



Supporting  
University Museums  
and Collections

**UNIVERSITY MUSEUMS GROUP  
ANNUAL GENERAL MEETING**

**Thursday 19 November 2020  
3.15pm**

**AGENDA**

1. Minutes of AGM (17 September 2019, UCL) (*paper 1*)
2. Matters arising
3. Chairs' report
4. Treasurer's report
5. Revised fees structure (*paper 2*)
6. Committee membership (*paper 3*)
7. Any other business



**University Museums Group  
Annual General Meeting**

**17 September 2019, 3.10pm  
University College London**

**1. Minutes of AGM (3 July 2018, University of Cambridge)**

Minutes of the 2018 AGM were approved.

**2. Matters Arising**

There were no matters arising.

**3. Chairs' report**

The last year has seen a period of reflection for UMG, with the Committee undertaking both a stakeholder consultation and governance review. The stakeholder consultation was delivered by Liz Hide, and identified priorities for the Committee put forward by the membership. Liz's work confirmed that advocacy should remain the key priority of the UMG in terms of most usefully serving members, identified a need to reflect better the diversity of our sector, and recognised a need for more capacity beyond the voluntary committee. This consultation led into an organisational review, undertaken by Helen Wilkinson, which aimed to ensure UMG's organisation was fit for purpose, with a constitution aligned to best practice and better documented financial procedures – both of which had been identified as necessary underpinnings to any attempts to apply for external funding to increase organisational capacity.

The organisational review has resulted in an updated constitution (agenda item 5), revised financial procedures (which will be discussed by the Committee at the next meeting on 14 November, and a proposed new framework for membership fees (agenda item 7).

The review also set out how UMG could become a Charitable Incorporated Organisation. Due to limited capacity to deliver this change, the Committee decided to remain as an Unincorporated Association for the time being.

Nicholas Thomas and Nicola Kalinsky have been involved in a range of advocacy activities on behalf of the university museums sector, including attending cross sector meetings. They have also contributed to sector consultations, including responses to the Arts Council England (ACE) 10 year strategy, and are participating in an ACE led Restitution Guidance Working Group.

**4. Treasurer's report**

Henry McGhie stepped down from the Committee and his role as Treasurer in July 2018, after which Ghislaine Wood took on this role. In August 2019 Ghislaine stood down from the Committee, with new Committee member Janneke Green taking on the role (see agenda item 6).

In this interim period Nicola Kalinsky provided the Treasurer's Report. As of 5 September 2019, UMG had a positive balance of £11,128.94, with Helen Wilkinson's consultancy fees still to be paid. No income was received 2019 following the decision to suspend subscriptions for the year whilst the review process was ongoing.

The new constitution was approved.

## 6. Committee membership

As outlined in paper 3, there are four Committee vacancies this year and the role of Treasurer. With four nominations received, from Harriet Warburton (Oxford), Janneke Geen (Manchester Metropolitan University), Carol Shiels (St George's, London) and Xa Sturgis (Oxford), it was not necessary to take this to a vote.

The new Committee members were approved.

There will be more Committee vacancies in a years' time, and members are asked to consider their potential participation.

## 7. Proposed revised fees structure for 2020

The governance review has recommended a revised fees structure, with graded fees depending on organisational size. This will be discussed by the Committee at the next meeting in November.

It was also recommended that the membership year switches from the calendar year to either the standard financial year or the academic year. In the meantime, institutions were encouraged to join the UMG now to stay in the loop, with no subscriptions due until either April or August 2020.

## 8. Any other business

The UMG will be hosting a coffee networking session at the MA Conference in Brighton on Friday 4 October from 10 – 10.50. All members are invited to attend.

Following feedback in the stakeholder consultation, this year's event has taken a different format to the usual annual UMG conference. It would be helpful to hear thoughts and feedback on how successful this has been, in response to the following questions. Please send feedback to Nicola Kalinsky (N.Kalinsky@bham.ac.uk)

- Is it valuable to hold an annual UMG event?
- Have you found it a useful format for the day?
- What was the most useful part of the day?
- What was the least useful part of the day?
- Did it take place at the right time of the year?
- Was the location right?

