

CVF Members Meeting/ AGM Minutes

Date: Wednesday 30th April 2025

Venue: National Science and Media Museum (Pictureville, Bradford, BD1 1NQ)

Members Meeting

- Reminder for ongoing recruitment:
 - Conference Producer (role filled)
 - CVF Organisational Co-Chair (deadline extended to:)
 - Two Sub-network Leads: Women in Digital Art and Arts & Crafts (deadline: 2nd June)

National Science and Media Museum

Hattie Charnley-Shaw (Community Partnerships and Events Producer)

Welcomed members to the museum and gave an overview of NSMM's public programming and plans:

- Showcased projects over the past three years, including:
 - Planetarium installation at Shine in BD5.
 - Took 8-foot astronauts to Kirkgate Centre.
 - In Wonderlab Studio, brought one of their giant sloths to an evening event for year threes in BD3.
- Refurbishment update:
 - NSMM reopened in January with new foyer, lift, and digital research space (*Connection Engine*).
 - Exhibitions: *Hockney: Pieced Together* (closed 18 May) and *YOU:MATTER*.
- Upcoming:
 - *Power Up* (arcade gaming zone reopening soon).
 - *Real BFD* (youth digital art showcase opening 14th June).
 - *Sound & Vision* (new galleries opening this summer).
 - *Widescreen Weekend* (September) and *Bradford Science Festival* (October).
 - New galleries include tactile models, BSL videos, sensory maps, and more.
- NSMM is expanding its [volunteering offer](#) to make it more inclusive offering roles such as blog writing, events support, and Bradford Science Festival opportunities. They also regularly work with external artists and performers, so if you create work for families or communities or represent a community organisation, get in touch with NSMM to explore future collaboration.

Create Britain Presentation

Richard Woods (Co-Founder)

Showcased the platform and its potential benefits for Bradford's cultural sector:

- Purpose is to provide a national digital platform for artists, freelancers, and creatives to showcase their work and connect.
- Create Britain addresses common industry barriers:

- Visibility challenges for freelancers and independents.
- Lack of nuanced creative search on platforms like Google and LinkedIn.
- Algorithms, likes, or premium profiles – Create Britain is a non-judgemental, level playing field.
- Key Features:
 - Skills-focused profiles ("creative donuts") rather than CV/job-title based. Emphasis was placed on “skills liquidity” — allowing users to showcase multidiscipline skills, media, and creative practice.
 - Supports diverse user profiles (students, professionals, freelancers, organisations)
 - Profiles can include SoundCloud, YouTube, videos, galleries, and project examples.
 - Community “badges” link users to creative networks (e.g., Cultural Voice Forum, West Yorkshire Music Network).
 - Organisation pages aggregate artists and offer public-facing listings.
 - Over 10 regional hubs already live (Create Bradford, Create Leeds, etc.).
 - Opportunity for CVF and its members to join and connect profiles.
- Upcoming Features:
 - Launch of a group chat function (with safeguarding moderation).
- Q&A:
 - Confirmation that Create Britain is free to join.
 - Commitment to improving accessibility (e.g. D/deaf creatives) with community input.
 - Platform will not allow direct messaging – group chats only with full moderation.

Annual General Meeting

Opening

Vicky Clifton welcomed attendees and introduced the AGM format, explaining that each report would be summarised and then formally proposed and seconded by members. Reports had been circulated in advance and printed copies were available in the room.

Minutes from the 2024 AGM

Overview of the 2024 AGM minutes, highlighting the previous year’s discussions on CVF’s transitional status, finance resolutions, and noted no amendment to the constitution.

Proposed by: Lisa Mallaghan

Seconded by: Morgan Archer

Co-Chairs’ Report 2024–2025

- Ongoing core funding from Bradford Council.

- CVF's role within The Bradford Way consortium.
- Coordinator transitions and Co-Chair recruitment.
- Additional funding secured from West Yorkshire Combined Authority (WYCA) to grow and diversify the network, particularly targeting students, Global Majority creatives, freelancers, and micro-businesses.
- Membership grew from 492 to over 600, supported by outreach and networking by the team.
- CVF became a partner in The Bradford Way, a Place Partnership project with BPH, The Leap, and Bradford Council, aimed at building sector infrastructure and legacy post-2025.
- Two new sub-networks launched (Dance and Black-Led Arts); recruitment underway for Women in Digital and Arts & Crafts.
- The previous Growth & Advocacy Lead stepped down, responsibilities now redistributed among the CVF team, and a new freelance Conference Producer
- Organisational development work supported by Community Action Bradford & District.
- Hosting agreement with Bradford Producing Hub ends June 2026.
- All funding ends March 2026; future funding options are being explored.

Proposed by: Nicky Hatton

Seconded by: Ned Lunn

Finance Report 2024–2025

- £20,000 received from Bradford Council, plus £5,000 uplift.
- Expenditure covered meetings, coordinator and co-chair fees, website, comms and admin tools.
- WYCA funding used for outreach, winter & summer socials, admin, merch, Production Park visit and Create Britain collaboration.
- Place Partnership budget allocated to sub-networks, access fund, organisational development, marketing, and 2026 conference.
- Growth & Advocacy role responsibilities now shared between Coordinators, Co-Chair and Conference Producer.

Proposed by: Morgan Archer

Seconded by: Josh Jones

Coordinators' Report 2024–2025

- 8 monthly newsletters and 31 weekly mailouts circulated; website regularly updated with minutes, events, and opportunities.
- 7 Members Meetings delivered, reaching 250 members in total; meetings covered BD1, BD6, BD18, and included a structure-focused session.
- Outreach at 7 events led to 45 direct signups; outreach targeted WYCA-prioritised groups including freelancers, students, graduates, micro-businesses and Global Majority creatives.

- Place Partnership delivery included managing and supporting sub-network leads, Access Fund processing, recruitment of conference producer, and CABAD collaboration.
- Planning for two public events in 2025 - CVF Summer Social and Winter Social.

Proposed by: Alice Withers

Seconded by: Carolyn Mendelsohn

Organisational Development Update

- CVF previously operated under Brickbox and SpinArts but had no independent legal status or infrastructure.
- Since 2024, CVF has been hosted by Bradford Producing Hub (BPH) as a project, enabling financial oversight, HR support, and operational safeguarding.
- CABAD has provided consultancy on incorporation options, including CIC and charity structures.
- CIC preferred for flexibility, lower setup burden, and ability to convert to a charity later if needed. After consulting members and assessing liability, governance, and future scalability, a CIC model is being explored in more depth.
- Decision deferred to autumn 2025 following further consultation, modelling, and member feedback.
- If incorporation proves unsuitable, remaining under BPH may be considered as a backup.

Constitution

- No proposed amendments were received ahead of the meeting.

Proposed by: Daniel Balaz

Seconded by: Ned Lunn

AOB

- Coordinator day rates increased from £150/day to £175/day in line with a 2023 recommendation.
- Lisa from BPH reaffirmed their role as host and fund holder for CVF, and the importance of safeguarding CVF's independence.
- The Access Fund process was explained in detail. Members were encouraged to apply, with examples given of eligible costs including childcare, travel, creative or facilitation support, and contributions for freelance time. The process includes completing a short form in advance, receiving an agreement, and submitting receipts or invoices within two weeks after the event. Members were reminded that the fund is underused and encouraged to make use of it while available.
- Budget reforecasting in June may enable additional sub-networks such as Music.