

Meeting of the Stonehaven Tolbooth Association
Wednesday 23rd January 2013
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 Events Report
- 10 Relations with Fireballs Association
- 11 AOCB
- 12 Date of next meeting

Minutes

Present. Andrew Newton (AN), Cressida Coates (CC), George Strang (GS), Dennis Collie (DC), Laura Christie (LC)

1 Welcome. Cressida Coates welcomed the trustees to the first meeting in 2013.

2 Apologies. Liz Molloy (LM), Rachel Shanks (RS), Jacqui Harrold (JH), Gwynne Stewart (GSt), Jim Bruce (JB)

3 Minutes of previous meeting.

a) Acceptance The minutes of previous meeting were accepted

b) Matters arising

Action Point	Person	Action
To circulate volunteers with sizes of fleeces and polo shirts in stock	CC	Waiting for information from JH. CC to progress once Jacqui returns from holiday
To make appropriate sign for private visits	DC	Done and now in museum
To approach Bill Emslie for electrical advice	GS	Bill Emslie has visited and taken away one lamp for repair and is also investigating how the lighting can be improved
To contact Mearns Leader over festival	AN	Article published in Leader and form completed for 2014 Business Directory

opening hours and inclusion in next year's Local Business Directory.		
To contact AfterDark	AN	Done but see Secretary's report
To modify the instructions for shop sales.	JH	Waiting for JH to return from holiday
To review opening times on museum 'flyer'	DC	To be finalised after discussion (see Chair's report)
To investigate wheelchair access to inner room	GS/AN	Meeting arranged with advisors for 1030 on Tuesday 29 th January

Action Points. CC to consult with JH over garment stock when latter returns.

JH to modify instructions for shop sales

4 Chair's report

1. CC reported on the outstanding footfall and sales during the festive season. A big thanks are due to all the volunteers for their efforts.

2. CC noted that there were very few volunteers offering to fill the winter rota and proposed that she should write individually to each volunteer in order to ascertain what they could offer in the way of a commitment during the summer season. The committee endorsed this plan of action.

3. The committee agreed that the summer season should begin on Monday 1st April, that the opening days would be Wednesday to Monday and that the opening times would be 1330 – 1630. Good Friday is on 29th March and the museum may be opened on that day when it will be staffed by committee members. On Saturday 30th and Sunday 31st March the opening times will be 1330 – 1630, i.e. summer hours.

4. CC stated that training sessions were required for the volunteers and this will be followed up after feedback from the volunteers (para 2 above)

Action Point. CC to write to volunteers regarding summer commitments.

CC to consider training sessions for volunteers

5 Treasurer's report

Currently the STA's assets are £8075 in the bank and £96 in cash; a total of £8171.

DC is still waiting for confirmation from HRMC that the application to be registered for GiftAid has been successful.

The footfall for 2102 was 15,835.

The supplier of scented soaps has indicated that they have ceased trading but have recommended another supplier – there is a letter awaiting JH's return.

6 Secretary's report

Despite 3 requests to Carol Leathley for a sight of the new Access Agreement nothing has been forthcoming and it is believed that the document has been referred to colleagues for discussion. This is disappointing as initially Aberdeenshire Council (AC) had set a target of issuing a draft before Christmas.

Similarly, a request for the 2012 footfall for all ACMS museums/heritage centres seems to have fallen on deaf ears.

Progress on a longer term lease appears to have ground to a halt with all the delay being created by AC.

A re-conditioned Victorian prison crank has been discovered in the bowels of Stonehaven police station and after some negotiations Grampian Police will be donating the artefact to the Association. Delivery is expected by the end of this month.

Afterdark Paranormal Investigations have made no further contact since requesting a hire of the premises for 23rd February 2013. They have been sent the Terms & Conditions and a request for a 10% deposit but no further contact. AN to chase at end of January and perhaps cancel hire if no satisfactory response.

