



**for museum people  
in the north west**

5<sup>th</sup> North West Fed Board Meeting  
Salt Museum, Nantwich  
16<sup>th</sup> September 2009  
1410 to 1630

Present: Piotr Bienkowski (Chair); Steve Garland; Paul Fraser Webb; Katherine Lynch; Clare Wolfarth; Catriona West

Observing to item 3.1, then present:, Neil Myerson, Drod Tunstall, Micahla Hill

Item	Minute	Action
1.0	<b>Welcome and apologies for absence:</b>	
1.1	Apologies received from Jo Jones, Matthew Clough, Sue Hughes	
2.0	<b>Minutes of the last meeting:</b>	
2.1	Re item 2.2 this is covered under 4.3 in this agenda	
2.2	Re item 3.1.2 Emma Varnam confirmed her decision to step down from the Board in an email to Jo Jones. The Board thanked EV for all her continued support.	
2.3	Re item 3.1.3 JJ, MC and KL met with Drod Tunstall.	
2.4	Re item 3.1.4 Micahla Hill and Neil Myerson have been approached and agreed to become board members.	
2.5	RE item 3.2: The Coordinator has not set up new financial management systems as a template as training support is required to make sure the systems are fit for purpose. CW offered NML staff as a resource for training. CGW to send email to CW on type of training required. As EV has resigned as Treasurer additional signatory required. CGW to become signatory on bank account.	CGW & CW
2.6	Re item 3.4: Information on progress of this action is unavailable. Action to be carried forward.	CGW, CW and MC
2.7	Re item 3.5: No action on the NW Federation archive has been undertaken. To be carried forward	JJ and PFW
2.8	Re item 3.7: Information on progress of this action is unavailable. Action to be carried forward.	JJ
2.9	Re item 4.3.1: Steve Garland circulated risk logs and event sheets for discussion. The board were invited to review content and add omissions / discuss for next meeting.	All
	Discussion led to enquiry on PAT testing of Coordinator / NWFED electrical equipment to meet safety requirements of NML and other meetings venues. CW to organize for H&S check of Coordinator work station and equipment	CW

	using NML staff	
2.10	Re item 4.7: PFW spoke with John Milliard (NML) on 4 <sup>th</sup> Sept. PFW offered to supply case studies for use in NML Collections Management Training. PFW is waiting for action from John Milliard.	
3.0	<b>Items for Decision</b>	
3.1	Drod Tunstall, Neil Myerson and Micahla Hill were nominated to the Board as a group by Kath Lynch, seconded by Clare Wolfarth. Vote carried.	
3.2	The Board supported the decision for the Coordinator to 'purchase' a contract on behalf of the NWFED with Vodafone for the 500 minutes package.	CGW
3.3	PFW informed the Board that the role of Company Secretary was included under the responsibilities of the Coordinator and therefore he was standing down from this role if the board agreed. The board agreed that CGW would now act as company secretary. CGW and PFW to meet to ensure transfer of paperwork and responsibilities.  In the discussion the board noted that the Coordinator should not become the default position for all works relating to the NWFED. That board members would continue to have an overview of specific named areas and work with the Coordinator to deliver NWFED business.	CGW and PFW
4.0	<b>Key Items for Discussion / Information</b>	
4.1	CGW introduced herself and gave an overview of the work plan and priority areas of work.	
4.2	DT and CGW informed the Board that a meeting to discuss the Communications Strategy and website work had been set for 28 <sup>th</sup> September, 10.30am. Discussion on who should attend occurred. SG, PFW and KL indicated an interest in attending.	
4.3	PB gave an overview of how the NWFED agreed to fund travel bursaries for individuals to attend the MA Conference when this had previously been rejected by the Board. It was noted that the Chair was 'on leave' and un-contactable during the decision making process.  The board proposed that when the Chair is 'on leave' and un-contactable for a period of time, the Chair would nominate another Board member to act in their role for said agreed period. This Board member would be given the right to exercise the Chair's unilateral voting right for the period. The stand in is obliged where possible to consult with at least one other member of the board on any decisions requiring immediate attention during this period.	
4.4	PFW stated that as the NWFED was a grassroots organization it should be represented at the regions county museum fora meetings. It was noted that the fora meetings were a good place to develop NWFED membership. PFW volunteered to attend said meetings. The Board agreed that where PFW was unable to attend a meeting another Board member would represent the organization.	
4.5	The Board noted that the Renaissance NW programme has been designed around meeting Accreditation Standards. It stated that NWFED events should be horizon scanning and seek to deliver individual not organizational CPD. KL	KL CGW

	<p>will supply CGW with the AMA support groups CPD needs to inform possible themes for NEWFED meetings. CGW will consult associate members electronically to nominate their preferred themes for meetings over the next 12 months.</p> <p>It was agreed that the NWFED would send its proposals to RNW to encourage cohesion from regional providers and where possible to seek to gain funding support of our work.</p> <p>In discussing the RNW programme no immediate compatible themes were forthcoming. The Coordinator is to develop themes for comment via email discussion with the board and to take forward into development those that are agreed.</p> <p>As a point of clarification it was noted that where the Coordinators work plan referred to the development and delivery of 6 'meetings', the period referred to was across 12 months from September 2009 to 2010. Meetings on 'Sustainability' and 'Careers' were already in development. The Coordinator is to take charge of these sessions as part of the 6 and administer their delivery. It has been agreed to switch the dates of these sessions around to avoid a theme clash with RNW on sustainability on the 4<sup>th</sup> November.</p>	<p>CGW</p> <p>CGW to liaise with SG and KL</p>
<p>5.0</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p>	<p><b>Information Reports</b></p> <p>All reports accepted by the board. Comments made:</p> <p>New Board members require a list of commonly used acronyms and what they stand for.</p> <p>Where possible reduce meeting costs through free venue hire. Explore 2 tier system for meetings with and without lunch costing. If Coordinator assists RNW with session development charge back time at appropriate cost. Seek fundraising opportunities to maximize NWFED income stream.</p> <p>Honorary members are to be removed from the associate membership database as this is part of the previous Federation activities and not that of the Company.</p> <p>CGW commented that she had begun to build a new Access database as this would be quicker than making changes to the existing one. All duplicate databases to be deleted.</p> <p>Communication strategy will explore 'corporate communication guidelines'. E.g. preferred type face, type size, colour, use of logo.</p> <p>The board noted that it would cost money to develop a good maintenance contract for companies to tender for. A decision was made to ask interested companies to tender from an outline brief in response to which they should send in their standard contracts for the Board to comment on. DT to provide some contacts for which to circulate to.</p> <p>No questions or comments</p> <p>Careers seminar will be moved forward to 4<sup>th</sup> November, Sustainability seminar will be moved back to March 2010 to avoid a clash with RNW.</p>	<p>DT</p>

	Proposal to hold a future meeting in Blackpool to encourage attendance by Isle of Mann delegates and possible membership growth from this nation.	
6	<b>Close of meeting</b> <b>Next Meeting</b> <b>NML, exact location tbc</b> <ul style="list-style-type: none"><li>• 12<sup>th</sup> November 2009,</li></ul>	