

**Meeting of the Stonehaven Tolbooth Association
Wednesday 3rd October 2012
Invercarron Resource Centre**

Agenda

- 1 Welcome
- 2 Apologies
- 3 Minutes of previous meeting
 - a) acceptance
 - b) matters arising
- 4 Chair's report
- 5 Treasurer's report
- 6 Secretary's report
- 7 Curator's report
- 8 Shop report
- 9 AOCB
 - a) Trip Advisor Listing
- 10 Date of next meeting

Minutes

Present. Andrew Newton, Liz Molloy, Cressida Coates, George Strang, Jim Bruce, Dennis Collie.

1 Welcome. Cressida Coates welcomed the trustees present

2 Apologies. Rachel Shanks, Jacqui Harrold, Gwynne Stewart, Laura Christie

3 Minutes of previous meeting.

a) Acceptance The minutes of previous meeting were accepted

b) Matters arising

Action Point	Person	Action
Provide training pack	AN	Still to be processed
Organise cupboard tidy up	Committee	It is planned to leave to later in the winter. Jim Bruce suggested removing a cabinet and building 3 shelves
Create guided tours for members.	Committee	It is planned to leave to later in the winter
Supply images	AN	Done
Take photo and create press release	AN	Done
Clarify stock	JH/DC	Almost completed, clarification still required on 5/6 items
Open bank account	DC	Done

Action Points. AN to progress training pack
Committee to organise cupboard tidy up
Committee to organise guided tours

4 Chair's report

Cressida Coates commended the volunteers for running an attraction that was producing very satisfactory visitor numbers.

5 Treasurer's report

As of 12th September most of STA's suppliers had had their accounts settled; there are approximately 5 suppliers (at an estimated cost of £76) with which settlement is still to be achieved.

The process of opening an account with CAF Bank is well under way and should be live in 2/3 weeks. Once the new account is open all outstanding funds due from Stonehaven Town Partnership will be transferred.

Concerned were expressed over the lack of stock control as there appears to be considerable 'shrinkage' on some items, e.g., rubbers, pencils and beanies. Solutions include:

- All items for sale should be located in the shop area
- Small items should be behind glass or at least not easily accessible to visitors
- Don't put too many of the same items on display – it is difficult to observe any losses
- It is recommended that the till role is not used to record sale items – it is more important to record sales accurately on the Daily Sales Sheet. (DC uses the latter for stock control)

Over the past 3 weeks the Daily Sales Sheet has not always been completed. It is essential that the Day, Date, Temperature, Humidity, Item Description, Total Sales and Footfall are recorded. Donations should be counted on a weekly basis and also recorded. Items from the 'Jim Bruce cabinet' should be recorded as JB stock

DC has produced a general compliments slip and will produce customised variations for the Chair and the Curator.

DC has started making a manikin and this should be available later in the winter season.

6 Secretary's report

Two further applications for membership have been received and the Trustees approved the applications by Rebecca McCarron and Clare Malcolm. There are 9 previous volunteers who have not joined the new Association and some will be approached on a personal basis to discover whether they are interested in joining the STA.

George Strang and AN have had a meeting with Marine Scotland who wish to place a display in the museum highlighting the environmental sampling occurring in Stonehaven Bay using a locally based research vessel. The initial meeting went well and Marine Scotland has promised a reasonable level of support once the display is in place.

The STA has received an offer of plastic products produced by the defunct Albyn Plastic factory which was based in Stonehaven. The committee asked AN to follow up on the offer.

The minutes of the last Tolbooth Group meeting have been circulated with no feedback

It was agreed that the minutes of the first AGM should be circulated to all attendees for comment with the intention that the Trustees will approve the minutes at the next meeting.

Martin Sim of Stonehaven Fireballs Association has offered an image of the Fireballs for the creation of a postcard to be sold in the museum. The terms and conditions of the offer have still to be finalised. Martin has also broached the subject of a joint project to generate more DVD copies of the Fireballs – this is just a tentative approach and more details are required before any commitment can be made.

