



**SOUTH WESTERN FEDERATION OF MUSEUMS AND ART GALLERIES**

**CHARITABLE COMPANY - COMPANY LIMITED BY GUARANTEE**

**CHARITY NUMBER 1113399**

**COMPANY NUMBER 05536131**

**(“SOUTH WEST FED” OR “SWF”)**

**ANNUAL GENERAL MEETING - MINUTES**

Minutes of the 88<sup>th</sup> annual general meeting (“**AGM**”) of the South West Fed held at 16:45 (originally scheduled for 16:15) on 4 July 2019 at University of Plymouth, Roland Levinsky Building, Drake Circus, Plymouth, Devon PL4 8AA.

**1. CHAIRPERSON**

As Chair of the South West Fed’s board of trustees (“**Board**”), Claire Dixon (“**CD**”) was appointed chairperson of the meeting and chaired the meeting throughout.

**2. NOTICE AND QUORUM**

The Chair REPORTED that due notice of the AGM had been given and that a quorum was present and declared the AGM open. (A list of the AGM attendees is appended to these minutes.)

**3. BUSINESS OF THE MEETING**

The Chair REPORTED that the business of the AGM was to consider and (as necessary and if thought fit) approve the matters set out in the AGM notice.

**4. AGENDA ITEMS**

**4.1 87<sup>th</sup> AGM (2018) minutes**

- (a) The Chair PRESENTED and those present RECEIVED a copy of the minutes of the South West Fed’s 87<sup>th</sup> AGM held on 4 July 2018 and REPORTED that these minutes were approved by the Board. Those present in person and by proxy unanimously VOTED IN FAVOUR of approving the 2018 minutes.

**4.2 Special resolution to amend the South West Fed’s articles of association**

- (a) The Chair PRESENTED a copy of the proposed special resolution to adopt new articles of association (“**New Articles**”) as set out in the AGM notice:

*“THAT with effect from the conclusion of the Meeting the draft articles of association produced to the meeting and available on our website be adopted as the articles of association of the Charity in substitution for, and to the exclusion of, the Charity’s existing articles of association.”*

- (b) The Chair produced copies of the New Articles to the meeting and reminded members that a copy had also been available on the SWF’s website for approximately two months. Those present in person and by proxy unanimously VOTED IN FAVOUR of approving the New Articles.

#### 4.3 Financial accounts

- (a) The Chair PRESENTED and those present RECEIVED the South West Fed’s accounts for the previous financial year. Those present in person and by proxy unanimously VOTED IN FAVOUR of approving the accounts.

#### 4.4 Chair’s report

- (a) The Chair PRESENTED and those present RECEIVED the Chair’s report on the South West Fed’s activities since the previous AGM. Those present in person and by proxy unanimously VOTED IN FAVOUR of approving the Chair’s report.

#### 4.5 South West Fed Board retirements and elections

- (a) The Chair PRESENTED and those present in person and by proxy unanimously VOTED IN FAVOUR of accepting the retirement of the following Board members:

- (i) Vice Chair – Kevin Ward
- (ii) Treasurer – Susan Fox
- (iii) Minutes Secretary – Lisa Powell
- (iv) Regional Rep Bristol – Sophie Bristol
- (v) Regional Rep Devon – Paula Martin / Elaine Ward
- (vi) Regional Rep Dorset – Sylvia Andrews
- (vii) Regional Rep Somerset – Sonja Rogers
- (viii) Interim Relationship Manager (University of Exeter) – Anna Bryant

- (b) The Chair PRESENTED the nominations received (as duly proposed and seconded) and those present in person and by proxy unanimously VOTED IN FAVOUR of accepting the following Board elections:

- (i) Chair – Claire Dixon
- (ii) Vice Chair – Marwa Tourky
- (iii) Treasurer – Craig Dixon
- (iv) Minutes Secretary – Charlotte Newman
- (v) Meetings Secretary (Fora) – Theo Platt
- (vi) Meetings Secretary (Conference) – Andrew Thompson

(vii) Communications Officer – Laura Service

(viii) Regional Representatives:

(A) B&NES – Helen Daniels

(B) Cornwall – Verity Anthony

(C) Gloucestershire – Emily Cooper

(D) Somerset – Estelle Gilbert

(E) South Gloucestershire – Jane Marley

(F) Wiltshire – Simon Hobson

(ix) Relationship Manager (University of Exeter) – Spencer Hancock

(c) The Chair NOTED that the following positions on the Board remain vacant and encouraged anyone present/wider sector colleagues who would like to stand to put themselves forward:

(i) Regional Rep Bristol

(ii) Regional Rep Devon

(iii) Regional Rep Dorset

## 5. FILING AND ADMINISTRATION

5.1 IT WAS NOTED THAT filings to effect the member's adoption of the New Articles together with the new company secretary and director appointments and associated resignations would need to be made at Companies House.

