Yr Ffederasiwn Amgueddfeydd ac Orielau Celf Cymru
The Federation of Museums and Art Galleries of Wales
Charity Registration No. 1102270

Minutes of the Committee Meeting 6th April 2005
Powysland Museum, Welshpool

1. Apologies

Chris Wilson, Liz Braby, Emma Chaplin, Scott Reid, Dafydd Roberts, Kevin Mason.

2. Minutes of the last meeting

Agreed as a true record – 20th January 2005
One correction. Item 12. The Website. Translators may have to be paid in Euros, **not** will have to be paid in Euros.

3. Matters arising

No matters arising

4. President's Report
   - The Federation approached CyMAL regarding £40,000 of unspent grant money for year ending March 2005. This money has been used by the Federation to purchase 8 digitisation kits. For administration purposes these will be held by Carmarthenshire County Council for 2 years and will then pass into the ownership of the Federation. **Rachael R** to write an article for YMAG asking for eight museums to volunteer as hosts, they will be expected to make the equipment available to museums who submit a successful bid for a project for which they would like to use the equipment. CyMAL will provide training in use of the equipment. The Federation will administer the scheme and will oversee monitoring, review and progress reports.
   - Brendan Doyle of Doyle Davies Associates, will close the accounts of CMW on 7th April 2005. We will then know how much money the Federation will receive.
   - Chris D raised NMGW working as a hub at the CyMAL advisory meeting.
   - **Emma, Chris W and Chris D** will attend Performance Indicator Meetings on behalf of the Federation, representing the museum domain. **Emma and Chris W** will write something for the membership.
   - Chris D had a meeting with the University of Glamorgan and Denise Lavis re: NVQ's. Very few people are taking them up and there is a concern that the University of Glamorgan will not continue to administer it if it is not financially viable. Denise Lavis has grants available and we need to encourage people to study for NVQ's.

What's in Store?

Gavin from Carmarthenshire County Council attended on behalf of the Federation. Jane who is part of the group reported on the meeting. **Gavin** will write an article for YMAG. The Historic Environment Group advise the minister as representatives of all historical bodies. This is the first area that they are looking at. Mike Houlihan is chairing the group. **Frank Olding** will represent the federation at the next meeting

on 11th May. Training is needed in maintaining Archaeological Archives. The Federation will flag this up when CyMAL do their next training needs analysis in Welsh Museums.

5. Editors Report/ 8. Communication with members

All articles for the next YMAG need to be with Rachael A by Friday 21st April. There is concern that people do not know what we are doing so we need to communicate better through YMAG. Communication with members in the North of Wales seems to be particularly bad. Frank is looking to reach out to small museums by running a small museums and accreditation workshop in the Autumn.

6. Correspondence

Fliers for the museum leadership course at UEA were received. A note was put on the Yahoo group asking anyone who was interested to contact Rachael for a copy.

7. Membership report

Chris W has sent membership forms to every museum in Wales and to many individuals as well, however there are still some museums and individuals who have not joined who we would have expected to. **Emma and Chris W** to remove discrepancies in membership lists. All new members should be asked for an email address so they can be added immediately to the Yahoo group. **Rachael R** will talk to **Chris W** about setting lists of people to target, committee members will each take a few to target. We will continue to send information about what we are doing to everyone on mailing list regardless of whether a member, but people must be a member to benefit from things we are doing. In the next year we should look at stopping information going to non-members. Unratified minutes of committee meetings will be posted on the website. Agendas of forthcoming meetings will be posted on Yahoo discussion group. Anything members do on behalf of federation will be written up in a short report and posted on the Yahoo discussion group.

8. Communication with members

See 5.

9. NMGW Vision

Chris D will put together a report to submit to the committee and then to put on the Yahoo discussion group.

10. Sharing the Treasures

There are currently five museums piloting the sharing the treasures scheme. Torfaen, Carmarthen, Brecon, Wrexham and Anglesey. This scheme will be opened up to all museums. There will be the opportunity to obtain funding from CyMAL's main grant programme, particularly to improve security. The scheme will be relaunched and the Federation will host a seminar.

