



**Steering Group Meeting  
5 August 2020, 3pm-4.30pm  
Zoom Meeting**

Agenda (10 mins)

1. Minutes
2. Director's report
3. City of Lit developments - Brand and Website
4. Covid-19 support
5. EC future beyond January 2021
6. AOB

Next meeting date

	Notes	Action	Who	When
	<p><b>AGENDA</b></p> <ol style="list-style-type: none"> <li>1. Minutes</li> <li>2. Director's report</li> <li>3. City of Lit developments - Brand and Website</li> <li>4. Covid-19 support</li> <li>5. EC future beyond January 2021</li> <li>6. AOB</li> </ol> <p><b>Farewell to Emily Macaulay – it is noted that Emily brought much experience and knowledge to the SG, and her valuable contribution will be missed.</b></p> <p><b>Minutes from last meeting APPROVED</b></p>	Add to website	BD	<b>Done</b>
	<p><b>Item 1.</b></p> <ol style="list-style-type: none"> <li>1. Minutes</li> </ol> <p>Minutes by BD</p>	Draft to be circulated to SG	BD	<b>Done</b>
	<p><b>Item 2.</b></p> <ol style="list-style-type: none"> <li>1. Director's report: DJ</li> </ol> <p>Highlights:  Relationships between NPO network has become closer during lockdown, and proved to be productive and mutually supportive</p> <p>Suspension of project grants: CoL and Exeter Culture. Emergency funding keeps EC going until end January 2021. Immediate plans now to resubmit both grant applications before end of September</p> <p>CJ pleased to hear that the grants will be submitted. Advises to look at</p>	Talk to CJ	DJ	<b>Done</b>

	<p>the interim guidance – new focus on short to medium term activity. So application might have to be for a shorter term than previously planned. Go for 6 months of activity or 12 months of activity</p> <p>Need to factor in the time taken to work up applications</p> <p>Discussions around BLM, inclusion and the involvement of culture sector in that conversation: important for EC to build those into forward planning and programming</p> <p>Q: how to extend that conversation beyond the NPOs, and encourage the conversation in the networks beyond those?</p> <p>SG observer: this is a real opportunity for Exeter to be pioneering in this area, and for everyone to step up, especially those who sit on boards and steering groups, and are role models for arts and cultural leadership for the next generation</p>	<p>Pull a group together for early to mid Sept to work on a clear action plan for the next 2-3 years on diversity, inclusion, and BLM</p>		<p><b>By end December</b></p>
	<p><b>Item 3</b></p> <p>1. City of Lit developments - Brand and Website</p> <p>EC (DJ and BD) is 'holding' the programme in the interim – includes all social media, website management &amp; admin</p> <p>Grant funding application to ACE will go in by the end of August – to secure funds for the Director and Officer posts and the programme</p> <p>Quick rundown of branding and website – good feedback from the sector</p> <p>Sept will see launch of small local commissions aimed at individual artists.</p>	<p>Submit grant application to ACE – noting CJ's advice as previously noted</p>	<p>DJ</p>	<p><b>Done</b></p>

	<p>SG member notes that micro commissions can require a lot of work, and requests that the application process be 'light touch'. <b>AGREED</b></p> <p>SG member notes the importance of the CoL programme aligning with our health and wellbeing priorities – particularly in this Covid landscape. <b>AGREED</b></p>			
	<p><b>Item 4</b></p> <p>1. Covid-19 support</p> <p>EC provided guidance and support for individual artists and organisations during lockdown – important for EC to maintain the capacity to provide this development work.</p> <p>It will be needed in next round of applications, especially as ACE do not have the capacity to talk to individual applicants.</p> <p>To overcome capacity issue, suggestion is that members of the NPO network could help with this – reading drafts, etc.</p> <p>Articulate the offer: 'We are happy to have a conversation' in the first instance...</p> <p>Flex our individual networks to cast the net wider</p> <p>Exeter did well in terms of grants supported from ACE.</p> <p>EC's role in the NPO network has been working well; enabled people to share impacts, issues and challenges during this time</p> <p>EC is also in the Tourism Recovery Group, representing Culture, and was also involved in the establishment of the Small Venues Group. These initiatives are useful platforms for</p>	<p>Add offer of advice/support to next newsletter/SM platforms</p>	<p>BD</p>	<p><b>End of the week - done</b></p>

