**HCAL M&E UPDATE MEETING**

|  |  |
| --- | --- |
| **Date & Time** | 24 October 2017, 4pm |
| **Location** | HCAL, Dock Office Chambers |
| **Attendees** | Simon Green, Malcolm Dunn, Elinor Unwin |

**AGENDA**

1. **Organisational Reports (Ferens, Maritime Museum, Hull History Centre, Heritage Learning)**
   1. Baseline Report for 2016, or if venue was shut last full year (due ASAP)
   2. End of Year Report (by 31/01/2018)
2. **Project Reports**
   1. End of Project Report Funded Projects
   2. End of Project Report Non-Funded Projects
   3. Progress and End of Project Reports on Hull Curriculum
3. **Hull 2017 Audience Surveys**
   1. Response rates and collectors
   2. Methods currently employed to increase response rate
   3. Options to further boost response rate
4. **HLF Outcomes Research**
   1. Strategic context
   2. Theme: Museums, Galleries & Archives
   3. Proposed research group
   4. Proposed focus groups
5. **Priorities and Reporting Agreements**
   1. Organisational Baseline Reports
   2. End of Project Reports outstanding (audience research from Hull 2017 to be added later)
   3. End of Project Reports due later in year (agree dates)