**Agenda (10 mins)**

* Presence / Absence / Apologies
* Minute-taking for this meeting by Belinda Dillon (Officer)
* Acceptance of previous minutes (attached) as a true record
* Conflicts of interest declarations
* AOB in advance to the chair

**Directors report (15 mins)**

To be circulated 1 week in advance of the meeting and include details on meetings and budget update.

**LIST OF ALL AGENDA ITEMS UNDERLINED HEADERS with timings**

Plus a bullet point list that might list any circulated documents regarding the item, explain a bit about what needs to be discussed and what needs to be decided by the end of that discussion.

**Actions arising from previous minutes and not on this agenda (5 mins)**

**AOB (5 mins)**

**Next meeting date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Notes**  **Apologies from NS, CJ, JS, LB, RS**  **Chair: PW**  **Attending: BH, EM, ED, SA, BD, DJ, AS, PW** | **Action** | **Who** | **When** |
|  | **AGENDA**  *Welcome and apologies*   1. Minutes of previous meeting and matters arising 2. Director’s Report 3. UNESCO City of Literature 4. Cultural Strategy 5. Autumn 2019 6. AOB |  |  |  |
|  | **Item 1.**  Minutes of previous meeting and matters arising   * INVITING Sarah Campbell to the October SG * ERASMUS short report * Recruiting a new SG member as agenda item for next meeting; SG development | **Invite SC to Oct meeting**  **Send SG the report**  **Add as agenda item to next meeting** | **DJ**  **DJ**  **DJ/BD** | **Done**  **Done**  **Done** |
|  | **Item 2.**  Director’s Report   * Updates on the NPO Network; Accelerator Programme – the network allows for swift responses to opportunities; * Capital development infrastructure group on campus – Exeter Culture is providing advice about the cultural ecosystem in the city and what would be the most beneficial for the University’s vision as well as the city’s * SG development: it is noted that the Board needs to represent a broad idea of the city and its communities * Add Exeter School of Art to list of capital infrastructure * Progress about ACE output demands needs to be on the budget | **NPO network – open invitations to Board members** | **DJ** |  |
|  | **Item 3**  UNESCO City of Literature   * City has been successfully endorsed by UK Commission of UNESCO, which can only endorse 4 bids * Thanks to Sophie Allen and colleagues to support the ECC comments on a very tight turnaround * Need for media push with the partners. This is a good example of how the city can work on multi-stakeholder bids. * Partners: LU, Cathedral, Literature Works, University, ECC, Wellcome Centre * Funding bid: to submit an application to ACE for a programme of work that EC could take a major role in developing. Who should the bid come from? * UNESCO bid has reflected well on EC – the quick turnaround, stakeholder-working, endorsement from the new council leader, Phil Bialyk; it’s very positive for culture in the city * Q: Who might be a good external facilitator? * Levels on investment from stakeholders might vary depending on the success of the bid – it is noted that it’s important to have the bid ready to go for when the UNESCO decision comes in, with scaleable programme/delivery options. There will be an open tender process for who runs the programme | **Send reviews to SG**  **Put together some material for tweets and push out through FB and Twitter**  **Ask ACE who the bid should come from, what form it should take, and to feed back**  **AH to push it through the business networks** | **DJ**  **BD**  **DJ** | **DONE** |
|  | **Item 4**  Cultural Strategy   * It is acknowledged that there was a lot of work from the team on creating the final documents * Thanks go to Exeter College for offering to support the event by catering and hosting * DJ asks SG to become familiar with the content of the Strategy, to be ambassadors, and to be available for people at the launch event – and in general - to talk about the content. * It is noted that partnership working is vital, considering we are a small team and can’t do it alone. Positivity is not to be underestimated. It’s important for EC to enable the sector to feel good about and ambitious for itself. SG are reminded to encourage people to sign up to the mailing list. * EC can be a conduit to help people feel more connected and involved; as well as independent makers and space-holders who want to get involved * SA is rewriting NPO SLAs to align with the strategy and its themes – measurable outcomes are important data for the ACE report, noting the impact of the Strategy. | **NS to send a formal thanks to the College**  **Send all SG full version text ahead of the launch on 10 July.** | **BD** | **DONE** |
|  | **Item 5**  Autumn 2019   * Agenda items needed for the next meeting: board development, sustainability moving forward * The ECC city funding pot – focussing on community and art – may be available in December |  |  |  |
|  | **ACTIONS FROM PREVIOUS MEETINGS** |  |  |  |
|  | **AOB**  Finance:   * International exchanges – where the destinations might be (3), what the thematics are, how many creatives can attend, and what stipends are required   Thanks to AH for hosting |  |  |  |

Copy of Agenda and minutes to be circulated to Steering Group with initials on their thoughts and actions. Initials of comments and actions removed for publication on website and changed to ‘Steering Group member’ and other titles.

**Exeter Culture:** Nikki Sved (Chair) - NS, Emily Davies - ED, Amy Shelton - AS, Pippa Warin - PW, John Sealey – JS, Rachel Sutton – RS, Emily Macaulay – EM, Laurence Blyth – LB, Exeter Culture Officer Belinda Dillon - BD