5.2 IT WAS NOTED THAT a copy of these minutes would be made available on the South West Fed website in due course.

## 6. CLOSE

There was no further business and the Chair declared the meeting closed.

### Signature



Chair

[DATE] July 2019

**APPENDIX – 2019 AGM ATTENDEES**

**PRESENT:**

	<b>NAME</b>	<b>POSITION</b>
<b>South West Fed Board representatives (also individual members):</b>		
1	Claire Dixon	SWF Chair
2		Appointed proxy for:
3		Diane Walters, individual member
4		Barbara Gilbert, individual member
5		Beckford's Tower and Museum, organisation member
6		Herschel Museum of Astronomy, organisation member
7		Museum of Bath Architecture, organisation member
8		No. 1 Royal Crescent, organisation member
9		Conservation and Museum Advisory Service, organisation member
10		Stephen Bird, individual member
11		Carrie Blogg, individual member
12		Christopher Wesley Bolt, individual member
13		Clare Conybeare, individual member
14		Emily Cooper, individual member
15		Faith Carpenter, individual member
16		Jenny Newley, individual member
17		Katherine Pell, individual member
18		Museum in the Park, organisation member
19		Museum of Bath Stone, organisation member
20		Museum of East Asian Art, organisation member
21		Susan Wasafi, individual member
22	Kevin Ward	SWF Vice-Chair
23		Appointed proxy for Marwa Tourky, individual member
24	Lisa Powell	SWF Minutes Secretary
25		SWF Meetings Secretary (Fora)
26	Theo Platt	Appointed proxy for Anne Cranston, individual member
27		SWF Meetings Secretary (Conference)
28	Andrew Thompson	SWF Meetings Secretary (Conference)

27	Helen Daniels	SWF Regional Rep – B&NES
28	Jane Marley	SWF Regional Rep – South Gloucestershire
29	Verity Anthony	SWF Regional Rep – Cornwall
30	Laura Service	Communications Officer
31	Anna Bryant	SWF Interim Relationship Manager (University of Exeter)
<b>South West Fed members:</b>		
32	Sarah Cove ACR	Corporate member
33	Vicky Dawson	Individual member
34		Proxy for David Dawson, individual member
35	Iona Eastman	Individual member
36	Courtney Fleming	Organisation member – Bath Preservation Trust
37	Rechenda Fleming	Organisation member – Wallis Agency
38	Lorna Giles	Individual member
39	Mary Godwin	Organisation member – Tiverton Museum of Mid-Devon Life
40	Tehmina Goskar	Individual member
41	Jan Horrell	Individual member
42	Helen Jeffrey	Individual member
43	George Le Roy	Individual member
44	Jasmine Loveys	Organisation member – South Gloucestershire Council
45	Jenifer Macindoe	Individual member
46	Janine Marriott	Organisation member – Arnos Vale Cemetery Trust
47	Maria Marsh	Individual member
48	Sarah McCormick	Organisation member – 1 Court Barn
49	Jessica McKenzie	Individual member
50	Judith Morgane	Organisation member – Exeter Historic Buildings Trust/St Nicholas Priory
51	Victoria Northwood	Individual member
52	Tim Powell	Individual member
53	Amy Seadon	Organisation member – Aerospace Bristol/Bristol Aero Collection Trust
54	Beth Thomas	Individual member
55	Stefanie Vincent	Organisation – Aerospace Bristol
56	Megan Woolley	Organisation – Exeter Historic Buildings Trust/Devon and Exeter Medical Society

**APOLOGIES RECEIVED FROM:**

<b>NAME</b>	<b>POSITION</b>
Emily Cooper	SWF Regional Rep - Gloucestershire
Simon Hobson	SWF Regional Rep – Wiltshire
Matt Ashdown	SWF Development Officer