



**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 91st annual general meeting ("AGM") of the South West Fed held 12.00 on 08 JUNE 2022 at St Nicholas Priory, Exeter.

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 90th AGM (2021) minutes

- (a) The Chair PRESENTED and those present RECEIVED a copy of the minutes of the South West Fed's 90th AGM held 24 JUNE 2021 and REPORTED that these minutes were approved by the Board. Those present in person and by proxy unanimously VOTED IN FAVOUR of approving the 2021 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.

Question from Iona Eastward: how many members do we currently have?

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) Chair – Claire Dixon
 - (ii) Vice Chair – Andrew Thompson
 - (iii) Creative Programming Officer – Iona Eastward
 - (iv) Treasurer – Craig Dixon
 - (v) Student Rep- William Taylor
- (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 - Kristina Broughton
Proposed - Michael Spender, Seconded David Dawson
 - (ii) Vice Chair - Iona Keen
Proposed - Andrew Thompson, Seconded Anna Bryant
 - (iii) Treasurer – Paola Lanciani
Proposed - Claire Dixon, Seconded - Charlotte Newman

- (vi) Social Media Officer – Madeleine Boylan George
Proposed - Laura Service, Seconded - Claire Dixon
- (vii) Student rep – vacant

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

Andrew noted how grateful we are to Claire and acknowledged how incredibly challenging it has been over the past few years. He noted Claire has done an amazing job holding the board together with humour through a really challenging time – proposes a formal thanks!

Charlie thanked both Claire and Andrew on behalf of the board for all their hard work over the course of the pandemic with keeping the board together and moving the SWFED forward. The SWFED would definitely have struggled without such major change and for that we thank them for ensuring the boards future.

7. Close

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

Signature

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

(08) June 2022

Attendees

Andrew Thompson

Joanna Cairns

Rebecca Medrano

Iona Eastman

Louise Bartlett

Charlie Newman

Tamsin Moss

Claire Dixon

Kristina Broughton

Hilary McGowan

Proxy

Anna Somner

Laura Service

Jane Marley

AGM – Chair's Report

As Chair of the South West Fed I am delighted to welcome you to our 91st AGM, my fourth and final AGM as Chair. It is great to welcome you during what is feeling like a year that remains challenging, but also brings hope for the long term future of our sector.

Last year's AGM was again held online and thanks to the attendance of many supportive members, we were able to implement some vital changes to the structure of the Board, that have enabled us to move forward and ensure relevance and support for those working and volunteering in culture and heritage, as well as those looking to enter the sector. I would like to thank those who have continue to support us and to those who have continually attended our online events, ensuring we can continue to operate viably but also learn from each event, to understand how we can continue to provide activity that is inspiring, motivational, relevant and of interest to as many people as possible.

Looking back on 2021, there are some highlights it is important to remember:

- We celebrated 90 years of the South West Fed, culminating in an event at No. 1 Royal Crescent in bath. Many joined us to raise a glass in the sunshine and celebrate the South west Fed's rich history, long term success and continual ability to evolve and remain relevant
- We continued to hold our events online and attendance was very encouraging. Event evaluation has also continued to be an important tool for us, informing future event topics and helping us to understand how the South West Fed can be most useful to its members
- At our AGM in June last year, we successfully passed through some changes to the Board roles that enabled us to focus on the new programme and ensure each board member had a clear and defined role to play, whilst remaining committed to supporting our wider partners and networks t share information and resources

This year's AGM again contains no special resolutions, an indication of the current stability of the organisation, and the success of our current strategy.

We hope to welcome our new board members subject to member approval and you will see from the Finance Report that we continue to be in a stable position, with reserves that can again cover all our core costs for at least one year. In addition, we welcome the opportunity to support the Daphne Bullard, Kathy Callow and Elizabeth Hammond Association, by taking on the remainder of their funds, to enable the small museum grant programme to continue in memory of Kathy Callow, for whom the South West and its rich heritage, was so important. We will be working with members to launch the museum grant scheme in the coming years, as the sector moves closer to full recovery and increased capacity to invest in new projects. It will be a fantastic opportunity to provide support to culture and heritage and ensure the profile of the South West Fed remains strong and present across the region, whilst honouring the memory of Kathy.

