



ANNUAL GENERAL MEETING 17 March 2016

Attendees:

Committee: Sheena Muncie, Kayte McSweeney, Sabine Doolin, Susie Ironside, Helen Mark, Lorna Williams, Chris Whitby, Lyndsey Clark

Members: 24 voting members (individual members or nominated representative of an organisational member)

1. 2015-16: A busy year!

This year as well as continuing to add to our website, run the jiscmail list and social media and provide regular newsletters, we have:

- Held quarterly meetings held in different UK locations including at Tate here in London on the hottest day of the year.
- Held networking evenings in London and Edinburgh
- Run a Visitor Studies workshop at the GEM conference
- Hosted a stand at Museums Galleries Scotland conference
- Run the hugely successful Access All Areas event in Manchester in November.
- Organised Christmas social and drinks with the London Interpretation Network.
- Run a skills sharing event on visitor studies in Perth with Scottish Natural Heritage and Forestry Commission Scotland.

2. Financial update

As an unincorporated body we have no 'legal personality' so cannot enter into contracts, lease or own property or employ employees. Therefore the committee (and membership where decisions were voted by whole membership) are liable for any debts. Therefore we must keep enough money in the account to cover all potential debts at any point in time (for example if we ever had to cancel the conference at short notice).

However as a membership organisation we should not be making a year-on-year profit so this is a fine line to be tread.

We started this financial year with £16,222 in the bank.

Our operating costs for a financial year are:

Website: £250

Administration: £7,000

Committee expenses: £1,000

Bursary £500

Marketing £250

Total: £9,000

In addition we need around £7000 float for the conference costs and around £2000 per other large event we host.

Currently our expenditure and income looks roughly in line with our targets for this year, as the conference is our largest income generator and largest cost we will report end of year

accounts fully when the conference bills are all paid.

3. **Membership update**

Type	Target	Actual
Concessions	10	3
Individuals	70	58
Organisations	15	15

4. **Our constitution**

The constitution is now available on our website.

We discussed the idea of charging membership on a rolling 12 months from joining date, members at the AGM did not feel this was sufficiently desirable to be worth the effort (3 voted for, 11 against, ten abstained).

We also discussed a half-year option but it was felt this didn't offer the appropriate income to the group. It was agreed to keep the status quo for now. All were encouraged to renew membership (due 1st April).

5. **Committee changes**

Sheena & Sabine have finished their three year terms on the committee and have to move on. Lyndsey is also departing after four years as administrator.

Helen is 1 yr into a 3yr term as a committee member and Susie, Catherine and Lorna have all completed 2 yrs of their 3yr term

Lorna has agreed to stand as the new Deputy Chair. Proposer: Sheena Muncie. Secunder: Gina Koutsika. Voted in unanimously.

In the absence of any other candidates from the existing committee, Kayte has agreed to stay on as Chair for one more year, this goes against the constitution but we believe it's in the best interests of the group. Voted in favour unanimously.

We have now employed new administrator after an open recruitment process, she cannot be here but is already on-board, her name is Nicole Meehan and she will have a biog on the website soon.

Helpers:

Chad McGitchie ended his year term as helper a little early due to other commitments and current committee helper Chris Whitby has agreed to step up to be a full committee member. Proposer: Susie Ironside, Secunder: Nicky Boyd. Voted in unanimously.

Marie Hobson and David Francis have been asked to join as new helpers and accepted, helpers are chosen by the committee rather than the full membership.

There is one full committee position left to fill. Nobody came forward during the meeting. We will continue to try to recruit to this vacancy.

6. **Any other business?**

None.