

**Minutes of the Committee of the Federation of Museums and Galleries in Wales
11am, 16th June 2004. Powysland Museum, Welshpool.**

1. Apologies

Kevin Mason, Victoria Newton Davies, Richard Davies

2. Minutes of last meeting

Agreed as a true record

3. Matters arising

- Comments on CyMAL prospectus had been forwarded to Linda. It was noted that some comments had not appeared but the general opinion was satisfactory.
- Andrew has purchased website domain name www.welshmuseumsfederation.org.uk. The site is now under development including a members only area.
- It was decided to continue running email group through Yahoo. Instructions of how to join should appear on the website.
- NAWPI 9.1 – it was reported that the WAG's attention has been drawn to the problems associated with this.

4. Presidents Report

Chris D. has been appointed to the CyMAL Advisory Group. No meeting has been fixed yet.

5. Editors Report

Remaining back copies of YMag will be used as part of a publicity drive to generate new members. It was agreed that the September edition should be on documentation. Articles will be provided by:

Scott – Documentation Project at Cyfartha Castle

Chris D – Introduction of CALM at Carmarthen

Emma – New documentation post

Frank – How to get volunteers to do documentation

Rachael – Model Documentation Plan.

6. Special General Meeting

Discussed under points 7. and 8.

7. The Business Plan

Following comments from the membership the committee agreed amendments.

- **Rachael R** will make these amendments and send to Andrew to add to website. Activity table will be circulated to the committee first.
- Scott R mentioned that there was nothing about collection of data. It was agreed that this was something to be carried out by a paid individual and should be discussed with CyMAL.

8. Sub Groups

- It was proposed that 4 people should be on the e-panel.
- It was agreed that there are too many subgroups and they should be streamlined. Four groups were proposed via prior email discussion. It was agreed at the meeting that the one covering advocacy was the role of the committee. Those who put their names down in the initial groups that

dealt with partnerships, advising MLA and CyMAL, staffing and Welsh museum issues should be contacted to find out where else they can help.

- Sub-groups and their liaison officer from the committee would be:
 - Museum Diversity – Frank
 - Collections Management – Jane
 - Access and Learning – Andrew (Essex Harvard should be approached to join this group)

Other roles for the committee are:

Membership Secretary & Marketing – Chris Wilson

Events and Training – Scott

YMag Editors – Rachael Anderton and Victoria Newton Davies.

9. New Membership Forms/Dates fees to be collected

Membership should be backdated to 1st April and collected ASAP.

Chris W. to carry out a membership drive. **Emma, Rachael A.** and **Rachael R.** to send Chris existing membership lists. **Rachael A.** to provide copy of YMAG.

Andrew to produce a flier advertising the website. **Chris M** to produce a flier explaining why you should join and application form. **Rachael R.** to produce a list of committee members. **All to be sent to Chris W. by end of June.**

10. New Trustees – letter to Charity Commission

Chris D to talk to Kevin to confirm existing trustees and sort out forms.

11. CyMAL Prospectus

See matters arising

12. Programme of Events

- October 2004 - Cross domain seminar
Scott and **Jane** to talk to libraries and archives about possible themes and investigate possibility of financial support from CyMAL.
- December 2004 – Seminar – Introduction to Agriculture.
Scott to approach Gareth at St. Fagan's and Usk Rural Life Museum.
- Spring 2005 Seminar – Introduction to Archaeology
- May 2005 – AGM

13. AOB

- **Emma** gave update on accounts, which she will write up for next committee meeting. 03/04 and 04/05 accounts will be presented at the next AGM as the winding up accounts. **Emma** will investigate having them audited.
- Denise Lavis has approached the Federation about representatives for the Sector Skills Council. **Rachael R** will send details to Scott.
- Emma passed on AIM's concerns about losing touch with Wales. **Frank** and **Emma** will make contact with them to suggest an event.
- **Emma** will look at obtaining insurance for the Federation, possibly via the British Local History Association.

14. Date of next meeting

Wednesday 25th August, 11am, Powysland Museum, Welshpool.

Thanks to Eva for hosting the meeting.

15. Linda Tomos 2-3pm

- Museum posts to be in place by September.
- Interested in whether grant process is working.
- For 2 years there will be four grant programmes. Museums, libraries, archives and cross-domain. May look at later whether emphasis and money should be concentrated on cross-domain areas or individual areas.
- Will shortly announce opportunity for bursaries for seminars/conferences etc. Later these will be incorporated into main grant programme.
- Themes for all areas will encourage partnership working. **CyMAL would welcome suggestions from Federation.**
- Can give money to Federation, particularly when working on a strategic/all Wales basis.
- CyMAL may focus funding on areas not covered by HLF e.g. stewardship. It was expressed by the Federation that a focus on conservation and documentation issues would increase museums confidence in CyMAL.
- **Comments required from us on baseline reports.**
- Linda will let Chris D know whether CyMAL will carry out HLF assessments.
- Regarding Registration CyMAL will continue same relationship with MLA that CMW had.
- Federation expressed concerns of AIM and the focus England. CyMAL aim to take advantage of the access to expertise that MLA has. CyMAL could buy into surveys MLA is already carrying out.
- CyMAL have offered to set up an email group for museums to raise current awareness. This would consist of a weekly email giving URL of relevant news items. **The museums officer at CyMAL can liase with the editor/secretary of Federation.** It was suggested that a newsletter could be provided, as email doesn't reach everyone.
- CyMAL will take forward the 'What's in Store' report. The Royal Commission has offered to do an action plan and consult NMGW. The Federation suggested it would be better if NMGW were full partners however the money needs to go to someone so has to be a lead partner.
- CyMAL are planning a resource discovery network for Wales, e.g., widespread access to museum, library and archive catalogues. It could be focus for grant programme 2005-2007. Digitisation will be a big area. **Federation needs to think about how museums could take this idea forward.**

Lesley Ann, Head of Access, Learning & ICT, CyMAL

- A pilot scheme will be launched for the Inspiring Learning for All Framework. Call for submissions are imminent. Focus will be on museums. Ideally projects will be cross-domain. £250k to be spent by end of February 2005. Federation brought up the problem with institutions being able to provide match funding at this stage in the year. Possibility of 100% funding is very likely for pilots this year.
- Launching MLA Disability Toolkit in Wales.