Martin Sim has offered some of his images to the Association to be used in the production of postcards. The committee agreed to purchase 500 postcards of each image used and the committee will pass to AN their choice of images to be used. Thanks are to be extended to Martin Sim for his generous offer.

Action Point. AN to contact Afterdark again at end of January.

Committee to chose images and inform AN

AN to order postcards and convey thanks to Martin Sim

7 Curator's report

The inventory is now up to date although some information, e.g. acquisition date, is still required. Each artefact now carries a colour coded, numbered sticker; however, these stickers occupy a prominent position on each artefact and GS/LC are researching for more appropriate markers. Once these have been sourced instructions will be written and sent to CC with the hope that the volunteers can amend each artefact during slack times whilst they are on duty.

Following on from completing the inventory the next stage is to issue acquisition forms to the individuals who have either loaned or donated artefacts

Following the donation of an old school slate GS has purchased a further 3 slates and slate pencils and these will be used to give children 'hands on' experience of old school life. Information on the slates has been created and laminated.

JB has brought in another display case and filled it with more of his artefacts.

GS stated that there is a requirement to photograph each artefact individually.

There was considerable discussion over the existing curatorial notes and whether there was any way in which to make them more instantly available to volunteers and visitors. This point

was not resolved and requires further consideration by the Committee outside scheduled meetings.

Action Point. GS/LC to source more discrete stickers, write instructions and convey to CC

8 Shop report (verbally via AN as JH away)

The best sellers are tea towels and fridge magnets; more of the former will be ordered on JH's return from holiday. At the same time JH will start looking for souvenirs for the summer tourist trade.

JH is considering the purchase of dinosaurs as she considers that these will complement the dinosaur quiz.

9 Events Report (via email)

Under schools just to report no requests at present but this is unsurprising for this time of year. I am working out some activities for different age groups and will be asking for help from volunteers, for example, choose 5 objects that are in one room that are of different ages (I will then make up an activity asking children to put them in age order), or 3 objects that go together and an odd one out or a "family" of objects that go together. I will make up sheets that volunteers could write down their suggestions when it's a quiet time in the museum. Then I will need to arrange photos of the objects so that I can make up cards with photos on them for the children to use.

I have been in touch with the Portsoy Salmon Bothy and have passed on their tea towel supplier to Jacqui.

LM advises that there are 8 favourable reviews on TripAdvisor

10 Relations with Fireballs Association (FA)

Martin Sim has approached AN and suggested that there could be closer co-operation between the two organisations, in particular the sale of goods.

1 The FA have run out of the Fireballs DVD and suggest that STA make further copies, using the FA master, and retain all profit from their sale. There was some concern over the effect on Raymond Milne and LC will discuss the situation with Raymond.

2 The STA could sell T-shirts and sweaters with the Fireballs logo; again all profits would go to STA. The committee thought that these would be a big seller at Hogmanay and will pursue this further.

Following on from item 2 the committee started considering selling STA branded T-shirts in the summer. JH was requested to investigate further.

Action Points. LC to consult with Raymond on sale of DVDs

JH to investigate the purchase and sale of T-shirts in the summer

9 AOCB

The contents of the many cupboards at the museum need rationalisation. LC agreed to undertake this task.

Action Point. LC to review storage in the various cupboards

10 Date of next meeting.

Wednesday 20th February 2013 at the Resource Centre – 1930 hrs.

Andrew Newton
23rd January 2013

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

Summary of Action Points

Action Point	Person
Consult with JH over garment stock when latter returns	CC
Modify instructions for shop sales	JH
Write to volunteers regarding summer commitments	CC
Consider training sessions for volunteers	CC
Contact Afterdark again at end of January	AN
Chose images and inform AN	Committee
Order postcards and convey thanks to Martin Sim	AN
Source more discrete stickers, write instructions and convey to CC	GS/LC
Consult with Raymond on sale of DVDs	LC
Investigate the purchase and sale of T-shirts in the summer	JH
Review storage in the various cupboards	LC