

Hampshire-Solent Museum Development Advisory Panel

Brading Roman Villa
11 April 2017

Present:

Adam Watson (AW)
Paul Griffiths (PG)
Lucy Marder (LM)
Corina Westwood (CW)
David Belfield (DB)
Hilary Marshall (HM)

Andrea Bishop (AB)
Jaane Rowehl (JR)
Sarah Corn (SC)
Kevin Casey (KC)
Christopher Gale (CG)

Guests

Sarah Girling (SG)

Apologies:

Katy Ball (KB)

Minutes

		ACTION
1	<p>Welcome and Introductions</p> <p>PG welcomed everyone to the meeting including a guest, Sarah Girling, who has recently moved to the Isle of Wight from Essex where she worked in the cultural development team. SG is now a museum freelancer.</p> <p>The panel also welcomed KC and CG to their first meeting as prospective panel members.</p>	
3	<p>Change of Terms of Reference</p> <p>PG asked for a change to the sequence of the agenda to ensure that any approved changes are immediately effective. After an overall review of the Terms of Reference, the panel approved the following changes:</p> <ul style="list-style-type: none"> • Increase the number of panel members from 8 to 9 • Remove mention of 'full-time' or 'part-time' working patterns in the description of posts • Update attendance list to remove mention of the HCT Partnerships Officer who is no longer attending • Delete duplicate sentence on page 1 • Reduce the amount of notice given for Panel meetings to 6 months • Reword non-attendance clause to confirm that removal a request to leave the panel is at the discretion of the 	

	<p>management, still ongoing and will update panel at a later time when more specific outcomes.</p> <ul style="list-style-type: none"> • The panel confirmed that reporting via the spreadsheet was sufficient prior to the meeting. 	
5	<p>Introduction of the Hardship Fund to support travel for Panel Members</p> <p>JR shared proposed details of the fund with the panel. HM asked for the title to be changed. The panel agreed a new title: Travel Assistance Fund. KC asked about the current provision of travel expenses at the museums of members.</p> <p>Following discussion, the fund is now active. Applications by panel members can be made from now onwards. To request an application form, please contact JR.</p>	All
6	<p>Feedback from the Open Forum</p> <p>The panel expressed their thanks to JR for organising the event which was very successful. Key points to note:</p> <ul style="list-style-type: none"> • Excellent satisfaction ratings (97% very satisfied, 3% satisfied) • Record numbers attending <p>The panel agreed that the strength of the event was that it was for the museums to share and meet. Support organisations can join in but they should overshadow the programme.</p> <p>SC explained that other sub-regions are planning to introduce a similar Forum event, and asked for advice from the panel on what works. The following was mentioned:</p> <ul style="list-style-type: none"> • A great key note speaker to draw attention • Conference style programme • At a museum venue • Enough time for networking • Great repeat booking rate because many see this as a 'must do' CPD event • Important to offer choice and variety <p>The panel offered to write personal statements of endorsements, if SC would find that helpful. SC to confirm.</p> <p>The panel agreed the following for the next Forum:</p> <ul style="list-style-type: none"> • Broadly the same as before • The consultation 'buttons' were a good idea and something like it should be used next time • Advertise the event as suitable for more than one staff/team member to increase reach • Make more effort to introduce the panel members at the event 	SC

	<ul style="list-style-type: none"> • Venue: Southampton, Portsmouth, Havant or Winchester 	
7	<p>Review of Q4 LM and JR gave an overview of the delivery that took place in Q4, which included:</p> <ol style="list-style-type: none"> 1. Active Collections: <ol style="list-style-type: none"> a. Collections Copyright training event b. Orphan Collections placement update <p>DB commented on how useful he found the Conservation DIY event. CW also suggested that she had had positive feedback.</p> <ol style="list-style-type: none"> 2. Great Experiences <ol style="list-style-type: none"> a. LAINet event on accessible interpretation b. Non-user consultation project start: 3. Better Business <ol style="list-style-type: none"> a. Successful Open Forum event b. Forward planning support for military museums c. First joint ticket trials agreed for WMM 4. Strong Leadership <ol style="list-style-type: none"> a. Mentoring conference in partnership with SW b. PDG 2017 recruitment c. HMMN event on change management d. HorsePower Board Day 5. Cross-cultural <ol style="list-style-type: none"> a. 1st Meeting of the Hampshire Strategic Cultural Partnership b. Cultural Commissioning Consortium Awards of All bid c. Spring Creative Innovation d. IOW Resilience stage 1 e. Tweet up 2017 6. International <ol style="list-style-type: none"> a. Netherland trip delegates confirmed b. Greek student interns agreed for 2017 c. Discover England – EOI stage pass for Industrial Innovation tourism project <p>Looking ahead to Q1 in Year 3, there were a number of projects</p>	

	<p>in planning, including:</p> <ul style="list-style-type: none"> • June 2017 response to SEMDP 2018-22 bid → BP development phase • Non-user consultation project delivery (training & share) • Data Protection briefing • HLF WW1 / Display events • WMM partnership development • CT events: Review & SPECTRUM • Southampton University collections research partnership • Mentoring CPD (link to MA) • Diversity Mentor project • Launch of new PDGs (14 April) • 'Purple Passes' trial scheme • Netherlands trip May 2017 • Consortium Commissioning bid • Strategic Cultural Partnership (advocacy) • Museum Hack Day • Museum & Dance bid • Discover England bid <p>LM reminded the panel of deadline to apply for the Museum Hack day, which is 8 May.</p> <p>SC also noted that if the 2018-2022 application is successful, the scheme will enter a transition phase leading up to the next programme. This may affect delivery in Year 3. JR asked the panel members whether they could test any proposed diagnostic tool to be introduced. To be discussed at the next meeting in conjunction with Annual Return discussion.</p>	JR
8	<p>AOB</p> <p>CG asked that newsletter highlights ongoing consultations to help keep of what is going on. JR will do so.</p> <p>CW updated the panel that Great Places bid for IOW was not successful. CEP however has started well.</p> <p>PG noted that he would not be available to chair the next meeting which is when his year-long appointment as chair would have been up for renewal.</p> <p>HM proposed that PG was reappointed as chair. CW seconded the proposal. The motion was carried unanimously.</p> <p>PG proposed that CW was appointed deputy chair. AB</p>	JR

	seconded the proposal. The motion was carried unanimously. CW will chair the next meeting	CW
9	Time and Date of next meeting <ul style="list-style-type: none"> • 6th July 2017 at National Motor Museum • 17th October 2017 at Fort Nelson 	