

**Minutes of the Committee of the Federation of Museums and Galleries in Wales
11am, 25th August 2004. Powysland Museum, Welshpool.**

1. Apologies

Kevin Mason, Chris Wilson

2. Minutes of last meeting

Agreed as a true record

3. Matters arising

- **Chris M** to write a short report to go with the business plan.
- A letter has been sent to the charity commissioners advising of the new committee. They have replied indicating that the information should be included on annual trustee update form. **Kevin** to advise when this should be submitted.

4. Presidents Report

Nothing to report outside of agenda items.

5. Editors Report

Articles for next edition to be provided by the following people by **17th September**

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. Correspondence

- a. New entry submitted for MA yearbook. Annual report from Engage received.
- b. CyMAL have contacted us to see if we are planning to host a Collections for the Future event. It was agreed that we would suggest they held the event but we could give advice on speakers if required.
Chris M to ask Helen Willson to respond to the document on behalf of the Federation.
Chris D to speak to **Kevin** about relationship between MA and Welsh membership.
- c. CyMAL: Inspiring Learning for All grants. Following concern that as funding posts was not possible Emma outlined the bid she was putting in to give the committee an idea of what sort of projects were being considered. It was agreed that we would discuss the programme with Lesley Ann Kerr during the afternoon session.
- d. CyMAL have contacted us about encouraging people to become curatorial advisors. Victoria and Rachael A will contact a current advisor who can write an account of what they do for YMAG. **Rachael R** to ask CyMAL to write an article for the same edition of what is required. CyMAL had specifically requested an advisor for the South Wales Police Museum, after discussion it was felt that CyMAL should be advised that someone with a lot of experience was required due to the complex nature of the museum.

7. Report from Sub Groups

Jane has contacted those people who expressed an interest in collection care. She is looking at getting involved in 'Conservation in Wales' event in Rhondda Cynon Taff. **Jane** will put together something about the sub groups for the next edition of YMAG.

8. Membership

Chris M showed the meeting a flier he has produced to send out to potential and current members. **Any comments should be sent to Chris by Friday 27th August. Chris M** will then pass to **Chris W** to send out ASAP with the flier he has produced about the background of the new federation.

9. Events and Training

- Cross Domain event. Jane has spoken to people and will continue working on this event.
- Agricultural Collections – Scott is working on this event which will be held in late November/early December at St Fagans. **Scott** will approach David Viner, the National Trust, Pembroke Museum and Greenfield Valley about speakers.
- Archaeological event – Scott thought about something at Abergavenny. **Rachael R** to let Scott know contact for possible venue.
- **Scott** to write a letter to the MA about the need for a CPD+ event in Wales.
- Scott updated the committee on the Sector Skills council who offer vocational training.

10. Website

- Andrew reported that site is up and running. **Andrew** will look at making it possible for to join on line, with **Chris W** as a contact. **Jane** will send information about the subgroups and **Richard** will send back copies of YMAG so both can appear on the site.
- It was agreed that there would not be a members only section. To ensure members get added value the most recent copy of YMAG will not appear on the site.
- The minutes of committee meetings will be posted on the website after they had been agreed at the following meeting.
- There is a problem with the discussion group, Andrew is talking to IT staff.
- **Andrew** will talk to Ann Williams about Welsh translation.
- **Andrew** will look into deleting previous Federation sites.
- **Andrew requested pictures for the site and that he be put on peoples press release lists so features on news, exhibition, grants etc can appear on the site.**
- Rachael R requested that when an agreement had been reached between CyMAL and the mda about the Model Documentation Procedural Manual Template, information about it and a link to the mda site could be provided.

11. Neath Redundancy

The Federation's concern about a redundancy in Neath was raised. We will monitor the situation.

12. Date of AGM

This was set for May 2005 in previous meeting but the constitution states that it will be in October. The date has now been set for Wednesday 27th October. **Chris D** will talk to Sally Moss at Dre Fach Felindre Slate Museum about holding it there. Outline as follows:
11am – Committee meeting, 12pm – AGM, 1pm – Lunch, 2pm – Tour around museum

13. AOB

Emma is talking to AIM about them having their 'Chairmans meeting' in Wales in Spring 2005. Jane suggested Tenby as a possible venue. **Frank** will get involved with the event. It was suggested that CyMAL is invited and representatives from independent museums in Wales.

Frank raised his concerns about people not on email not receiving bulletins from CyMAL. It was agreed that this would be raised with Lesley Anne.

14. Date of next meeting

Wednesday 27th October (Prior to AGM)

15. CyMAL report, Lesley Anne Kerr 2-3pm

The Collections Management Post and Museum Advisor post have both been filled and will start in October and November.

Inspiring Learning for All

- CyMAL recognise that the timescale is a problem and will register committee concerns but 31st January deadline is stipulated by the Assembly and cannot be changed. In future years papers will be set out in November, with a January deadline so decisions can be given in April. The focus this year is on 'Policies, plans and performance'. More practical schemes will come late. Examples of pilot projects can be found on the MLA website. The £20,000 per project was fixed as they wanted major schemes, people should not be put off asking for smaller amounts. Next year it will be possible to ask for posts but the short timescale was the reason for not allowing it this year.
- Three workshops will be held in Wales facilitated by Anne Murch and Gaby Porter. The official launch will take place at Bodelwyddan on 4th November.

Collections for the Future

CyMAL will hold an event chaired by John Marjoram. **Lesley Anne** will talk to the MA about extending the consultation period to allow a response from Wales and will let Chris D know the outcome.

Lesley Ann will ask Denise about CPD+ and the MA's role in training in Wales. Lesley Ann suggested that people think about putting something in for the Gulbenkian Prize.

Website

CyMAL are working with the assembly to provide a 'Virtual CyMAL'.

Lesley Anne will register the Federations concerns about the CyMAL website.

CyMAL news

- **CyMAL** will build up a database of those people not on email.
- Lesley Ann passed around the library sectors newsletter, museums could have something similar.

Museum Training

- Denise is currently working on the training plan.
- There are 3 spaces left on the housekeeping course at Newport on 21st September.

Curatorial Advisors

CyMAL will organise an event about becoming a curatorial advisor. This can be advertised in the next edition of CyMAL. **Lesley Anne** will get in touch with Rachael R about this. Lesley Ann was advised of complicated nature of South Wales Police Museum.

Thanks to Eva for hosting the meeting.