

## **NWFED Board Meeting**

### **Friday 15 January 2016, People's History Museum, Manchester**

**Present:** Katy Ashton, Chrissy Partheni, Heather Dowler, Michael McGregor, Steve Garland

**Attending:** Alex Bird (MDNW), Alex Walker (MA NW Rep), Rachel Mulhearn (Observer), David Bryan (Observer), Meg McHugh (Observer)

**Apologies:** Joanne Chamberlain

#### **NOTES**

It is noted that this was Steve Garland's last meeting as a Trustee as he is stepping down from Board. Katy thanked Steve on behalf of the Board for all his work for the NWFED over the years. Steve will continue to be a friend to the NWFED and help out as and when he can.

It is also noted that Rachel Knight has stepped down from the Board due to other commitments and has nominated Meg McHugh to join the Board in her place and as a representative for MSI Manchester. See notes under Theme 4 below.

The Board Agenda followed the different themes of the 2015/16 Action Plan. These are the notes and agreed actions for each of the themes:

#### **Theme 1 – Representing and connecting with members**

##### Notes

Since the last Board Meeting, Heather has been working on the consultation with volunteers to feed into the development of the SOS programme. NWFED are now working with two freelancers on this piece of work – Emma Sumner and Alex Lindley.

An online survey has now been sent out via NWFED and MDNW asking volunteers to complete the short survey Emma Sumner will provide a report of the findings from survey by 20 March

Dates for three focus groups have also been set:

- 3 February at Lancashire Museum at 2pm
- 11 February at Kendal Museum at 2pm
- 22 February at the Pilotage Building, Museum of Liverpool at 2pm

Emma Sumner will send out another e-bulletin to invite people to sign up for the focus groups  
Alex Lindley will facilitate the three sessions and prepare a report for NWFED and MDNW

Katy will set a date for separate meeting to discuss planning for SOS programme so that we're ready for an April launch of the programme. All Trustees will be invited to attend if they're able to make the date and the MDNW team will be invited to attend as well.

These notes from the last meeting will be used to inform the discussion at this meeting (along with any interim feedback from the online survey or focus groups):

- The programme might well evolve over time to respond to need from volunteers
- It was discussed that the workshops could be modelled on Emerging Leaders Programme (details attached) where a cohort of volunteers is selected from an application process to sign up to a development programme of sessions over 6 month period (there may be work to be completed by delegates in-between). Line managers will also have to approve commitment of volunteers to take part.
- A cohort (or two cohorts) might be invited to apply to take part in a programme with 1 day workshop a month over a period of 6 months (potentially running July – Dec or Sep – Mar)
- A range of volunteers would be encouraged to apply for the programme – identifying key volunteers in the region – who could then form a group of volunteer champions who can work with other volunteers

- MDNW are happy with an approach that focuses on a quality experience for a smaller number of volunteers rather than a programme that prioritises quantity of participants
- We will need to develop the model for the programme including who will deliver the sessions, where the sessions will take place (with possible rotating venues) and how long the programme will last
- A mix of people will be used to deliver sessions including museum professionals (from within NWFED board and membership and across North West) and external consultants (probably outside the sector).
- Some of the funding could be earmarked for: covering travel expenses of volunteers; to set up a self-sustaining network at the end of the programme; developing legacy documents which can be used by wider sector
- It was mentioned that the programme could be finalised between February and July 2016 but there may be an introductory session at the beginning of the new financial year.

### Actions

- All Trustees are asked to help spread the word about the survey and the focus groups
- Katy to set date for meeting to plan SOS programme
- NWFED member consultation to feed into NWFED development will be discussed at the May Board Meeting

### **Theme 2 – Delivering an effective programme of events**

Chrissy has been planning an event at the Museum of Liverpool – [Planning and creating effective exhibitions](#) on 4 February – all Trustees are asked to give this event a push to gather some more delegates

NWFED are supporting a workshop on [Curriculum Change for the Terrified](#) on 2 March at the Pyramid Centre in Warrington

NWFED are also supporting a SMILE event on 22 April at MSI Manchester which is already fully booked.

