



**SOUTH WESTERN FEDERATION OF MUSEUMS AND ART GALLERIES
CHARITABLE COMPANY - COMPANY LIMITED BY GUARANTEE
CHARITY NUMBER 1113399
COMPANY NUMBER 05536131
("SOUTH WEST FED" OR "SWF")**

ANNUAL GENERAL MEETING ("AGM") - MINUTES

Minutes of the 89th annual general meeting ("AGM") of the South West Fed held 16.20 on 4 October 2020 on Zoom.

1. CHAIRPERSON

As Chair of the South West Fed's board of trustees ("BOARD"), Claire Dixon ("CD") was appointed chairperson of the meeting and chaired the meeting throughout.

2. NOTICE AND QUORUM

The Chair REPORTED that due notice of the AGM had been given and that a quorum was presented and declared the AGM open. (A list of the attendees is attached to these minutes.)

3. BUSINESS OF THE MEETING

The chair REPORTED that the business of the AGM was to consider and (as necessary and if thought fit) approve the matters set out in the AGM notice.

4. AGENDA ITEMS

- 4.1 88th AGM (2019) minutes

- (a) The Chair PRESENTED and those present RECEIVED a copy of the minutes of the South West Fed's 88th AGM held 4 July 2019 and REPORTED that these minutes were approved by the Board. Those present in person and by proxy unanimously VOTED IN FAVOUR of approving the 2019 minutes.

4.2 Chair's report

- (a) The Chair PRESENTED and those present RECEIVED the Chair's report on the South West Fed's activities since the previous AGM. (A copy of the Chair's report is attached to these minutes.) Those present in person and by proxy unanimously VOTED IN FAVOUR of approving the Chair's report.

4.3 Financial accounts

- (a) The Chair PRESENTED and those present RECEIVED the South West Fed's accounts for the previous financial year. Those present in person and by proxy unanimously VOTED IN FAVOUR of approving the financial accounts.

4.4 Special resolution

- (a) Extraordinary resolution to move to a 'free to join' membership model in response to sector and organisational needs post Covid-19. Those present in person and by proxy unanimously VOTED IN FAVOUR of approving.
- (b) Extraordinary resolution to move to a new programme of core activity, replacing for a and conference with online sessions in line with the new strategic business plan. Those present in person and by proxy unanimously VOTED IN FAVOUR of approving.
- (c) Extraordinary resolution to retire board roles no longer required and create new roles to support the new strategic business plan. Two present VOTED TO ABSTAIN all others present in person and by proxy 89% VOTED IN FAVOUR of approving.

4.5 South West Fed Board retirements and elections

- (a) The Chair PRESENTED and those present accepted the retirement of the following Board members:
- (i) Chair – Claire Dixon
 - (ii) Vice Chair – Marwa Tourky
 - (iii) Meetings Secretary (Fora) – Theo Platt
 - (iv) Meeting Secretary (Conference) – Andrew Thompson
 - (v) Regional Representative Cornwall – Verity Anthony
 - (vi) Regional Representative Somerset – Estelle Gilbert
 - (vii) Regional Representative South Gloucester – Jane Marley

- (ix) Regional Representative Bristol – Iona Keen
- (x) Regional Representative Dorset – Maureen La Frencais
- (xi) Regional Representative Devon – Fiona Pitt
- (xii) Regional Representative B&NES – Helen Daniels
- (xiii) Regional Representative Gloucestershire – Emily Cooper
- (xiv) Communications Officer – Laura Service

(b) The Chair PRESENTED the nominations received (as duly proposed and seconded) and those presented in person and by proxy unanimously VOTED IN FAVOUR of accepting the following Board elections

- (i) Chair – Claire Dixon
- (ii) Vice Chair – Andrew Thompson
- (iii) Communications Officer – Laura Service
- (vi) Creative Programming Officer – Iona Keen
- (v) Creative Programming Officer – Maureen La Frencais
- (vi) Creative Programming Officer – Fiona Pitt
- (vii) Creative Programming Officer – Helen Daniels
- (viii) Creative Programming Officer – Emily Cooper

5. FILING AND ADMINISTRATION

5.1 IT WAS NOTED THAT filings to effect of the new director appointments and associated resignations would need to be made to Companies House and the new Trustees and resignations would need to be made to the Charities Commission.

5.2 IT WAS NOTED THAT a copy of these minutes would be made available on the South West Fed website in due course.

6. AoB

(a) David Dawson reported on the activity of the Petrology Committee with specific reference to the collection being on line in the next 3-4 months.

7. Close

There was no further business and the Chair declared the meeting closed.

Signature

A handwritten signature in black ink, appearing to be 'John' or similar, written in a cursive style.

(Date) October 2020