We have continued to provide free membership and an affordable programme of events. As we confront ongoing and new financial challenges due to the economic climate, war in Ukraine and slow recovery of audiences, especially international tourism, I am proud of our ability to keep prices low for both online and on-site events, to provide access for as many people as possible.

I would like to thank those board members who are standing down at this AGM. Both Craig Dixon and Andrew Thompson have provided invaluable support and Will has brought great energy and new ideas to the Board. Craig has been working hard behind the scenes to provide regular, and clear accounts each month and ensure we can manage cash flow, monitor viability and provide strong and accurate forecasting. Thanks to his hard work, we are handing over a well-managed and documented processes and systems to the new Treasurer.

Will has helped us to shape our offer for students, creating new peer network groups, targeted events and platforms to enable us to reach new audiences. As he moves away from student life and develops his career I wish him well and would like to thank him for working with Alison Horgan, our University Relationship Manager, to develop our student offer.

Andrew's contribution to the South West Fed over so many years and in several roles, has been hugely significant. Andrew has been a huge help and support to me, stepping in to the Vice Chair role during the height of the pandemic, driving and delivering the new programme and supporting his

colleague on the board. Our ongoing and long-term success is in no small way, due to his ongoing efforts, enthusiasm and commitment and I am hugely grateful that he remained on the board during what has been such a difficult few years. I will greatly miss working with him and am sure my colleague on the Board echo my thanks for his hard work.

As always, I am hugely thankful for the support of our board, especially during this period of recovery that has continued to be challenging. As a sector, we are witnessing many staff struggling with fatigue and continuing to juggle various commitments and uncertainties. The continued efforts of each board member has been hugely appreciated and it is this ongoing effort that ensures our reputation continues to be strong. It is a testament to this success, that we continue to welcome new Board members. As we later elect those who are standing, I would like to welcome them to this great organisation and reassure them that their colleagues are a supportive and enthusiastic group of people who I will really miss working with. I wish you all well as you take the South West Fed forward and continue to shape it for current and future members.

Looking ahead having spent much time in 2021 reflecting on the achievements of the South West Fed during its 90 year history, I am excited that 2022 will provide opportunities for our new Chair to review the changing needs of our sector and ensure we continue to serve our membership.

Finally, I am sad to be leaving the Board this year but also feel it is the right time, having led the organisation through the pandemic, embedded significant change to enable our survival and ensured our financial viability for the long term. I have found this role to be challenging, hugely rewarding and a lot of fun. I wish the new Chair all the best as they take the reins for the next chapter as we continue to support our flourishing and confident heritage community in the South West by creating opportunities to connect and inspire.

AGM Finance Report 2022

Membership Income

- Membership income for FY20 was £461. This is net of any fees taken by Stripe which is approximately 2.2% of each membership paid through the site.
- This membership is significantly less than reported in the previous year's accounts due to the free membership model. The income received relates to corporate sponsorships.

Event Income and Expenditure

- Event income is reported as £524 for the year. Similar to membership this figure is net of any fees taken by Stripe.
- Expenditure for the events was £54 for fees paid to Stripe and £143.88 payable to Zoom to enable online delivery, shown within website hosting and support costs.
- Other income received in the year was £16 which was a small donation

Expenditure (excluding events)

- Development Officer costs were £220 which represents 1.5 days of support, that included training of Board members
- Website and hosting costs for the year were £116.12
- Gmail email accounts costed £221 for the year
- Due to the significant increase in members, our insurance costs increased to £336
- Other expenses of £21 included the submission of our annual accounts
- Overall we report a small deficit of £109.86 that is not indicative of longer term results, due to the one off cost of £220 for Board training on the new website, without which, we would have generated a small surplus of £110

General Fund

- Opening reserves of £4,751.17, deficit of £109.86. Closing reserves £4,641.31

Petrology Fund

- Opening reserves of £1,804.86, income of £0.20. Closing reserves of £1,805.06

Cash in Banks

- Community Account £4,641.31
- Premium Account £1,805.06