

**MINUTES OF THE 184TH MEETING OF
THE TRUSTEES OF THE ROYAL AIR FORCE MUSEUM
HELD AT THE ROYAL AIR FORCE MUSEUM HENDON
ON MONDAY 7TH JULY 2014**

Present:	ACM Sir Glenn Torpy (Chairman)	(GT)
	Dr Carol Cole	(CC)
	Mr Alan Coppin	(AC)
	Dr Rodney Eastwood	(RE)
	Mr Richard Holman	(RH)
	Lord Hutton	(JH)
	Mr Andrew Reid	(AR)
	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)
	Air Marshal Baz North (DC&C & AMP)	(BN)
	Professor Richard Overy (Chairman Academic Research Board) – Item 4	(RO)
	Andrew McGlynn (Head of Fundraising) – Item 6	(AMcG)
	Vanessa White (Secretary)	

ITEM 1 – APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Mr Brendan Connor, Sir Gerry Grimstone, Mr John Michaelson and Mr Mike Schindler.

ITEM 2 – MINUTES

2.1 The minutes of the 183rd meeting held at Hendon on 20th March 2014 were agreed as a true record.

ITEM 3 – MATTERS ARISING

3.1 GT welcomed CC and RE to the Board. GT said that their respective skills and backgrounds would be invaluable as the Museum enters a new phase.

3.2 The Board requested an update from JK on security, including measures available to address increases in the national security threat level, before the end of July.

3.3 GT was pleased to note that HRH The Duke of Edinburgh had agreed to attend our First World War in the Air Exhibition opening on 2 December.

3.4 RH advised that the Director of Finance post was now on hold until the new DG had been recruited.

ITEM 4 – ACADEMIC BOARD REPORT

4.1 GT thanked Professor Richard Overy for chairing the Academic Research Board and for his report on progress.

ITEM 5 – DEVELOPMENT

5.1 MW said that a plan was now in place to support fundraising.

5.2 MW said that the Museum should monitor progress on the Cosford Freehold issue. AC advised that he was on the Board of Capita who were about to take on responsibility for the DIO (potential conflict of interest).

5.3 KW circulated a paper on the Centenary Programme and advised that the Museum would not be submitting major HLF bid this November. KW advised that the Museum had this week been awarded the first Autism Awareness Award to a museum and this was a notable achievement.

ITEM 6 – FUNDRAISING

6.1 AC referred to his circulated action notes - he asked AMcG to give a short presentation giving more detail.

ITEM 7 – AUDIT & FINANCE

7.1 JK advised that the external audit by the NAO was complete. The Financial Statements could not be laid before October, but he would circulate them once they became available.

7.2 RH then spoke to his circulated note summarising the financial performance for the year 2013/14.

ITEM 8 – DIRECTORS' REPORTS

8.1 The Board noted the management reports. BN asked about the reduction in the number of recorded children visitors. KW advised that some A&L staff had been re-allocated work on FWW exhibition in the period.

ITEM 9 – ANY OTHER BUSINESS

9.1 GT updated Trustees on the recruitment proposals for the next DG and FD. JK had been appointed Interim Accounting Officer. A small sub-committee of Trustees would provide support to the Management Team.

9.2 JK advised Trustees that he would be circulating a self-evaluation questionnaire on board effectiveness which would then pass to the Internal Auditors for collation.

9.3 The date of the next meeting has been set for 29 September at Cosford.