

**Meeting of the Stonehaven Tolbooth Association
Wednesday 29th May 2013
Invercarron Resource Centre**

Agenda

- 1 Welcome
- 2 Apologies
- 3 Co-option
- 4 Minutes of previous meeting
 - a) acceptance
 - b) matters arising
- 5 Chair's report
- 6 Treasurer's report
- 7 Secretary's report
- 8 Curator's report
- 9 Shop report
- 10 Events Report
- 11 AOCB
 - a) Communications between Members and Volunteers
- 12 Date of next meeting

Minutes

Present. Andrew Newton (AN), Cressida Coates (CC), Dennis Collie (DC), Gwynne Stewart (GSt), George Strang (GS), Jim Bruce (JB), Ian Balgowan (IB)

1 Welcome. Cressida Coates welcomed the trustees.

2 Apologies. Laura Christie, Jacqui Harrold, Rachel Shanks

3 Co-option. GS proposed that Ian Balgowan should be co-opted onto the board of trustees; CC seconded the motion and it was carried unanimously.

4 Minutes of previous meeting.

a) Acceptance The minutes of previous meeting were accepted

b) Matters arising

| Action Point | Person | Report |
|--|---------------|--|
| Investigate funding from Edinburgh Organisation | JH | JH is absent so carried over to next meeting |
| Report on conversation with Raymond Milne re DVDs | LC | LC absent, AN agreed to re-open previous conversation with Martin Sim seeking clarification |
| Send out an email reminding all volunteers of the importance of the daily sheet. | CC | Done – see also AOCB |
| Contact Sea Cadets and Castle Charters | CC | Initial discussion held with Castle Charters but CC to seek further information from sea cadets and charter company |
| Investigate suitability of old display cases at Grassic Gibbon Centre | DC | DC spoke to Isabella Williamson but then discovered that the cases had been sent to auction. JB purchased on behalf of STA |
| Survey shop area and report on potential revamp | DC | DC has done a survey and has some ideas, now trying to source the cheapest materials. |
| Contact ACMS at Mintlaw regarding disposal of old humidifier | CC | Done. Mintlaw wish the dehumidifier to remain in situ as a source of spares |
| Approach Stonehaven Heritage Society | AN | To be progressed |
| | | |

Action Points. JH to investigate funding from Edinburgh organisation.
AN to discuss DVDs with Martin Sim
CC to have further discussions re outer courtyard
AN to contact Stonehaven Heritage Society

5 Chair's report

CC attended the Stonehaven Town Partnership's Planning for Real and during the day received 9 new applications from members of the public wishing to join STA. However, it was emphasised that there is some doubt on their level of commitment to volunteering at the museum. CC is struggling to get volunteers to fill the museum rota and suggested that STA should have an 'open night' at the museum which would be part social and part work related; this may encourage more members to come forward to work at the museum.

CC has made progress in identifying the young girl who was presented to the Queen Mother in September 1963 although her present address is currently unknown. Carol Kinghorn is aware of the upcoming 50th jubilee and is prepared to approach the Palace if concrete proposals are forthcoming.

Hannah Petrie has volunteered for a significant amount of attendance at the museum during the summer before she goes to university.

It has been suggested that the dinosaurs should be moved around as many young children are making repeat visits and finding the quiz too easy.

Some visitors have been making inquiries about the recent flooding but the committee decided against creating a dedicated display.

Action Point. XXX to move dinosaurs (need someone to action !)

6 Treasurer's report

Currently the funds stand at £10,006

DC has heard of concerns that the footfall is down this year compared to last year. However, although March was a poor month due to the weather April was an improvement over the previous year. There have been 3016 visitors in April & May 2013. The overall picture is that the footfall is being maintained but that there is close correlation between low footfall and bad weather.

7 Secretary's report

AN wished to flag up that there are no clear guidelines on general housekeeping, e.g. who puts more money into the phone? Who buys more paper towels? Etc. STA need to formulate procedures so that either volunteers can do the necessary or volunteers can have an assurance that points raised will be dealt by the committee.

The 3 service organisations (Lions, Rotary and Roundtable) in Stonehaven have combined to hold a harbour festival on 25th August. STA should prepare for this event.

