

**Executive
Preston Creative Partnership
Korova
Thursday 18th Feb 2016, 5.30 – 7.30pm**



Apologies Chris Davies: PCP Vice Chair (Alison), Derri Burdon (Curious Minds), Di Cuming (LUDUS), Ruth Heritage (They Eat Culture), Chris Gilligan (Derelict + Angel Club North), Rizwan Icbal (Love & Etiquette), Jane Wignall (Resource Creatives).

Attend Jenny Rutter: PCP Chair (JCR Creative), Shirley Bailey (Curious Minds), Catherine Shaw (Derelict + Angel Club North), Elaine Speight (In Certain Places).

Attending Tim Joel (PCC), Rita Whitlock: PCP Admin (PCC)

Guests

16-01	<p>Bank Account:</p> <p>It was agreed that Jenny should take the 4 completed forms to the Co-op bank to open the account. Jenny, Chris D, Ruth H and Chris G are to be listed as the exec, and Chris D & Jenny will be the signatories on the account initially.</p> <p>Once PCP's bank account is open and the "Grand Day out" ACE bid is submitted PCC can release the £800 Cultural Framework Grant. The grant can be clawed back if the bid is unsuccessful.</p>	JR
16-02	<p>Cultural Framework Funding Proposed Budget:</p> <p>A paper prepared by Tim on PCC's proposed approach to the Cultural Framework Budget had been circulated with the agenda prior to the meeting.</p> <p>The current grant scheme historically has funded small scale projects in the region of £1k which contribute to low level activity rather than long lasting benefits to the arts sector.</p> <p>The new revised proposed budget is designed to have maximum impact, deliver measurable outcomes and further the vision and goals of the framework.</p> <p>There will be an application process with 2 calls.</p> <p>The feeling was that the new proposal sounded right, made good sense, was a good improvement on the previous grant awards and that there was a good entry level for everyone.</p> <p>It would be useful to get feedback from the sector before the Cultural Framework board meet on 2nd March.</p> <p>ACTION:-</p> <ul style="list-style-type: none"> • Paper open to circulation by everyone with feedback by 29th February 	

	<ul style="list-style-type: none"> • Post on PCP website – and social media to gather wider feedback 	
16-03	<p>ACE Bid: A Grand Day Out:</p> <p>Quite a lot of work is needed to complete and submit a coherent ACE Bid for the Grand Day Out. Elaine agreed to lead on writing the Bid and Jenny will forward original budget breakdown to her.</p> <p>It was noted that the ACE application process is about to change so this added to the sense of urgency to complete the bid.</p> <p>An end of March deadline was agreed to secure the Cultural Framework £800 grant and to move forward the bid.</p> <p>ACTION:-</p> <ul style="list-style-type: none"> • Elaine to write the application • Jenny to send Elaine the application budget & meet to discuss key bid points • Draft application to be circulated to the PCP for comment before submission 	ES JR
16-04	<p>Membership event: 3 course meal in 3 different venues:</p> <p>Elaine explained performances would occur at each course/venue. The event is being designed to bring 20 interested artists/organisations in arts together for a social evening and create a network which it is hoped will generate an incentive to connect to PCP and further events. Catherine offered to help Elaine and Chris D with this event.</p> <p>The outcome of the event: positive image of PCP, increase in membership and the start of an Art Map of the sector.</p> <p>It was agreed to include the membership event in the ACE bid.</p> <p>ACTION:-</p> <ul style="list-style-type: none"> • Elaine to include the membership event into the ACE bid • Chris D to cost up the membership event for inclusion in the bid. 	ES/CD CS
16-05	<p>Membership Tiers:</p> <p>Tim proposed 3 membership tiers to assist in the providing clarity for interested parties and to support recruitment:-</p> <p>Exec Members: Attend formal meetings, manage the business of PCP and undertake working activity.</p> <p>Connected Partner Members: Interested and engaged partners who want to stay connected but not attend meetings. Will receive newsletters, opportunities and invites to events. Can be members of working groups.</p> <p>Database Members: only receive newsletters, opportunities and invites to events.</p> <p>Highlighting the benefits of each tier was suggested.</p>	

	<p>It was agreed to circulate the tiers to everyone on the PCP email circulation list in order for them to sign up to the appropriate level. Once the tiers had been refined they would be published on the website.</p> <p>ACTION:-</p> <ul style="list-style-type: none"> • Jenny to circulate the tiers to the PCP email circulation list and request members to sign up to the appropriate level. • Tim to highlight benefits of each membership level • Tiers to be signed off at next meeting and published 	
16-06	<p>Signposting and cross marketing each other's (PCP organisations) events/festivals as a sector:</p> <p>It was agreed we should all be more aware of what is taking place throughout the year to avoid programme clashes and there should be more signposting and cross marketing of PCP individual members events.</p> <p>Catherine agreed to create private, member only Google Calendar which the sector can all populate. This will include significant events, events in the planning stages and those that are confirmed.</p> <p>It was highlighted this system would only work if a majority of the sector signed up.</p> <p>ACTION:-</p> <ul style="list-style-type: none"> • Catherine to circulate the proposal to the PCP circulation list for comment • A set of guidelines to be drawn up setting out how the calendar is to be used 	CS
16-07	<p>PCP Website:</p> <p>Rita expressed her concern as to the usability and layout of the PCP website. Jenny will liaise on the Main Menu topics. Catherine will incorporate Facebook and Twitter (Hootsuite) onto the PCP website to avoid duplication of input. She will also add Mailchimp (an Online email marketing solution) to manage subscribers, send emails, and track results.</p> <p>A call out will be made to all members to feed in wording and request at least 10 good high res images to populate the site.</p> <p>CD will be asked to update video on the site – with some additional content from members, but people will need to send this to him.</p> <p>ACTION:-</p> <ul style="list-style-type: none"> • Jenny and Rita to map out/update the site content • Catherine and Rita to set up back office systems 	JR CS RW CD
16-08	<p>Lancashire Encounter and PCP's Inclusion:</p> <p>PCC aims to find out in April if it has been successful in securing an ACE bid for Lancashire Encounter 2016. It was thought that PCP could have a co-ordinated presence. An initial idea was that PCP could work to create a social arts fete strand.</p>	TJ

	<p>Tim outlined the intention to release the commission call outs prior to the funding outcome to allow artists a sufficient lead in time.</p> <p>It was agreed that Tim should not wait on the outcome of the ACE bid but should request expressions of interest (subject to funding) with a minimum of 200 words. This would enable PCC to filter out applicants in advance and go back those with proposals that are selected by the curation group.</p> <p>ACTION:-</p> <ul style="list-style-type: none"> • Tim to map out the commission call out process and subject to internal approval adopt the expression of interest method 	
16-09	<p>AOB:</p> <p>Agenda items for the Cultural Framework Board (meeting 2nd March 2016) were requested. It was agreed to have a general 'PCP update' as the item.</p> <p>Jenny and Chris D will attend the Cultural Framework Board meeting on the 2rd March.</p> <p>Jenny and one other (most likely RH) will attend Arts Lancashire Meeting: Tue 8th March (2-4pm) it was agreed that Rita should also attend to meet people and gain a better understanding of the sector.</p>	
16-10	<p>Meetings:</p> <p>It was agreed that the PCP Executive should meet every 2 months on the 3rd Tuesday. The new meeting schedule will be: 10am: 22nd March, 17th May, 19th July, 20th September and 15th November 2016</p> <p>Working Groups will continue to meet in-between these times.</p>	

Date and Time of Next Meeting: Tuesday 22nd March 2016: 10am: Ham and Jam