator to deliver details.	
4.6	Future meetings 2010. The Co-ordinator would develop these meetings. Board to contact JJ with ideas.	
4.7	NML Collections Management Training Review & Fed's involvement. Board agreed that the course programme was good and should be promoted by NWFED. Following comments were made: NMLs practices should be seen to be case studies rather than the core content (so as to make it more relevant to regional museums); the course would benefit from case studies from the region - KL and PFW to suggest case studies; the course should be modular, so museums can attend the parts that are of most interest to them; content and promotion should be linked to accreditation AIs and RAs; any documentation training should cover a number of systems (not just NMLs).	PFW, KL
4.8	AMA Support Group. KL presented paper. Board agreed to all proposals on paper, except financial discounts. Discounts for events will be considered on a case-by-case basis. Board agreed to wholly fund the additional webpage.	
4.9	Partnership with Kendal College. Board agreed that PFW should meet with Kendal College to explore whether there were any areas for collaboration.	
5.0	Information Reports All reports accepted by the Board. Only comments made were:	
5.2	Funding of catering for events was high and should be monitored in future.	
5.4	Guidance for Associate Membership on RSS and how to blog needs to be written.	
6	Next Meeting 1400, 16th September 2009, Salt Museum, Northwich.	