

## AIM February 2019 Heritage Trustee Newsletter - **EXTRACTS**

### **New support for chairs of AIM member museums**

Chairs leading the boards of AIM member museums as will be able to access new support in 2019.

For members in England and Wales, AIM has agreed to fund 30 free one-year memberships of the [Association of Chairs](#), to give museum chairs the chance to benefit from the support available from the AoC. The memberships will be open on a first-come, first-served basis to chairs of AIM member museums with an income of less than £5m a year. The offer is funded in England by AIM's ACE NPO funding, and in Wales by a new programme of support from the Welsh government.

For a taster of the kind of advice and support AoC can provide, see our regular Hints and Tips column below, which this edition features top tips from Chairs themselves.

For members in Scotland, AIM will be supporting chairs of museums to attend events organised for chairs by [ACOSVO \( the Association of Chief Officers of Scottish Voluntary Organisations\)](#). ACOSVO has recently launched a chair's network to support chairs of voluntary sector organisations in Scotland and is planning a series of events for 2019 <https://www.acosvo.org.uk/chairs-network-events>. Any chairs of AIM member museums in Scotland who wish to attend one of the events can apply for an AIM training grant for travel and the event fees.

*What's on offer? England and Wales*

AoC membership includes:

- The chance to learn from the experience of Chairs in other parts of the voluntary sector through a growing peer network
- The chance to attend a free briefing for new Chairs (usually £40)
- Access to resources just for chairs, including a free print copy of A Chair's Compass (usually priced at £25). It focuses entirely on the Chair's perspective and the particular challenges and opportunities of the role
- Discounted fees for other events

*What's on offer? Scotland*

Topics covered in the ACOSVO Chairs' Network programme for 2019 include: Being an Effective Chair, Board and Staff Communication and Trustee Recruitment. The events take place in Edinburgh and Glasgow and include early evening and breakfast meetings.

ACOSVO are currently exploring ways of expanding their offer for Chairs of voluntary organisations and AIM hopes to be able to work with them more extensively in future to support members in Scotland. Be sure to fill in AIM's membership survey (due out in February) if you want to share ideas about how AIM can support its members effectively in Scotland.

*How to apply*

To apply for one of the free memberships of the Association of Chairs, the Chair of the museum should email Helen Wilkinson, [helenw@aim-museums.co.uk](mailto:helenw@aim-museums.co.uk), with a note confirming the name of their museum, their AIM membership number

if known, and the annual income of the museum. We will accept the first 30 applications received. Please note, applications must come from the Chair directly.

To apply for support to attend an ACOSVO Chair's network event, please complete AIM's training grant application form <https://www.aim-museums.co.uk/for-aim-members/grants/aim-training-grants/>. Please state clearly that your application relates to this programme and show us how you think your attendance will benefit your museum.

### **Prospering Board support extended to Wales**

AIM is delighted to announce that museum boards in Wales are now eligible to apply for support through the Prospering Boards programme, thanks to new funding from the Welsh Government through the Museums, Archives and Libraries Division. Boards can apply for up to 6 days of expert, one-to-one support from one of our Prospering Boards consultants, to help them plan for new challenges or improve their ways of working. Anyone interested in applying for the programme should contact Helen Wilkinson for an informal preliminary discussion – Helen is happy to share examples of ways in which we have supported other museum boards and offer ideas for developing an application. For full details of the scheme and how to apply, please see <https://www.aim-museums.co.uk/prospering-boards-new-opportunity-apply/>

Applications to the first round of the programme in Wales must be received by 30 March.

### **Prospering Boards application deadline for England**

In England, Prospering Boards has operated on a 'first come, first served' basis up until now. However, because of an unprecedented level of demand, we have decided to set a deadline for applications to the current round of funding to ensure fairness to all potential applicants. If you are considering making an application, please contact Helen Wilkinson for an informal discussion as soon as possible ([helenw@aim-museums.co.uk](mailto:helenw@aim-museums.co.uk)). Full applications can only be accepted after a telephone discussion and the deadline for full submission is **Friday 8<sup>th</sup> March 2019**. We plan to reopen for applications in late 2019 for projects starting in 2020.

