**Museums East of England**

**Minutes of meeting**

**Monday 13 March, Imperial War Museum Duxford**

**In attendance**

Chair – Tony O'Connor (Epping Forest & Lowewood) TOC

Vice-Chair – Kate Carreno (University of Cambridge Museums) KC

Lance Alexander (St Edmundsbury Museums) LA

Ros Allwood (North Herts Museum) RA

Jayne Austin (Suffolk MDO) JA

John Brown (Imperial War Museums) JB

Kate Brown (Heritage Lottery Fund) KB

Ruth Burwood (SHARE Museums East) RB

Emma Calver (Befordshire MDO) EC

Gordon Chancellor (Cambridgeshire MDO) GC

Katie Childs (NMDC / Imperial War Museums) KCh

Jenny Cousins (Museum of East Anglian Life) JC

Jamie Everitt (SHARE Museums East) JE

Chris Garibaldi (Palace House) CG

Liz Hide (University of Cambridge Museums)

Vicky Hope-Walker (National Paralympics Heritage Trust) VHW

Joe Hoyle (SHARE Museums East) JH

Rachel McFarlane (Colchester & Ipswich Museums Service) RM

Ciara Phipps (Southend Museums Service) CP

Rosalind Palmer (Norfolk Museums Service) RP

Fergus Read (Imperial War Museums) FR

Claire Reed (Southend Museums Service) CR

Robert Rose (Braintree Museums) RR

Jo Ward (Stevenage Museum) JW

Kate Warren (St Albans Museums) KW

Sarah Wilson (Peterborough Museum) SW

**Apologies**

Amy Cotterill (Essex MDO)

Kathy Fawcett (Arts Council England)

Elise Naish (Luton Culture)

Karen Perkins (Luton Culture)

Tom Perrett (The Higgins)

Claire Walsh (Hertfordshire MDO)

Jo Warr (Norfolk Museums Service)

Carolyn Wingfield (Saffron Walden)