	<p>sharing intelligence, ideas and mutual support.</p> <p>Liveable Exeter have commissioned a short report on venues in the city, exploring what might work, and looking at models of practice going forward. The work is being done by Tom Fleming</p> <p>BD and DJ have been co-ordinating workshops for the GSW Leps for Culture and Creative Industries, sharing intelligence and impacts – with a view to better identifying funding and investment opportunities</p> <p>SG observer: suggests we branch out those community spaces, to share ideas and support, and coping mechanisms - professional peer to peer support networks and gatherings</p> <p>The sessions need to be properly coordinated and managed, to enable the focus to be mainly on good news stories and positive support.</p> <p>SG member suggests using the sessions to find out which people are freelance and can respond to commissions/work calls, and are interested in working on projects.</p> <p>DJ suggests the 'First Friday' meet up, with a special focus on individual practitioners. A once a month meetup, ask three people to host breakouts.</p> <p>SG member suggests zoom meetings with breakout rooms. Experiment with convening spaces for people to drop into. Aware that this is again a draw on EC's capacity.</p>	<p>Get approval of the report from HoTSWLep, then distribute to SG</p> <p>Discussion on how these sessions might be structured</p> <p>Invitation out to first session in September</p>	<p>BD</p> <p>BW, BD &amp; DJ</p> <p>BD to draft and send out</p>	<p><b>Still awaiting confirmation from LEP</b></p> <p><b>DONE</b></p> <p><b>Done</b></p>
--	---	--	--	--

	<p>Observer notes there are lots of good activities and plans – be good to pull it all together to be able to share.</p>	<p>In process</p>		
	<p><b>Item 5</b></p> <p>1. EC future beyond January 2021</p> <p>As noted here, there is a more significant role for EC going forward, and diversity, equality and the BLM movement should be at the heart of what we do.</p> <p>The future model needs capacity more appropriately built in, so the team can deliver what’s needed and what’s appropriate. Funding applications are the priority in the next two months. The support of a smaller group on the SG would be appreciated</p> <p>SG observer notes the importance of make inclusion front and centre, in long-term planning, in terms of what the city and the sector looks like, including the EC SG.</p> <p>SG member notes the importance of providing young people opportunities to get involved, with the SG. EC has a duty in the city to work on this.</p> <p>Board recruitment: the need to expand, noting the intrinsic opportunity in that to provide people with chances to develop. Importance of looking at the Cultural Strategy for a lead on what expertise/experience to focus the applications on</p> <p>It is noted that support from the current SG may be needed to move this along.</p>	<p><b>Discussion around building team capacity</b></p>	<p><b>BD &amp; DJ</b></p>	<p><b>Week ending 14.8.20</b></p>

	DJ & BD are currently working on an Action Plan related to the CS, to clearly articulate the 'how' of the CS's strategic priorities, as deliverables.			
	<b>ACTIONS FROM PREVIOUS MEETINGS</b>			
	<p><b>AOB</b></p> <p><b>National Arts Fundraising School</b> in November: request for BD to attend, adding expertise to the EC team, which will be even more important going forward <b>APPROVED</b></p> <p><b>Does EC have a role in joining the discussion around the Chiefs changing their name?</b></p> <p>SG member suggests getting in touch with the newly appointed head of women's rugby at the Chiefs</p> <p>DJ has contacts with First Nation communities, who also offer training</p> <p>This could be offered as genuine help and contacts, and it is noted that it's better to offer up a solution rather than just a rebuke. SG observer offers DEI spaces for any conversations.</p> <p>SG member suggests supporting the many young people who attended the BLM marches, offering them the chance to join the conversation.</p> <p>It is noted that a member of the Siksika First Nation will come to Exeter to collect items held at RAMM at some point. Descendants of the person who gave the items to the museum would like to meet. Opportunity for a discussion.</p> <p>SG observer notes that this is about our reputation as a city, and it's not just an 'embarrassment'. And we shouldn't drop it once it falls off the national agenda. At some point we will need to make a public</p>	Book place on NAFS course, 8-13 November	BD	<b>Done</b>



**Steering Group Meeting  
5 August 2020, 3pm-4.30pm  
Zoom Meeting**

	<p>statement of opposition if that's what's needed.</p> <p>Suggestion is to start the conversation with a gentle private approach, with an offer of how to work it through, but if nothing moves, then we state our opposition to their stance.</p> <p><b>APPROVED</b></p>			
--	--	--	--	--

Copy of Agenda and minutes to be circulated to Steering Group with initials on their thoughts and actions. Initials of comments and actions removed for publication on website and changed to 'Steering Group member' and other titles.

**Exeter Culture:** Dom Jinks (Director) – DJ, Nikki Sved (Chair) - NS, Emily Davies - ED, Amy Shelton - AS, Pippa Warin - PW, Rachel Sutton – RS, Bee Watson – BW, Emma Dunn – ED, Exeter Culture Officer Belinda Dillon – BD