The Chairs thanked those Committee members who have stood down in the past year; Tonya Nelson, Henry McGhie, Lucy Shaw and Ghislaine, and warmly welcomed the newly elected Committee members; Carol Shiels, Harriet Warburton, Janneke Green.

The Chairs thanked Caroline McDonald and Tannis Davidson for their coordination of the event, and Jo McPhee for coordination of the AGM. On behalf of all attendees, the Chairs reiterated the earlier thanks to the morning's speakers, Professor Jane Robinson, Dean of Engagement and Place, Newcastle University Michael Thompson, Deputy Director of Comms and External Relations, Universities UK, and Ed Davison, Head of the Chief Executive's Office, Office for Students, and thanked UCL for hosting the day.

## University Museums Group Fee structure 2021

Following the 2018-2019 UMG governance review, informed by consultation with our members, a revised membership model and fee structure is proposed. Fees are to be paid by each member museum, including each individual museum within universities which host a number of museums, on the banded scale in the table below. Subscription bands are set in line with comparable membership organisations and structured to enable smaller museums to participate and larger institutions to contribute.

### Benefits of membership

- **Advocacy.** UMG advocates for its members nationally and internationally, with politicians, university governing bodies and key funders.
- **Networking.** UMG provides opportunities for its members to network both electronically via our email lists and website and in person at our regular seminars and an annual Forum.

Membership subscriptions provide the UMG with a modest income stream which allows us to subsidise workshop and conference activities, and to pay for some administrative support.

Membership subscriptions will ordinarily run from 1 April to 31 March each year. Renewal notices will be issued in February of each year. New members may join at any time, and can pay on a pro rata basis for their first year (e.g. 7/12 of the appropriate annual fee, if joining in August).

### New UMG membership fee structure, from 2021

#### Subscription bands

<i>Band</i>	<i>Size of institution</i>	
Band 1	Budget less than £100,000	£60
Band 2	Budget £100,000-£1 million	£120
Band 3	Budget £1m-3m	£240
Band 4	Budget £3m+	£480
Associate	(Individual)	£60



## Committee Membership

This year both Nicholas Thomas (Cambridge) and Nicolas Kalinsky (Birmingham) complete their tenure as Co-Chairs. Nicola has agreed to be co-opted onto the Committee for an additional year as Co-Chair to ensure continuity in the role of Chair, with Xa Sturgis (Oxford) standing for election as incoming Co-Chair (see below). The Committee has accepted Nicola's offer.

This year Clare Mullet (Birmingham) completed her second 3-year term and leaves the Committee. Jo McPhee (Secretary, Cambridge) and Caroline McDonald (Newcastle) complete their first 3-year terms and are standing for re-election (see below).

Xa Sturgis (Oxford) has generously agreed to stand as Co-Chair, and Harriet Warburton (Oxford) as Membership Secretary. Esme Ward (Manchester) and Tannis Davidson (UCL) seek election from co-option.

Janneke Geene (Treasurer, Manchester Metropolitan) and Carol Shiels (St George's, London) will continue as elected Committee members.

In 2020 the Committee co-opted Kat Nilsson (UEA), and Rhi Smith (Reading) and Kate Dunton (UEA) will continue as co-opted members. Mungo Campbell (The Hunterian, Glasgow) as an ex-officio member and representative of UMIS.

The UMG Constitution allows for eight elected members. The Committee seeks approval for the following nominations in response to the changes to membership outlined above.