Correspondence

a) AA Days Out. An invitation has been received to acquire a free listing in the AA Days Out Guide.

b) SCVO. An invitation has been received to join the Scottish Council for Voluntary Organisations. Joining is free if the museum does not subscribe to the fortnightly news letter which AN assessed as being of little benefit. The Committee agreed to join without receiving the newsletter

c) AIM. An invitation to join the Association of Independent Museums has been received. This costs £35 per annum and will have to wait until the new bank account is 'live'

Action Points. AN to find out more about the Albyn Plastics artefacts

AN to apply for free listing in AA Days Out

AN to apply to SCVO

7 Curator's report

GS, Laura Christie and Jim Bruce have updated the existing inventory but have decided not to use the Adlib software and have produced a customised spreadsheet which is more applicable to the Tolbooth. The next stage is to photograph and tag all the ACMS artefacts and any other items with dubious provenance. A major undertaking is to record all the artefacts loaned by Jim Bruce.

There is the ongoing problem of previous owners disputing the right of ACMS to assume ownership of individual artefacts either loaned or donated prior to local government re-organisation. However, predominately this is a dispute between individuals and ACMS.

A Singer sewing machine has been donated to the museum.

8 Shop report

Jacqui Harrold was absent but she had provided a written report which summarised recent events:

- Magnetic boards have been fixed to the revolving postcard stand – these display magnetic butterflies and fridge magnets
- A small board has been affixed to the side of the shop counter and this shows magnetic insects
- A second small board in the doorway can be used for displaying notices
- During the winter season a review will be held to determine the best selling items and fresh supplies ordered.

9 AOCB

a) Trip Advisor – Liz Molloy has assumed responsibility for managing the museum’s account on Trip Advisor but the web site needs confirmation of Liz’s status with STA. Liz has also sent out more ‘flyers’ to various B&B establishments in the area.

b) Visitors – GS reported that P6 & P7 from Catterline school will visit the museum on 1st November. A visit from Dunnottar Primary is also expected (date to be confirmed). Rachel Shanks is sending out an open invitation to all schools in the area. George Strang and Gwynne Stewart have made an extensive list of organisations in the area and Gwynne will shortly be issuing them with a similar open invitation to visit the museum.

c) Jim Bruce reported that he had recently visited the St Andrew’s Heritage Museum and was most impressed with what he witnessed. He suggested that the Trustees should arrange a visit sometime in the future although it is now shut for the winter period.

d) DC asked whether STA should continue with the Newsletter and it was agreed that this was a very good production and should continue.

e) DC expressed some disquiet over the new rota as it seemed to be almost entirely staffed by committee members but Cressida, whilst agreeing with the observation, expressed the hope that future rotas would be more encompassing of all members.

f) There was a brief discussion on special events. It was agreed that there would be no Halloween event this year although there was the possibility of opening on 31st December and 1st January if enough volunteers could be found. Committee members only?

g) George Strang reported that a recent enquiry about ancestry had led to information being provided about the Tay whale. GS will create a display about this unique event.

h) Cressida Coates suggested that the cleaning issue could be resolved by having a ‘blitz’ every 2/3 months. She estimates that a max of 2 hours was required from a group of volunteers and could also end as a ‘social gathering’.

Action Points. AN to provide Liz Molloy with a letter of authority for Trip Advisor
CC to seek volunteers for a cleaning ‘blitz’

10 Date of next meeting.

Wednesday 7th November at 1930 hrs in the upstairs meeting room at the Invercarron Resource Centre.

Andrew Newton

8th October 2012

Secretary
Stonehaven Tolbooth Association.
(Tolbooth Museum)
A Scottish Charitable Incorporated Organisation
SC043279

Summary of Action Points

Action Point	Person
Provide training pack	AN
Organise cupboard tidy up *	Committee
Create guided tours for members. *	Committee
Find out more about the Albyn Plastics artefacts	AN
Apply for free listing in AA Days Out	AN
Apply to SCVO	AN
Provide Liz Molloy with a letter of authority for Trip Advisor	AN
Seek volunteers for a cleaning 'blitz'	CC

* Both Action Points will be undertaken during the winter season