11. CyMAL relationship with MDA

There is some difficulty with CyMAL being able to support MDA financially on an annual basis due to CyMAL's relationship to the Welsh Assembly Government. This may leave Welsh Museums without the support of MDA. It was decided to raise the matter with CyMAL at the afternoon meeting.

12. Reports from Sub Groups

Frank to talk to Denise Lavis about accreditation day (Museum Diversity)
Andrew to call a meeting of his subgroup (Lifelong Learning)
Collections Care group have met and will attend the afternoon meeting with CyMAL.

13. Events + Training

- Archaeology Study Day

17th May 2005, Pontypool Museum. It was agreed that the programme was complete. **Scott** to send details to Rachael A and Andrew for YMAG and the website.

- MA event

Rachael R has submitted a proposal to the MA to speak at conference 'National and Regional Networks – not just talking shops'. We have got through the first phase of selections and are waiting to hear final results.

- **Chris D** to talk to Chris W to see how far he has got with workshop on 'Whose advocating for museums?'

14. Museum Buildings and Accreditation – Proposed CyMAL audit.
It was suggested at an accreditation meeting that an audit of museum buildings could be carried out by CyMAL. It was agreed that this would be discussed with CyMAL at the afternoon meeting.

15. Federation funded post from CyMAL
It was agreed that this would be discussed with CyMAL at the afternoon meeting.

16. AOB
None

17. Date and venue of next meeting
Cynon Valley Museum. Wednesday 22nd June 2005

2pm Meeting with CyMAL

Meeting with Carol Whittaker and Liz Bowerman. Also present, members from the Collections Care subgroup.

1. Relationship with the MDA

Carol Whittaker and Linda Tomos met with Nick Poole, MDA. CyMAL are unable to revenue fund or become members of MDA. This makes it difficult for the Welsh Museum sector to support and therefore benefit from MDA resources, most notably SPECTRUM. A variety of options are being considered to overcome potential difficulties.

2. Buildings

Carol would like to hear from anyone who has ideas for questions so they can develop a range of benchmarks associated with museum buildings.
e.g. Do you own the building? Do you control the maintenance? Do you hold your own budget? What is the estimated annual budget? What is the age of the building? Is it listed? Was it purpose built?
They would like the questions to enable them to carry out a proper audit.

3. Collections Care group

Having met as a sub group the Collections Care group asked Liz for a report on collections care issues.

- Liz is collating recommendations from a variety of reports. She is interested in finding out who else to consult with and would like to make progress by setting up a discussion forum.
- The small number of conservators in Wales is a concern. Salaries are a problem although this is outside CyMAL's remit. The Federation could make recommendations about starting salaries.
- A Conservation Centre in Wales as been considered where special facilities could be shared, outreach and education issues could be addressed, it would be open to the public and a venue for workshops. The problems would be it would need lots of people to cover all the subjects. Also more work is needed actually in museums.
- Liz is hoping to go out and give advice. She will put something into the CyMAL newsletter.
- It was agree that the Collections Care group would talk to CyMAL directly.
- Regarding national collections and the What's in Store report. There is concern about it being divisive rather than supportive. However it was recognised that they need to be identified so they can be protected.
- Conservation needs a more public face. There is a level of interest from the public. It could be that CyMAL say if people receive grants to conserve an object they have to say how it will be made accessible.
- People are being encouraged to use their collections instead of getting replicas. Assess collections and handle and pack them properly.
- Conservation in Wales is an informal group which the Federation are involved. CyMAL should be involved.

New post

The Federation spoke to CyMAL about the possibility of applying for grant aid for a development officer post in order to strengthen the role of the Federation and to answer queries on behalf of the Federation. They could only fund a project post, so an administrative post is probably not appropriate.

Grant scheme

CyMAL would like feedback from the Federation about the Grants Forms. CyMAL may increase the amount for small grants and they may look at having two rounds. They may also look at tightening the measurable objectives and organise a seminar on filling in forms. Carol suggested we look at the SMC forms on the web or any others that we know of for ideas.

Museums and Galleries Month

CyMAL is very keen on this as a profile raiser for museums. They would like to work with the Federation to publicise events that are going on, perhaps in the Western Mail.

Close of meeting 4pm.