### **What does 2019 hold for charities?**

Museum trustees might find NCVO's summary guide to likely developments in 2019 useful. The Road Ahead summary report is free to download and offers a quick guide to some key aspects of charities' operating environment in 2019 from regulation to their role in combating social isolation.

[http://www.ncvo.org.uk/images/documents/policy\\_and\\_research/Road-Ahead-2019-summary.pdf](http://www.ncvo.org.uk/images/documents/policy_and_research/Road-Ahead-2019-summary.pdf)

A full report is available to NCVO members (and membership is free to charities with an annual income of less than £30,000.)

### **Hints and tips**

To celebrate our new partnership with the Association of Chairs, we asked our colleagues there to contribute to our regular column of quickfire advice.

*Chairs on Chairing*

Chairing is a demanding role but Chairs rarely get advice and support to do it well. The Association of Chairs is committed to changing that. It asked Chairs to share one piece of advice they were given as a new Chair, which they'd like to pass on. Here are a few highlights that you or your Chair may find helpful.

#### 1. Build relationships

- Take time to get to know trustees so you can understand their skills, views and what they bring to the board.
- Invest time in the relationship with staff and especially the CEO.

#### 2. Build a good team

- Do something about diversity.
- Make sure trustees understand about their role / responsibility.
- Find a good Vice Chair and Treasurer.

#### 3. Run effective meetings

- Put strategic topics at the start of the agenda.
- Produce papers with clear expectations about what will be discussed and the decisions which are needed.
- Build learning into meetings
- Keep meetings to time
- Facilitate good discussions and know when to close a conversation.

#### 4. Grow as a Chair

- Be clear about what you want to achieve during your time as Chair and plan how each meeting will deliver this.
- Pick your battles.
- Be brave.
- It's ok to ask questions.
- Lead by example, demonstrate the behaviour you want to see from your fellow trustees.
- Join AoC <https://www.aim-museums.co.uk/apply-free-membership-association-chairs/>

### EXTRACT FROM AIM BULLETIN, FEBRUARY 2019

#### **Does your museum have an automated meter reader? No? It should! Geoff Berry explains**

You might be more familiar with the term 'smart meter' and although in broad terms smart meters and automated meter readers (AMRs) do very similar jobs – they both measure your energy consumption and bill you for it – a smart meter usually transfers data over the

internet via wi-fi. An AMR, on the other hand, uses a direct communications channel to link your museum and your energy supplier. This is more secure and one of the reasons why the AIM Energy Action Group recommends AMRs for museums.

Here are three key reasons why you should consider one.

### **Ease of installation**

AMRs are becoming more and more popular with museums of all sizes who want an accurate and reliable way of monitoring their power usage. AMRs are quick and easy to install, and there is no complicated wiring. For electricity the AMR replaces your current meter and for gas it is attached to your existing meter.

Installation should cost little, perhaps nothing, and the AIM Energy Action Group can help you arrange for an AMR to be installed with minimal disruption to our energy supply or museum.

### **Intuitive and accurate**

An AMR can track your energy usage on a daily, weekly and monthly basis, and you can download the data for analysis, which means you don't have to guess what your energy usage is, because it's clearly visible to you. Your energy supplier will no longer send you estimated bills and you'll only be charged for the energy you've actually used. No one will turn up out of the blue to read the meter either.

### **Save energy and money**

The analytics that your AMR provides allow you to make informed decisions about how you can use less energy and therefore how you can save money. The more accurate the information you have to work with, the more significant the savings you'll be able to make

With an AMR, you can identify patterns in your energy usage. Knowing when you're using the most energy on a daily basis will allow you to implement whatever energy-saving methods you decide on and run your museum more efficiently.

For the last few years, the Government has been rolling out smart meters to homes and small businesses. However, because smart meters are designed for the domestic market, there are constraints when it comes to the full range of energy management services. That's why, in most instances, the AIM Energy Action Group recommends museums opt-out of the Government's smart meter programme and elect to have an AMR installed.

This spring, the AIM Energy Action Group will be contacting members to introduce its forthcoming energy management programme. This will provide a range of options and analytics. It's hosted online, can be accessed on desktop, tablet and phone, 24 hours a day, and provides simple visual reports.

[www.aim-museums.co.uk/aim-energy-action-group](http://www.aim-museums.co.uk/aim-energy-action-group)