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| **Agenda item** | **Actions/deadline** |
| 1. **Apologies and introductions**  * Apologies - see above * The group welcomed John Brown of IWM and Rosalind Palmer of NMS |  |
| 1. **Minutes of last meeting and matters arising**   The minutes of the last meeting were agreed as an accurate record. All actions have been completed. No matters arising. |  |
| 1. **Finalise and agree MEE’s role and Terms of Reference (Tony O’Connor)**   TOC reported on the new draft terms of reference (circulated before the meeting). Key points to finalise were:   * MEE members to act as regional representatives on regional and national platforms including NMDC, AIM Council or AIM meetings, LEPs, etc – **agreed**. * Benchmark criteria for MEE membership – income qualification was lowered to £175,000, meaning two new museums would qualify for MEE (Hertford Museum and Stained Glass Museum). * In addition, other museums have been informally invited to attend in the past. Discussion of admitting museums with incomes over £100,000, more than five members of staff and ability to provide mentoring (Ely Museum, Long Shop Museum, Museum of Cambridge, Norris Museum, Panacea Museum) – suggested inviting these museums to attend meetings and to receive minutes on an informal basis under the chairman’s prerogative. **Agreed.** * Multiple site museum services criteria amended to permit two members from museums with more than one site and more than 30 members of staff – **agreed**. * Discussion of publication of minutes of meetings. Suggested publishing minutes on SHARE website – **agreed,** provided minutes are circulated to MEE group with at least one week’s notice for comments and amendments. | JE to write to new members to invite them to join MEE  TOC to write to new museums to invite them to attend meetings |
| 1. **SHARE Programme Review (Jamie Everitt)**   JE reported on SHARE’s planned programmes for 2017-18 and 2018-22:   * Application to ACE for Sector Support Organisation status was submitted in January, outcome expected on 27 June. Indicated budget raised slightly to £436,000 but increased costs, additional requirements and new programmes meant it was still a tight budget. * Following consultation results, the SHARE training programme has been planned to continue in its current comprehensive form, with the addition of key elements of the SHARED Enterprise programme. * Continued popular development and grants programmes are planned to be: review and rationalisation; support for Ready to Borrow; audience data analysis; Changemakers leadership programme (probably on a shorter timescale); and three annual conferences – SHARE, Collections Care, and Children & Young People conferences. A new ‘think like a business’ programme has also been planned, as has conversion of unincorporated organisations to incorporated charity status, and additional support for county education groups. * RB reported on the Collections Review Grants launching at end of April. Training in collections review and rationalisation has been well attended. Further information to be published in SHARE newsletter. * SHARE newsletter will now be published fortnightly to keep pace with increased flow of information. * JE updated on the accredited ILM Volunteer Management training being run by SHARE, and asked whether this would be popular to run again? * Date for the SHARE Conference – Monday 6 November in Bedford. Any key themes? Workforce development and diversity suggested. * JE reported that the Understanding Museums course will run again this autumn and asked if anything needs changing? TOC suggested that something shorter is better for part-time staff. KC noted how helpful it still is to introduce new staff to the sector. LH added that it is a good way for staff to get a broad development opportunity and understanding the bigger picture, and should remain comprehensive in its aims. General view that slightly shorter course (four days or fewer) would be better. * Volunteer Awards launched. Is there an appetite for a reward for winners, such as a free museum passport? RR mentioned that recognition in itself is a huge reward. JB stated that IWM would be happy to support a passport scheme, CG confirmed that Palace House would also support it. Discussion suggested a time-limited pass for winners of Volunteer Awards. * Ali Naylor (Norris Museum) looking for a professional mentor for community outreach work. | JE to send out more information post 27 June if bid successful.  Members to inform JE if there is a need for more Volunteer Management training.  Members to contact JE with potential themes for Conference by end of April.  Members to contact Sally Ackroyd with feedback on Understanding Museums.  SA to propose award passport scheme to MEE which members can sign up to.  Members to let JE know about staff willing to mentor Ali Naylor. |
| 1. **Working in partnership with the IWM (Katie Childs, Head of Partnerships & Stakeholder Relations, IWM)**  * KCh updated the group on IWM centenary partnership resources and initiatives, including the [www.members.1914.org](http://www.members.1914.org) site, free ‘Battle of the Somme’ downloadable film and ‘Lives of the First World War’ resource. * New resource packs on the IWM Extranet include Women’s Services, America’s entry into the War, and the Third Battle of Ypres (Passchendaele) * New resources planned for 2017-18 include the impact of the First World War on society, the post-war period, and centenary anniversaries of the Spring Offensive, Amiens, and Armistice. There will also be digital training resources. * IWM undertaking a period of review – new senior team and focus on 2018 and beyond. It is open to suggestions, and will work with Museum Development Providers to respond to what the wider sector wants or needs. * IWM Duxford seen as East of England’s “local national museum” * KCh also updated the group on the Preparing to Borrow initiative between NMDC and the Touring Exhibitions Group, including borrowers’ workshops, “speed dating” seminars, mentoring and seed-funding and a Guide to Borrowing. Working in partnership with UK Registrars’ Group to look at processes. * Launch at 20 April ‘Benefits of Borrowing’ seminar at the Museum of London |  |
| 1. **Borrowing from Imperial War Museums (Fergus Read, Head of Registry, IWM)**  * FR updated the group on IWM’s borrowing policies, noting IWM practice such as staff hourly rates, photography guidelines, online guides to borrowing and notice periods for loans. * Principles apply to many other National museums. * Key documents: *Guide to Borrowing from IWM* and *Terms and Conditions for Loans Out* ([www.iwm.org.uk/collections/managing/loans](http://www.iwm.org.uk/collections/managing/loans)); NMDC *Loans Between Nationals and Non-National Museums* ([www.nationalmuseums.org.uk](http://www.nationalmuseums.org.uk)) * UK borrowers get 2 hours of staff time free, then hourly rate of £40 per hour (courier £25 per hour) * Borrowing physical objects may be costly and only realistic for objects which are not commonplace, but there is much more scope for digital and reproductions of 2D objects. * IWM maintains control over photography and image quality. |  |
| 1. **The National Paralympics Heritage Trust (Vicky Hope-Walker, Project Manager, NHPT)**  * VHW informed the group about the new HLF-funded National Paralympics Heritage Trust, based at Stoke Mandeville. * VHW introduced the Trust’s modular, regional co-curated exhibitions programme – the pilot of which is planned to be in the East of England, launching at Norwich Cathedral in March 2018. * The exhibition will be available to tour from summer 2018, with museums encouraged to add local content to the touring modules. SHARE will assist in promoting it to the region. * Venues will provide local content through community liaison, support engagement activity, co-ordinate local launch and marketing, and be committed to broadening access to their facility and building or critical friends from this sector. * Contact [vicky.hopewalker@paralympicheritage.org.uk](mailto:vicky.hopewalker@paralympicheritage.org.uk) | Members to contact VHW if interested in co-curated exhibitions programme |
| 1. **What do you want from National Partnerships? (Ruth Burwood)**   RB led a group activity thinking about outcomes of national partnerships, thinking in particular about Collections, Audiences, Resilience, Leadership and Children & Young People.   * **Collections –** Nationals could provide curatorial expertise to help museums review collections, including deaccessioning controversial objects. * **Audiences –** shared programming of events with Nationals, drawing in smaller museums. Shared audience research, data and evaluation (with SHARE taking a role in brokering this). * **Resilience –** access to specialist curatorial expertise. Maximise potential from loans through improving retail purchasing offer. Mentoring on fundraising campaigns and business schemes. Importance of high profile loans to reach local audiences. * **Leadership –** events tapping into a National organisation (ability to manage large projects). Chairs of trustees and managers, etc. to visit a National museum and learn about their projects and management. * **Children & Young People –** Nationals could provide creativity support and resources alongside a strong brand and marketing support. Digital resources including good AV equipment could provide a strong element of theatre to make museums more appealing. |  |
| 1. **Round table updates**  * LH announced ‘India Unboxed’ – a shared season of India-related programming across University of Cambridge Museums, tying in with India world of culture. * RB Accreditation update. 12 month extension on returns deadline. No impact on museums with Provisional status. * JE – SHARE Annual Review and Benchmarking reports now published. Raw Benchmarking data also to be uploaded this week on SHARE website, including estimates of economic impact. | MEE members to contact LH on potential joint programming ideas for ‘India Unboxed’  JE to add data to website |
| 1. **AOB**  * CG informed the group of an injury to Graeme Snelling. TOC, on behalf of MEE, asked CG to pass on the group’s best wishes to Graeme. |  |
| 1. **Theme, date and venue for next meeting**  * Wednesday 12 July, Gressenhall Farm & Workhouse. * Suggested theme could be outcomes of NPO funding applications. | Members to suggest themes to JE by end April. |