

Minutes of the Board of Trustees Meeting	
Wednesday 27 May April 2020: Due to the COVID-19 restrictions, this meeting was held by Zoom	
Trustees participating - Margaret Knight (MK), Derek Knight (DK), Robert Guyver (RG), Henry French (HF), Geoff Roberts (GR), Sandra Bond (SB), Shane Cormie (SC), John Reeves (JR), Richard Templeton	
Christopher Chanter (CC) was unable to connect to the the zoom meeting	
Staff participating - Emma Dunn (ED), Emma Laws (EL)	
Pt 1 Meeting: There were no items for a Pt 1 discussion	
Pt 2 Meeting	
I. Directors' report:	
Emma Dunn: Programme and Projects	
Programme activities are now being delivered online and promoted through social media, including Instagram. Zoom is also being used and is effective in delivering the DEI education programme to schools. All these activities are being evaluated to inform future development.	
Project tasks: Four expressions of interest have been received to date for the Conservation Architect tender, all SPAB recommended. The deadline for expressions of interest is 8 June. An initial sift of applicants may be required before inviting a long list to make a presentation to trustees in early July. The format and date of this presentation will be discussed at the next PSG meeting on 10 June. ED has had initial site meetings with archaeologists and heating engineers but work on contracting consultants for other project tasks will not take place until the Conservation Architect is appointed.	
Work is progressing well on the Collection Review, Digitisation and Public Engagement activities.	
ED reported that NLHF have invited us to reactivate our request for £25k emergency funding and she has actioned this	ED
Project Steering Group: The Terms of Reference for this new group was unanimously agreed and will be recorded in the shared drive. ED confirmed that the PSG replaces the P&P Committee and it will focus on monitoring and delivering project targets, including budgets, for all project work and will invite specialist external representation where needed. All Programme activities will be monitored through Leadership Team meetings.	
Emma Laws: Collections and Research	
The PastView catalogue and images will be available to the public via a link through our website from 1 June. Carol Anderson is working on a press release and has applied for a £1000 grant from FODA. Georgina Naylor, Pilgrim Trust Director, to be informed of progress and invited to view our illustration collection when next in Exeter.	EL
The creation of weekly blogs on treasures of the DEI collection has been widely welcomed and will provide future opportunities for additional contributions from independent researchers and university students. A separate page (currently blank) has been created on	

	the website to accommodate these.	
	The Adopt a Book scheme is being revamped and will focus on favourite books and illustrations from the Collection. There will also be a conservation led scheme renamed Rescue a Book. The Adopt a Book scheme has been revamped and will focus on favourite books rather than being conservation led although it will include a Rescue a Book scheme. Rebecca Newman will provide a leather-bound Benefactors Book to record all future conservation and philanthropic donations.	
	EL confirmed that the staff team have shared responsibility in contacting all DEI volunteers. Most will not be able to resume duties until a vaccine is available. Many have been engaged in creative projects during lockdown and there is a potential to showcase these at the DEI or virtually in the future.	
2.	Minutes of the last meeting on 15 April 2020 - were agreed	
3.	Matters arising	
	SB confirmed that the Summer outing has been postponed until 2021	
	<i>ED left the meeting at 10:35</i>	
4.	Hon. Treasurer's report: JR	
	JR confirmed that the current bank balances stood at Coop 1 - £18,800 (inc. £5,000 from the Pilgrim trust; Coop 2 -£45,000 (inc. £6,000 committed for TownsWeb invoice); and the Fundraising account - £3000	
	Current budget review: most mis-postings on the accounts have now been rectified with a few on the project account outstanding. Subscription income for the year is now projected to be £52,000 against a target of £68,900 due to a fall-off in renewals due to COVID -19. However, expenditure has been correspondingly reduced. Approx. £2000 of the £10,000 government grant will be needed to balance the budget this year with the remaining £8,000 being c/f to next year's budget.	
	Membership report: Latest indications show a drop of approx. 8% in membership, mainly due to lack of new members joining to balance resignations. The Board approved a suggestion from the Membership Secretaries to request renewals for all undergraduate membership in the Autumn to update the database. HF confirmed that the UoE are expecting undergraduates to start on 21 Sep but with much reduced face to face teaching. His expectations are that Postgraduates will need increased access to research materials from this time and that the DEI could expect enquiries from this group.	
	Draft budget 20/21: The following points were discussed:	
	<ul style="list-style-type: none"> • The income total required a +£3000 adjustment due to a spreadsheet error • Room booking and Courtenay Room income of £3000 is recognised as a speculative figure due to the unknown consequence of re-opening the DEI • ED is creating a cash flow spreadsheet for both the project and operational accounts • Any future decision on extending membership subscriptions to compensate for DEI closures will need to be considered against the fact that a virtual service has been maintained and the likelihood of increasing members' online access to newspaper and magazines. Noted that Tom Chant is creating a separate newspaper/ magazine page on the DEI website for future use 	
	The draft budget was unanimously approved by Trustees	
	FHRM Cttee report: The recommendation 'not to touch Reserves held at this time, and to seek to source emergency funds if needed from other sources, allowing values to recover' was approved unanimously. RT noted that the FHRM cttee agreed that we should	

	keep a cash balance sufficient to cover 3 months expenditure with no income.	
	SC reported that quotes had been received for a DEI Christmas card . EL is also investigating the use of collection images for sale of DEI merchandise	
5.	Employment Policy	
	DK presented two new policies on Employment and Occupational Health which were approved by the Board and will now be circulated to all staff	DK
6.	Leadership Team report	
	EL noted that Ceri McWilliams is pursuing activating the 'No Card Present' facility on the SumUp card transaction machine.	
	EL is drafting a Recovery Action Plan to guide re-opening the DEI based on research received from national and international heritage sectors. This will include guidance on different ways of accessing magazines and newspapers	EL
	The latest edition of the Newsletter will be distributed soon	
7.	AOB	
	RT queried whether the picture of Cathedral Close featured at the bottom of the website page could be extended to include the DEI. EL to investigate	EL
	The meeting ended at 11.30	
	Date of next meeting: Wednesday 8 July provisional on agreeing a date for the Conservation Architect presentations.	