Katy and Alex Bird will be running a session for Museum and Heritage students at Manchester University on 12 April

There was a discussion at the Board Meeting of ideas for future events, which included:

- How to secure loans from national and international museums – a practical session for small to medium organisations
- Another session on Diversity / LGBT work in museums
- A practical session on care for photography collections
- An event exploring issues affecting museums in rural areas
- [An event on photography for museum collections or exploring the possibility of V&A courses providers running something similar in the North West.](#)
- [A TEG \( touring exhibitions group \) possibly in May](#)

If Trustees have any specific ideas about how to follow up these ideas with speakers, case studies or a venue etc – please let Chrissy and Katy know.

NWFED and MDNW have submitted an application to the Arts Fundraising & Philanthropy Programme (with support from Emma Sumner who wrote the bid). The application is to run a set of 4 workshops on different elements of fundraising and income generation in partnership. We will hear on 25 February whether our application has been successful.

These notes about programme for 2016/17 onwards from the last Board Meeting are included for Trustees to continue thinking about:

- MDNW are interested in discussing a future bi-annual conference run in partnership with NWFED in the future – to be discussed and followed up
- NWFED could establish a niche in sector support through delivery of training packages now not offered regionally by any other organisations. This includes:

- **A series of practical 'how to...' days** in basic skills always needed for refresher and new starter training (covering collections care; environmental monitoring and control; handling, packing and object assessment; storage and display techniques; working with specific types of collections and materials etc)

- **Away Days:** Themed away days to museums to include tour and guest speaker.

- **Emergency Network co-ordination-** As part of membership fee, NWFED could keep area emergency network lists up-to-date through annual review and deliver refresher salvage training for network volunteers (could be outsourced to Emma Dadson at Harwell or done in-house?)

#### Actions

- If Trustees have any specific ideas about speakers, case studies or venues etc for events– please let Chrissy and Katy know.
- All Trustees are asked to give the [Planning and creating effective exhibitions](#) event a push to gather some more delegates

#### **Theme 3 – Promoting and communicating the work of NWFED**

- Chrissy and Emma have been working with a web designer to make improvements to the NWFED website which is now looking much better and is much easier to navigate
- Emma continues to co-ordinate and distribute the NWFED e-newsletter and any short news pieces can be sent to her for inclusion
- Emma is also planning to work on a Communications Plan for the NWFED to co-ordinate activity better

#### Actions

- All Trustees are asked to review the website and let Emma know if there are any further changes to be made
- Trustees are also asked to let Emma have any images from their organisations which will add to the look of the website
- Trustees can send stories for the e-newsletter to Emma as well

#### **Theme 4 – Strengthening the NWFED**

Following the last meeting we have advertised that we are looking for new Trustees to join the Board and have had great interest from a wide range of people.

#### Actions

As discussed at the meeting, Katy will now speak to the following people to confirm that they would still like to join the Board:

- Rachel Mulhearn – supported through A&B Better Board Bank
- Meg McHugh – to replace Rachel Knight and represent MSI Manchester
- Alex Walker – in her role as MA NW Rep
- David Bryan – representing the Manchester partnership and with finance expertise

Katy will also get back to the other people who expressed an interest and we may recruit a further group of new Trustees at the next Board Meeting in May.

Chrissy will send Katy the paperwork for new Trustees to complete in due course.

#### **AOB**

#### Actions

- The May Board Meeting will also be the AGM
- MDNW offered to support a scheme to provide bursaries for travel to NWFED events for 2016/17 - £500 per year – to be agreed with Alex Bird
- Steve will check the log-in details for the Linked-In Rethinking the Museum group to see if Emma Sumner can be added as an administrator
- Steve will chase people in the region for articles for the NWFED newsletter – Katy will put Steve in touch with Emma to action this