

**Minutes of the 33rd ANNUAL GENERAL MEETING
of the Touring Exhibitions Group held at 12.30 on Friday 03 May 2019
at Thinktank Science Museum, Birmingham**

Present:

Dana Andrew	Alastair Disley	Alysha Roake
Griselda Bear	Neil Everest	Claire Robinson
Julie Biddlecombe-Brown	Louise Hesketh	Aaron Rossi
Roz Bonnet	Dale Johnston	Ellie Saggars
Keith Chandler	Sonja Kiely	Pip Strang
Nicola Coleby	Hannah Manson	Sarah Taylor
Charlotte Connelly	Sarah McGlynn	Charlotte Trevor
Alison Cromarty	Clive McCready	Caroline Waller
Emma Daker	Katie Morton	Jason Williamson
Alanna Davidson	Natalie Patel	Sophia Wilson
Hollie Davison	Celia Pullen	Sandy Wood
Natasha Clegg	Maria Ragan	
Charlotte Dew	Stephen Richards	

The Chairman welcomed members and introduced himself and the Secretary. Non-members were also welcomed, but asked not to vote on the resolutions. Members were reminded that resolutions at an AGM are decided by a majority vote and that each subscription has one vote only. A show of hands confirmed that there was a quorum.

1.0 Apologies for absence

Janine Parrish, Amisha Karia, Helen Jones, Karen Lewis, Asako Yokoya

2.0 Minutes of the meeting held on Friday 4th May at MShed, Bristol

The minutes were approved as a fair and accurate record of the 3rd Annual General Meeting of the Touring Exhibitions Group.

3.0 To receive the Report of the Executive Committee for 2017-8

Jason Williamson, Chair of TEG presented a verbal report. This included an update on the work that the committee have been doing to move the organisation to become a Charitable Incorporated Organisation (CIO) as agreed at the last AGM. A copy of the report will be available to download from the TEG website. The report was accepted.

4.0 To receive a report on the Professional Development Programme

Charlotte Dew, TEG Administrator and Professional Development Manager provided a verbal report on another successful year of professional development opportunities for members.

5.0 To receive a Statement of Account for the year ending 31st March 2018

The statement of accounts was accepted.

6.0 To appoint an auditor/independent accountant to examine the accounts for 2018-19.

Flint & Thompson were proposed and accepted as independent auditors/accountants.

7.0 To conduct the annual ballot of the membership.

A ballot was held by a show of hands. All candidates who stood for election were voted into their roles with no opposition.

Jason Williamson stepped down as Chair and Helen Jones and Vanessa North stepped down as ordinary members. Jason, Helen and Vanessa were thanked for their contributions to the committee over the years.

The ballot confirmed Nicola Coleby as Chair, Janine Parrish as Treasurer, Katie Morton as Vice-Chair and Emma Daker as Events Officer. The post of Publications Officer is under review but currently remains vacant.

Dana Andrew, Alice Lobb, Natalie Patel, Maria Ragan, Sonja Kielty were confirmed as returning ordinary members. Alanna Davidson, Amisha Karia and Ellie Saggars were confirmed as new ordinary members.

Special thanks were also given to TEG's paid Secretariat who carry out much of the essential day-to-day work for the organisation. Charlotte Dew as TEG Administrator and Professional Development Manager, Ann Barnes as Membership Manager, Asako Yokoya as Website Manager and all of the TEG trainers who carry out the Professional Development Training. Charlotte Dew intends to step down as Administrator but to continue in her role as Professional Development Manager so TEG will be looking to recruit a new Administrator within the next few months.

The composition of the Executive Committee for the next twelve months is therefore as follows:

<i>Officers</i> Chair: Vice-Chair: Treasurer: Secretary: Membership Officer: Events Officer: Publications Manager: Marketing Officer Nicola Coleby Katie Morton Janine Parrish Julie Biddlecombe-Brown Roz Bonnet Emma Daker VACANT Karen Lewis	<i>Ordinary members</i> Dana Andrew Alice Lobb Amisha Karia Sonja Kielty Alanna Davidson Ellie Saggars Natalie Patel Maria Ragan
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8.0 Date and place of next meeting.

Members voted to accept the announcement of the date and place of the next AGM when the date and place of the next Marketplace has been fixed.

Special Business:**9.0 Special Resolution: To propose a change of governance model for TEG**

Over the last 12 months TEG committee have continued their work in moving to become a Charitable Incorporated Organisation (CIO). This necessitates a change to the constitution to meet the requirements of the Charities Commission. The new constitution will need to be approved by members before the next AGM if the new CIO is to be established before the next financial year.

Motion: The Committee seeks approval from the membership to allow the agreement of a new constitution, to be conducted via an online ballot of members*. The new constitution is required, in the format and wording presented, to allow TEG to become a Charitable Incorporated Organisation (CIO) as agreed at the 2018 AGM.

**Notification will be sent to all members, including a link to the ballot, draft constitution and background papers and will allow a minimum four-week period for voting to be completed. Only one person per member organisation shall be entitled to vote.*

The resolution was passed with no opposition.

Special Business 2:

As Charlotte Dew is stepping down as Administrator (although remaining as Professional Development Manager), special thanks were extended from TEG for the work she has done in this role. Jason Williamson was thanked for his work as Chair and the other committee roles he has held over a number of years serving on TEG committee. A small presentation was made to both Charlotte and Jason in recognition of their contribution.