



**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 94th annual general meeting ("AGM") of the South West Fed held 13.00 on 26 JUNE 2025 at The American Museum & Gardens, Bath.

1. CHAIRPERSON

As Chair of the South West Fed's board of trustees ("BOARD"), Kristina Broughton ("KB") 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 93rd AGM (2024) minutes

- (a) The Chair PRESENTED and those present RECEIVED a copy of the minutes of the South West Fed's 93rd AGM held 20 JUNE 2024 and REPORTED that these minutes

were approved by the Board. Those present in person unanimously VOTED IN FAVOUR of approving the 2024 minutes.

4.2 Chair's report and Forward Plan

- (a) The Chair PRESENTED and those present RECEIVED the Chair's report on the South West Fed's activities since the previous AGM and the Forward Plan. (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 and Forward Plan.

4.3 Financial accounts

- (a) The Treasurer 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) Kristina Broughton, Chair
 - (ii) Iona Keen, Vice Chair
 - (iii) Katherine Nichols, Communications Trustee
 - (iv) Paola Lanciani, Treasurer
 - (v) Miranda Garrett, Creative Programming Officer

- (b) The Chair PRESENTED the nominations received (as duly proposed and seconded) and those present in person unanimously VOTED IN FAVOUR of accepting the following Board elections
 - (i) Iona Keen, Chair (Proposed: Kristina Broughton; Seconded: Miranda Garrett)
 - (ii) Matthew Cock, Treasurer (Proposed: Iona Keen; Seconded: Verity Anthony)
 - (iii) Jessica Trethowan, Communications Secretary (Proposed: James Rodliff; Seconded: Emma Hill)
 - (iv) Miranda Garrett, Vice-Chair (Proposed: Charlotte Newman; Seconded: Verity Anthony)

4.5 Kathy Callow Legacy Fund

- (a) The Development Officers PRESENTED and those present RECEIVED the South West Fed's proposal to open the Kathy Callow Legacy Fund small grants programme. Those present in person unanimously VOTED IN FAVOUR of opening the programme.

Q from attendee: How will the decisions be made and will there be feedback for unsuccessful applications?

VA: Decisions will be made by a group which will include trustees and hopefully independent non-board members. Feedback will be provided to unsuccessful applicants, who are encouraged to reapply if their project remains relevant.

4.6 Membership Update and Survey

JR provided an overview of recent membership survey.

Survey received 63 responses; a lower percentage than expected, indicating potential communication issues. Majority of respondents work in a museum, gallery or heritage site. No students responded. The survey revealed a strong need for networking, training, and information sharing among members.

JF highlighted that there is a need for better communication and a clearer identity for the organisation.

The current membership model and event programme received mixed feedback, with some areas needing improvement. Next steps include addressing the database and communication issues, clarifying the SW Fed's offer, and planning for growth and sustainability of the offer.

4.7 Events Programme Review 2024/25

IK presented on behalf of OT who could not attend.

IK shared survey results from 3 events: a sold-out event at We the Curious, a sold-out event at Broughton Science and Innovation Park, and an online talk by Queer Britain. Feedback for these events was overwhelmingly positive, with 99% of responses rating the events as excellent or very good. Key improvements suggested including better communication of event schedules and practical event organisation.

Attendees primarily came from Bristol, Gloucestershire and South Gloucestershire, with lower attendance from Cornwall. IK acknowledged that efforts are made to host events in harder-to-reach regions to promote inclusivity, however travel is identified as a significant issue for in-person events, especially in remote areas.

Feedback from attendees indicates a preference for practical project case studies, diversity and inclusion, interpretation, collections, learning and engagement, and funding and income generation.

IK thanked the board for their hard work organising, promoting, and delivering these events.

5. FILING AND ADMINISTRATION

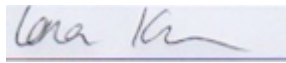
- 5.1 IT WAS NOTED THAT filings to effect of the new director appointments and associated resignations would need to be made to Companies House and the new Trustees and resignations would need to be made to the Charities Commission.
- 5.2 IT WAS NOTED THAT a copy of these minutes would be made available on the South West Fed website in due course.

6. AoB

7. Close

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

Signature

A handwritten signature in blue ink, appearing to read 'Iona Keen', is written over a light blue rectangular background.

Iona Keen

26 June 2025

**Attendees of the 94th annual general meeting (“AGM”) of the South West Fed held 13.00 on 26
JUNE 2025 at The American Museum & Gardens, Bath.**

Jaane Rowehl
Anna Bryant
Myfanwy Millward
Laura Hilton
Iona Keen
Kristina Broughton
James Rodliff
Paola Lanciani
Emma Hill
Verity Anthony
Simon Strain
Natalie Fey
Janet Wilkinson
Jacqueline Pyrah
Ellie Pyrah
Julie Taylor Kent
Jessica Trethowan
Matthew Cock
Emilia Ottaway
Victoria Northwood
Ellie Bowes
Jacqueline Braithwaite