**MINUTES OF EXETER CULTURE STEERING GROUP MEETING**

**Date and time:** 10 July 2018, 4-6pm

**Venue:** Exeter Library, Meeting Room 1

**Present:** Nikki Sved (Chair), Lara Goodband (Director), Emily Davies, Amy Shelton, John Sealey, Ceri Johnson (ACE observer), Sophie Allen (ECC observer), Belinda Dillon (EC officer).

**Apologies:** Pippa Warin, Laurence Blyth, Emily Macaulay, Brigid Howarth

**Absent:** Rachel Sutton

**Copies for information:** Ceri Johnson, Rob Bosworth, Brigid Howarth, Ann Hunter, Jon-Paul Hedge

**ITEMS**

1. **Conflicts of Interests: declarations required**

* No comments on the form as filled in by SG members.

**ACTION:** BD to follow up with those SG members who are yet to complete the form. **DONE**

1. **Chair’s Report**

* Chair asked for feedback on various workshops, including Branding and Values. The consensus is that they were all worthwhile, particularly for clarifying EC’s vision, and for creating a sense of involvement for SG members.
* Chair thanked the board for willingness to participate in workshops and events, and acknowledged the extent of SG talents that EC can draw on.
* Reaffirmation of values – phones off; everyone’s voice is valued; take comfort breaks when needed.

1. **Director’s Report**

* Members & Observers are reminded that the Director is part-time, 3 days each week. The Director is currently working beyond her hours and beyond the specified 3 days of Mon-Wed.
* The consensus is that LG has achieved a lot, particularly in raising the profile of EC and its purpose, intentions and potential. CJ notes that it has been noticed, by ACE as well, that Exeter is becoming ‘a force to be reckoned with’.
* Regarding hours worked, LG notes that it has been important at the beginning to meet as many people as possible, to be seen as accessible.
* Chair suggests that we check in at the next meeting to make sure LG has scaled back on working in her own time. **APPROVED**
* LG notes that the University of Exeter application to Erasmus for the collaborative project on “Innovations in Socially Engaged Universities” has been successful – it is acknowledged that this is positive for Exeter Culture.

1. **Observers at meetings**  
   **Context:** The Values Workshop discussed the role of Observers and their attendance at meetings. Options (which are not mutually exclusive) are: limit number of meetings to which observers are invited; have a section of meetings for members, and observers at another; or, there are points during the meeting at which the observers’ views are invited.
   * It was acknowledged that Observers offer valuable support and advice, and it’s important that SG meetings are not ‘closed off’. It is posited that there may be times when it’s necessary to have a private discussion in the absence of Observers – this could happen within smaller, more flexible working groups where decisions are required swiftly.

* CJ agrees with consensus. The meetings are vital for sharing what ECP is doing back to ACE.
* Suggestion: outlining to Observers at each meeting what the boundaries and expectations are.
* Director regularly meets with Funders
* Chair proposes that Observers continue to be invited to every meeting, but the agenda might require a section of the meeting to be closed. **APPROVED**.

1. **Values: report back on workshop and agree values**

**Context:** The Values Workshop on 13 June at Exeter Library was successful. In attendance were 5 Steering Group Members.The notes from the day have been shared with the Steering Group. The Chair will present suggested 5 Values following feedback from the members who were not in attendance.

**Suggested outputs:** Key Performance Indicators;Service Level Agreement between the host organisation, (University of Exeter), and Exeter Culture.

* It is important that the other funders recognize that the University is ‘caring’ for EC, but doesn’t control it; EC is not delivering an ‘IIB vision’. The University offers value, and useful training. But it’s important to keep to EC’s own strategic goals, which came out of the development of KPIs, and are a way of measuring EC’s achievements. Chair suggests that EC develop five KPIs. **APPROVED**  
  **ACTION:** To produce 5 KPIs and circulate prior to the next meeting, which can inform strategic planning and reactive actions.

1. **Branding, website and ning: update**

**Context**: SG Members were invited to attend a series of website and branding workshops along with arts and culture externals, run by Wonder Associates. All attendees were impressed by the workshops, and found them valuable in thinking about values and purpose of EC.

* Wonder Associates are presenting three concepts at a meeting on 19 July.
* New website domain names have been purchased by EC
* Updates on the Ning, and the decision to discontinue it as part of EC’s new website. An email will go out to all members prior to the holding page going live – content **APPROVED** by SG.

1. **Exeter Culture event in September**

**Context:** An event to take place at RAMM on Thursday 13 September, 5.30-8pm, specifically to launch the new name and website. The main purpose of the event is for Exeter Culture to focus on what it’s doing next with the Cultural Strategy and to raise EC’s profile, with the message about collaboration being key. There will be short presentations and activities; NPOs will be contacted to ask if they want to take part.

* RAMM have offered space to host.
* Suggestion: the importance of inviting a mix of people, and that invitees include artists/practitioners, not just NPOs and businesses.
* Suggested working group: SA, JS, ED  
  **ACTION:** BD to arrange working group meeting [this has subsequently happened].

1. **Brief for Creative Practitioner**

**Context:** A working group met on 9 July following email exchanges to discuss the process of advertisement, recruitment and selection. Activity to begin in September and work to be completed by early February for presentation at the Lost Weekend Festival – so a digital element is required, at least in terms of presenting a documentary element.

* Director outlines plans to pay artists up to £250 (incl. travel expenses) to come to Exeter and work up an idea as part of the recruitment process. This is not an ‘interview’, but a chance for a group to see the city, spend time with the working group, discuss the proposal. [The brief went live on the website on Tuesday 17th July – networks were asked to share].

1. **Budget Report**

Expenditure is on track. LG has met with a University Finance Officer to arrange year end roll over of monies.

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| **Exeter Cultural Partnership BUDGET** | |  |
| Report 3 July 2018 | |  |
| External income | |  |
| 7,000 | Exeter BID |  |
| 3,000 | Exeter College |  |
| 30,000 | Arts Council |  |
| 20,000 | Exeter City Council |  |
| 2,000 | HEIF (IIB, University of Exeter) |  |
|  |  |  |
| expenditure | |  |
| 24,700 | in year in profile |  |
| 21,725 | spent | staffing, web design & travel to come out before year end |

1. **Update on applications for Arts & Culture Strategy**

**Context:** Steering Group Members PW, AS and JS were involved in advising on the brief with support and advice from the University. Email requests to the Director for the brief has exceeded 50. There have been nearly 100 downloads from the website, with requests for further details by email and telephone to the Director.

* There were 10 ‘excellent’ tender applications. Interviews will take place on 31 July at the University.

1. **AOB**

* SGM suggests that if extra help is needed, the University’s careers zone could perhaps get someone in to help with social media.

**ACTION:** BD/LG to talk to Jo Mcreedie about the potential for this asap.

* Minutes from the last meeting are **APPROVED.**   
  **ACTION**: BD to put on website, and send to observers. **DONE**
* AWE Strategic Meeting: LG is unable to attend, although has fed back to Naomi Hart (AWE Board member).

**ACTION:** BD will attend (as AWE Board member), but also wear Exeter Culture hat and feed back.

**Date of next meeting: 9 October 2018, 5-7pm.**