

**MINUTES OF THE 185<sup>TH</sup> MEETING OF  
THE TRUSTEES OF THE ROYAL AIR FORCE MUSEUM  
HELD AT THE ROYAL AIR FORCE MUSEUM COSFORD  
ON MONDAY 29<sup>TH</sup> SEPTEMBER 2014**

Present:	ACM Sir Glenn Torpy (Chairman)	(GT)
	Dr Carol Cole	(CC)
	Mr Alan Coppin	(AC)
	Mr Brendan Connor	(BC)
	Dr Rodney Eastwood	(RE)
	Sir Gerry Grimstone	(GG)
	Mr Richard Holman	(RH)
	Lord Hutton	(JH)
	Mr John Michaelson	(JM)
	Mr Mike Schindler	(MS)
	Mr Alan Spence	(AS)
	Mr Robin Southwell	(RS)
	Mr Malcolm White	(MW)
In Attendance:	Mr John Kitchen (Acting Director General)	(JK)
	Ms Karen Whitting (Director Public Programmes)	(KW)
	Vanessa White (Secretary)	

**ITEM 1 – APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Mr Andrew Reid and Air Marshal Baz North (Air Command).

**ITEM 2 – MINUTES**

2.1 The minutes of the 184th meeting held at Hendon on 7 July 2014 were agreed as a true record.

**ITEM 3 – MATTERS ARISING**

3.1 GT advised that the VC10 acquisition would go ahead as an acquisition for the interpretation collection - an assurance that there were no conflicts of interest with any members of the Board was forthcoming.

3.2 GT advised the Assistant Director posts have been advertised.

3.3 GT said the security requirement was now more complex given the increased threat level. JK explained the advice from the Metropolitan Police and the inspection they had conducted. **GT asked JK to provide a note to Trustees on the current security position, the advice received from the Metropolitan Police, and issues that that needed to be brought to the attention of Trustees.**

3.6 GT updated the Board on the progress of the CEO and CFO appointment process.

#### **ITEM 4 – DEVELOPMENT**

4.1 MW discussed the Centenary brief which had been circulated and noted that the issue of space at Cosford needed to be addressed.

4.2 KW referred to the Centenary brief and advised that the programme for 2018 had been broken down into deliverable phases. She added that the Centenary theme was Celebrate, Commemorate and Communicate and that the Museum wanted to connect with as wide an audience base as possible and draw out an emotional connection from visitors. KW advised that the focus would switch from London to Cosford during the period 2018-22.

4.3 KW advised that HLF monitors had reported very favourably on progress with the WW1 exhibition.

4.4 A discussion was had on the lease situation at Cosford and the longer term plans to transfer the Stafford Collections to Cosford.

#### **ITEM 5 – FUNDRAISING**

5.1 AC provided an update on fundraising progress to date and advised that AS and RS had joined the Fundraising Committee.

#### **ITEM 6 – AUDIT & FINANCE**

6.1 GG advised that the Financial Statements had not yet been laid before Parliament and that the Museum was close to agreeing completion with the NAO.

6.2 GG advised that the internal audit programme for next year was being put together with Moore Stephens and that there was additional work to be done with the Strategic Risk Register.

6.3 RH provided an update on the financial position noting the challenges faced.

#### **ITEM 7 – DIRECTOR GENERAL'S REPORT**

7.1 JK drew Trustees' attention to the increase in visitor numbers, noting that some of the increase was attributable to the new visitor counting system.

7.2 GT commented on the successful opening of the RAF of Oman exhibition and said that he would follow up on the success with the Omani Air Chief when he next visited Oman.

#### **ITEM 8 – ANY OTHER BUSINESS**

8.1 There was no other business.

#### **ITEM 9 – NEXT MEETING**

9.1 The next meeting will be held on Monday 15 December at 1000hrs.