### **UMG Committee Nominations 2020**

#### *Co-Chair*

Xa Sturgis

Director, Ashmolean Museum

Having served as a co-opted member of the UMG Executive Committee since July 2017 and an elected member since 2019 I am happy to put myself forward for election as Co-Chair of the Executive Committee. As Director of the Ashmolean Museum, a significant recipient of HEMG funding, I am committed to ensuring that the UMG is as effective an advocate as possible in championing the importance and value of University collections and museums within the HE sector, Research England, Whitehall and government. My previous experience as Director of the Holburne Museum in Bath (at the time a modest recipient of HEMG funding) means that I am also acutely aware of and sympathetic towards the challenges and realities of smaller University Museums and collections. As Director of an Arts Council funded NPO I sit on the NMDC (representing all the Oxford University Museums) where I can champion and raise the concerns of University Museums.

*Membership Secretary*

Dr Harriet Warburton

Research and Impact Manager, Oxford University Gardens, Libraries and Museums

I have now been a member of the UMG Executive Committee for one year. I would like to stand for election as membership secretary to help ensure the ongoing sustainability of the UMG. Following a break in membership income during the 2018/19 consultation, the UMG is implementing a new tiered membership fee system and we need to refresh our list of members and bring in the membership income to fund our key activities, particularly the annual conference. I would like to continue to contribute to the UMG Executive Committee by taking on this role to manage the process. As Research and Impact Manager at Oxford University's Gardens, Libraries, and Museums, I have experience of managing administrative and financial projects so I am confident that I am well suited to the role.

*Elected Member*

Esme Ward

Director, Manchester Museum

*Elected Member*

Tannis Davidson

Curator, Grant Museum, UCL

Having served as a co-opted member since October 2018, I am happy to put myself forward as an elected member of the UMG Executive Committee and continue to work with the group. I have worked in the museum sector for over 20 years primarily within university museums. I am a passionate advocate for collections-based teaching and research with a particular interest in broadening awareness of the value of university museums.

As curator of the Grant Museum, a relatively small teaching collection, I would bring my perspective and experience of how to create impactful research and teaching opportunities, public facing events and exhibitions aimed to highlight the use and relevance of the museum to wider audiences. Much of my work involves collaborating with colleagues across UCL developing interdisciplinary projects supporting teaching, research and public engagement. I would like to help represent smaller collections, particularly those with limited resources.

In these challenging and uncertain times due to the Covid-19 pandemic, it is critical that university museums are championed within the HE sector, Research England and government and I would welcome the opportunity to contribute to this vital work on Committee.

*Elected Member (re-election)*

Caroline McDonald

Manager, Great North Museum, Newcastle

I am the executive Manager of the Great North Museum, Newcastle, the only university museum in the country run by a local authority service (my employer, Tyne & Wear Archives and Museums). Formerly a senior curator of Prehistory & Roman at the Museum of London, I have been navigating my way through the world of university museums since 2016 and have been on the UMG Committee since 2017. I am responsible for the entire output of the museum, overseeing its business functions as well as our creative programming, whilst delivering on our mission to put cutting edge university research at the heart of everything we do, in order to improve children and young people's life chances through inspiring access to science and culture.

I am keen to continue my contribution to the UMG as I feel very strongly about representing the north east in this forum and that the committee continues to have a good geographical spread. I also feel that our museum's local authority/university hybrid provides a particular perspective. I bring experience of leading on strategy, learning and engagement, customer service, fundraising and curatorial. I am also a trustee of the National Museum of the Royal Navy and so, along with my local authority experience, have additional perspective on other models of museums.

It is a critical moment for the entire cultural sector and I would very much like to support colleagues across the country as we navigate the months and years ahead. Thank you for your consideration.

*Elected member and Secretary (re-election)*

Jo McPhee

Head of Programmes, University of Cambridge Museums

Having served as UMG Secretary since 2017 I am putting myself forward for a second term so that I can continue to support the ongoing development of the group and wider university museums sector. The challenges of the last six months have demonstrated the importance of a collaborative approach, and the need to champion university museums within the cultural and HE sectors and I believe that UMG can provide this support and advocacy. As Head of Programmes for the University of Cambridge Museums I lead and support collaborative activity across eight University museums and a Botanic Garden, and so bring coordination and administration experience to the Secretarial role.