

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

Committee Meeting 12th June 2006
The Regimental Museum, Brecon

11.00am - 2.00pm

1. Apologies

Jane Henderson, Chris Wilson, Chris Morgan

2. Minutes of the last meeting

Agreed as a true record

3. Matters arising

- Chris W has circulated a list of current membership. **Chris W to circulate a list of who was on last year's membership.**
- All museums in Wales have been notified that they have free mda membership. There is also a notice on the website.
- **Jane to send report about the stewardship group to Andrew for the website.**
- **Chris D to arrange delivery of Digihub equipment to Rowena Riley, Caerphilly Borough Council**
- Chris D will speak to the Scottish Museums Federation at their AGM in November.
- The PI for Accreditation has not been accepted. The use of museums by schools can be used as a local PI only.
- There has been no response to the Cultural Tourism Partnership Heritage initiative, although notification time was short this year. It may be more suitable for consideration next year. **Susan to send a report about the CTP to Andrew for inclusion on website.**
- **Frank to send Andrew a report on 'What's in Store'.**
- **Scott to send Andrew a report on 'Sector Skills' group**

4. President's Report

- Attended a CyMAL meeting about a museum strategy for Wales. CyMAL will lead on this but the Development Officer for Wales will be heavily involved.
- Attended the final meeting of the Court of Governors of NMGW. A consultative group will be appointed to replace the Court of Governors and public meetings will be held. Specialist groups to provide advice are also being considered.
- Chris D was asked to respond to a question from the Cynon Valley AM regarding the need to a 'People's Museum'. Chris said that most Local

Authorities run museums, which serve as 'People's Museums', and resources for new museums such as these would be better used elsewhere in the sector.

5. Editors Report

YMAG was published in May. The next one will appear in the autumn. **Any ideas for the theme of the next issue should be sent to Rachael A.** A regular column of some sort was suggested.

6. Correspondence

None

7. CyMAL's Quantifying Diversity Project

Susan attended a meeting for the QDP as Fed representative. A mapping exercise is being put together by CyMAL to look at how Wales addresses accessibility. A consultant will be employed to do this. Susan is to sit on the panel. Questionnaires will be sent out at the end of July and a first report will be published in November. Information will be captured about the following areas: age, disability, gender, language, ethnic group, religious belief, sexual orientation. The following groups will be looked at: service providers, user monitoring procedures, employees and volunteers, collections.

8. Reports from Sub Groups

Smaller Museums/Museum Diversity sub-group

- Carolyn Graves-Brown of the Egypt centre gave a presentation on museums in the university sector. It was an excellent presentation and Carolyn will be invited to speak at further event. However attendance numbers were disappointing.
- 'What's in Store' Frank has asked for feedback on Archaeological Resource Centres. At the moment the group is going through a period of readjustment following the appointment of a new director for CADW. The 'Standards for Archives' are almost ready for consultation. There is a continuing discussion about the relationship between Archaeological Trusts and Museums. Phil Parkes has completed a feasibility study re a database. He has concluded that a database would work but there are potential difficulties with capacity and training. Usually the cataloguer would be a curator who is often not an archaeologist.

Access and Education sub-group

- A meeting was held in Rhayader about Costumed Interpretation. 20 people attended the course. There were many people from north and mid Wales who commented on the good location. As a result of this we will look to hold more training sessions in mid and north Wales.

- GEM, Cymru is very active at the moment at Andrew feel that the subgroup is replicating their work to some extent, although it is not as good at covering what smaller museums are doing. **Andrew to talk to Ceri Black (GEM, Cymru representative) and to work with Frank about developing links between GEM and the Fed.**
- Andrew is talking to Gemma McCavoy (NMGW Education Department) about a mentoring scheme between education staff at NMGW and museums through Wales.

Stewardship sub-group

- No report.

9. Events + Training

- Cultural Sector Skills Council - Scott is on the steering group for a management and leadership survey. It is intended that a survey will be conducted with up to 50 managers in the Heritage sector. Scott and Denise Lavis (CyMAL) will look at the list of managers selected to ensure they represent a good coverage. **Rachael R suggested to Scott that they talk to MLA about their courses and Nichola Johnson who runs the Museum Leadership Programme at UEA and is involved in the Clore Leadership Programme.**
- Glamorgan University no longer want to be an NVQ training provider. Miles Fletcher of SSC is going to talk to them.
- The training session on "Training Provision in Wales" was badly attended; this may have been due to the location.
- A seminar about the Ethnography Survey will take place on Friday. 10 delegates are expected.
- The next training session planned is on 'Contemporary Collecting'.
- Other suggested training sessions include 'How to do an HLF bid/Grant Applications', 'How to put a display together' and 'Identifying objects'.

10. Federation funded post from CyMAL

- To be discussed in meeting with CyMAL following committee meeting.

11. Update on projects

- Digihubs – no updates to report
- MDA – The Federation have once again received funding from CyMAL to provide further documentation training sessions in addition to free MDA membership for all Welsh Museums. The Documentation Procedural Manual template will also be updated. Rachael R suggested we offer alternative training sessions to 'Documentation for Accreditation' **Rachael R to discuss this with MDA and CyMAL. Rachael R to write progress report for CyMAL.**

12. AOB

- Susan responded to a request for information about Sustainable transport for tourism.
- The website name has been renewed for a further 2 years
- Michael Freeman, Ceredigion Museum queried how many copies of YMAG institutional members receive. **Rachael R to let Rachael A know.**

13. Date and venue of next meeting

Friday 11th August 2006, Cardiff Library/Anna Smith's place (smaller room next to the one we had previously)

2pm, Meeting with CyMAL

- The Development Officer for Wales post has been advertised. Interviews will take place in July. The first round will be in Cardiff on 18th July and the second round will be in London on 25th July. **Andrew will put the job details on the website.** The post will report to Helen Wilkinson (Museum Association Policy Advisor) who will liaise with the Federation committee
- We need to establish the training CyMAL can offer and that the Federation should do. CyMAL courses on the following are being run this year; Strategic Marketing, Security, What's in Store, Developing a marketing strategy, Disaster Planning, Volunteer management, Tax/Charity Law, Copyright and Licensing. **Carol will talk to Denise about doing one on grants**
- CyMAL are concerned that there has not been enough publicity about the seminar 'Conservation Matters'.
- The small grants scheme has now closed. Some money has been reserved for the MA Conference bursaries and some projects are on the reserve list. CyMAL asked for the Federations view on how they should manage the scheme; emergency situations only or having three applications in a year. The Committee recommended it was kept for emergency situations.
- An Accreditation report has been compiled which Carol will email to Rachael R to circulate. Site visits will be made to check on sites before submission. Emergency planning will become more important under new guidance. An action plan template is available from CyMAL. Chris W suggested a seminar about sharing experiences of accreditation and how it could be used to a museums advantage. **Chris W to contact Jean Everitt to discuss further.**
- There is a meeting for Curatorial Advisors in the autumn at the CyMAL offices. More advisors are required.
- CyMAL asked whether Current Awareness is useful, the committee agree it was. Something will be put on the website regarding searching of back issues. A newsletter regarding funding is now also produced.
- Meinir Edwards has left her post, it will be advertised.
- The IT advisor post is also vacant and is currently being internally advertised.
- CyMAL's Action Plan until 2008 is now on their website. Grant applications should demonstrate how projects meet these priorities.
- Information leaflets about 'Michael' a multilingual inventory of Cultural Heritage in Europe was provided. www.michael-culture.org