

WMCA Cultural Leadership Board Meeting 1 Minutes of the Meeting

Date	Friday 21 February 2020
Time	9:00 – 11:00 am
Location	Room 116, West Midlands Combined Authority, 16 Summer Lane, Birmingham B19 3SD
Attendees	<p>Rashid Bhayat (RB) Doreen Foster (DF) Ian Francis (IF) Adam Hawksbee (AH) - WMCA Adrian Jackson (AJ) Jay (Jerrel) Jackson (JJ) Cheryl Jones (CJ) Andrew Lovett (AL) Catherine Mallyon (CM) Ellen McAdam (EMA) Timothy Maycock (TM) Julia Negus (JN) Karen Newman (KN) Aftab Rahman (AR) Simeon Shtebunaev (SS) Martin Sutherland (MS) - Chair Ammo Talwar (AT) Salla Virman (SV) - WMCA Keziah Watson (KW) - WMCA</p>

#	Minutes & actions recorded	Action owner	Deadline
1	<p><i>Welcome & Apologies:</i></p> <p>Apologies were received from Pamela Cole-Hudson (PCH), Julia Goldsworthy (JG), Indi Deol (ID), Christine McNaught (CMN), Stephen Snoddy (SS) and Parminder Dosanjh (PD)</p>		

	<p>On 3.2 the board agreed that the maximum number of people on the board would be 22, with an initial term until 31 May 2021, after which a term will consist of 12 months. A board member can serve maximum 2 terms.</p> <p>On 3.4 the board agreed that each working group can determine their own membership and also recruit members, with the Chair of each group then reporting back to the main board.</p> <p>The board also requested a framework to be developed to support the Chairs of the working groups, and diversity to being considered in the membership of the groups. Salla to develop framework and circulate as soon as possible</p> <p>On 4.7 the board agreed that decisions are made by consensus where 50% is required to reach agreement. (Board currently has 21 members in total). Board members can also join meetings virtually where possible.</p> <p>It was agreed that board members should attend a minimum of 50% of the meetings to ensure meaningful engagement, and the Chair will have a conversation with members who are not engaging to the agreed level. SV to add to ToR.</p> <p>The board also agreed that approved minutes of board meetings should made public on the WMCA website, Salla and Keziah to facilitate this.</p>	<p>SV</p> <p>SV</p> <p>SV, KW</p>	<p>13/03/20</p> <p>13/03/20</p> <p>27/03/20</p>
<p>4</p>	<p><i>Selection of Vice-Chair</i></p> <p>One expression of interest was received by the Chair and the board approved Catherine Mallyon’s appointment as Vice-Chair.</p>		
<p>5</p>	<p><i>Vision & objectives (Paper 5)</i></p> <p>After discussion the board felt that the vision would need further clarity to fully capture the purpose of the board, and to ensure board members can clearly articulate the purpose of the board to external stakeholders. It was</p>		

	<i>Group. The Working Groups should also coordinate with Keziah and Salla to ensure WMCA can support the initial meetings and administration)</i>		
7	Initial workplan and timeline (Paper 7) Board approved initial workplan although it was acknowledged that there may be further changes.		
8	Internal & External Communications (Paper 8) Board approved the initial communication plan and agreed to set up a separate event working group. Members of the event group will work with Keziah & Salla to coordinate the public launch in June, as well as any comms or branding before that. It was suggested that the public launch could link with a major external event such as a festival. Members of the group include Adrian, Simeon, Jay Salla & Keziah to get in touch with the event group about next steps	SV, KW	13/03/20
9	AOB Ian to distribute Birmingham Festival Guide. Aftab to distribute details for a celebratory event for Legacy WM. Simeon recommended that the Board engages with the Young Combined Authority. Keziah will work on a proposal of how to help them develop their cultural asks in their Mayoral manifesto. Ammo asked to work collaboratively with other Cultural Boards across the country. Martin agreed to keep contact lines open with other Cultural Boards	IF AR KW MS	06/03/20 06/03/20 27/03/20 Ongoing

