



**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 90th annual general meeting ("AGM")_of the South West Fed held 14.15 on 24 JUNE 2021 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 89th AGM (2020) minutes

- (a) The Chair PRESENTED and those present RECEIVED a copy of the minutes of the South West Fed's 89th AGM held 4 October 2020 and REPORTED that these minutes were approved by the Board. Those present in person and by proxy unanimously VOTED IN FAVOUR of approving the 2020 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 South West Fed Board retirements and elections

- (a) The Chair PRESENTED and those present accepted the retirement of the following Board members:
 - (i) Creative Programming Officer – Fiona Pitt
 - (ii) Creative Programming Officer – Helen Daniels
 - (iii) Creative Programming – Emily Cooper
 - (iv) Communications Officer – Laura Service
 - (v) Meetings Secretary - Charlotte Newman
- (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) Meetings Secretary - Charlotte Newman
Proposed - Emily Cooper, Seconded Andrew Thompson
 - (ii) Events Administrator - Emily Cooper
 - (iii) Communications Officer – Laura Service
 - (vi) Creative Programming Officer –
 - (v)

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)

7. Close

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

Signature

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

(24) June 2021