STP are organising a new brochure to coincide with the opening of the refurbished caravan park and are seeking content from all the visitor attractions. The committee agreed to the text tabled by DC/AN.

8 Curator's report

Members of the public keep donating artefacts and this is rather embarrassing as space is limited and some of the offerings have limited or no historical value. GS stated that he will have to be firmer in the future and only accept items of relevance and/or importance.

A recent visitor questioned the whereabouts of a sword found by a relative at Dunnottar Castle and donated to the Tolbooth prior to STA assuming responsibility. ACMS have informed GS that the sword is stored at Mintlaw – STA have doubts that the sword was ever lodged in the museum but this is just another artefact that has fallen foul of the numerous local government re-organisations in the past.

Andy Bain has donated a model of the *Cutty Sark* but a case is required to protect it from any damage. JB is making enquiries.

Most artefacts are now recorded in a spreadsheet but acknowledgements are lagging behind.

JB asked about lighting which is dim at certain points in the museum. CC has now identified the AC clerk of works (Alan Scott) and will raise the issue.

Thanks are due to DC and JB for the work involved in installing the new cases.

Action Point. CC to contact the clerk of works.

9 Shop report

JH was absent but had sent an email.

The fleeces ordered from Woodview Crafts have arrived and are currently stored at JH's house but she needs to transfer them to the museum. They will be issued to the relevant volunteers around mid June; remaining fleeces will become stock.

JH requested 1) a lockable filing cabinet in the toilet area 2) proper storage boxes and a secure area for the shop stock.

These two requests caused significant debate but in the end the committee decided:

a) a small lockable cupboard should be installed in the toilet/office area for the storage of handbags etc

b) the storage of shop stock in the public area of the museum does not constitute a security risk and should be allowed to continue. However, the toilet/office area would benefit from a re-vamp in order to maximise its use as an office and as a storage area for fleeces, artefacts etc. DC may be able to donate kitchen cupboards but will investigate.

Action Point. DC to source and install lockable 'handbag' cupboard; also produce plans to re-vamp toilet/office area

10 Events Report

RS was absent but the committee was informed that GS was involved with 2 school visits and CC with one. The schools tend to split their pupils into 4 groups but the committee felt that that better use could be made of their time if only 3 groups were created – this would allow pupils more time at each theme session. To be discussed with school party leaders.

The museum had a visit from a local beavers group and GSt reported that 26 Oilwives had an enjoyable time recently; they donated £50 and GSt has acknowledged the donation.

11 AOCB

a) Communications between members and volunteers. Under section 6 it was flagged that there is a necessity to have better communication going up the way so that volunteers understand that any issues raised will reach the committee and be actioned as appropriate. However, the committee believe that there is also a problem in the other direction. Trustees have to understand that everyone is a volunteer and all have different characters and personalities. It is the duty of all trustees to take any consideration others' feelings and adjust their own attitudes so that none of our members feel threatened, disenchanted or afraid to voice any legitimate concerns.

b) Fundraising. GS mentioned that there are a number of wind farms coming on stream and many will have a community pay back fund. STA need to be proactive in sourcing new funding. Both DC and AN have limited experience of accessing funding but do not have the time to become dedicated fund raisers for the museum. CC will invite expressions of interest from the members

c) GiftAid. The problem of GiftAid was mentioned again with the re-occurring problem of getting members of the public to GiftAid their donation.

Action Point. CC to ask if any member is interested in becoming the fund raising champion.

12 Date of next meeting.

Wednesday 3rd July at the Resource Centre at 1930 hours.

Andrew Newton
21st June 2013

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

Summary of Action Points

| Action Point | Person |
|--|---------------|
| Investigate funding from Edinburgh organisation. | JH |
| Discuss DVDs with Martin Sim | AN |
| Have further discussions re outer courtyard | CC |
| Contact Stonehaven Heritage Society | AN |
| Move dinosaurs (need someone to action !) | ?? |
| Contact the clerk of works. | CC |
| Source and install lockable 'handbag' cupboard; also produce plans to re-vamp toilet/office area | DC |
| Ask if any member is interested in becoming the fund raising champion. | CC |
| | |