

**Meeting of the Stonehaven Tolbooth Association
Wednesday 26th February 2014
Invercarron Resource Centre**

Agenda

- 1 Welcome & Introduction of Kirsty Duncan, Cultural Services Manager
- 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 AOCB
- 11 Date of next meeting

Minutes

Present. Andrew Newton (AN), Cressida Coates (CC), Dennis Collie (DC), Gwynne Stewart (GSt), Clare Thomas (CT), George Strang (GS), Ian Balgowan (IB)

1 Welcome. Cressida Coates welcomed the trustees and stated that Kirsty Duncan's PA had intimated at the last minute that Kirsty Duncan was unable to attend due to a change in her itinerary schedule.

2 Apologies. Jim Bruce

3 Minutes of previous meeting.

a) Acceptance The minutes of previous meeting were accepted after a minor correction in section 7.

b) Matters arising

Action Point	Person	Report
Continue 'chasing' Aberdeenshire Council on boardwalk sign	CC	Still chasing
Write again to Mearns Leader re private visits	CC	See Chair's report
Contact Ruaraidh Wishart again	CC	See Chair's report
Undertake a stock take and order accordingly	GSt	Still to be undertaken
Check price of Treasure Trails with Liz Johnstone	CC	Done by CT and GSt
Send cover image to CT	AN	Done

Determine ownership of wicker carrying creels	GS	Owned by Aberdeenshire Council
Ascertain level of commitment/activity of members	CC	See Chair's report
Raise issue of spare key with Kirsty Duncan	Trustees	Done and permission given to make additional copies

Action Point. CC to continue 'chasing' Aberdeenshire Council on boardwalk sign
GSt to undertake stock take and order accordingly

4 Chair's report

The rota for March has been completed and copies will be place in the museum and at the Shell Hoosie.

The April rota template has been circulated and CC awaits input from the volunteers.

The Chair has written to all registered members alerting to them to the summer opening (from 7th April) and asking for offers of help and seeking confirmation of their museum commitment.

CC is writing a piece for the Mearns Leader concerning more volunteers, private visits etc and is aiming for publication on 13th March.

CC has updated the museum's opening times for 'Walking Maps'.

CC has contacted Ruaraidh Wishart re WW1 and Ruaraidh has given permission to use all the images in his presentation. CC is currently awaiting a DVD from Ruaraidh.

The National Archives are releasing the last will and testament of WW1 soldiers killed in action and CC raised the possibility of searching for local connections. CT suggested the names of those commemorated on the War Memorial would be a useful starting point.

CC reported on the meeting with Kirsty Duncan on 7th February which was not as productive as initially hoped. However, the footfall for all Council museums was provided, permission was given to cut extra keys (see matters arising) and STA was informed of support from the local Business Support Worker (Robert Armstrong? / Karen Smith?). However, the latter point has raised some confusion within Aberdeenshire Council as they seem to be unaware of this arrangement. The Area Manager is arranging a meeting with STA to discuss.

CC commended and thanked IB for the much improved fishing display

5 Treasurer's report

DC was literally just back from holiday and did not have the up to date figures to hand; however, he did settle outstanding claims from GS and GSt.

6 Secretary's report

David Chouman should complete the initial sketches for the courtyard next week and then he will arrange a meeting to discuss his vision(s).

We have had a request from the Imperial War Museum concerning HMS Archer which was a lease-lend ship adopted by Stonehaven in 1942. Various persons are seeking information about this escort aircraft carrier and her relationship with Stonehaven.

We have been informed that STA was not short listed for the Aberdeen City and Shire Tourist Awards.

AN has had discussions with Aberdeenshire Council over the future running of the Clock Tower. In essence AC would like STA to take over the running of these premises (without any liabilities) and it is a matter of finalising the details. Hopefully a draft set of conditions will be tabled at the March meeting for committee approval. One consequence of these proposals is that it was suggested that Raymond Milne would be an ideal candidate to be the lead for the Clock Tower.

The perennial problem of fluid leakage from the restaurant took a small step towards resolution as the tenant has agreed to permit AC to survey the flooring.

Action Point. AN to ask Raymond Milne if he would join the STA committee as a co-optee.

7 Curator's report

GS and Laura Christie have finalised the inventory and this is now up to date.

GS has acquired a couple of books and one will form the basis of a WW1 quiz which GS is constructing.

8 Shop report

GSt is to order new stock once the stock take is completed. The new stock will include small 'tourist gifts'

Most of the low cost 'Lucky Dip' prizes have been wrapped thanks to CT, GSt and Louise Coates. The prizes have been well received and appear to generate more sales and donations from grateful parents.

9 Events Report

CT is going to write to local schools (excluding those in Stonehaven who are well acquainted with the museum), guides, brownies etc.

The Facebook page is now operational courtesy of CT and we have a number of 'Likes'.

Action Point. CT to write to local schools and organisations

10 AOCB

Notice Boards - IB offered to put information into the 4 Community Council notice boards in Stonehaven. It was agreed that the original A4 poster created by DC would be ideal.

Dot Scot - AN informed the committee that shortly a new top level domain name will be issued for Scotland, in particular for business and cultural organisations. The committee approved the purchase of www.stonehaventolbooth.scot when it becomes available.

Volunteer Friendly - STA has received an invitation to become accredited as a Volunteer Friendly organisation. AN was asked to investigate further.

Action Point. IB to put A4 poster in notice boards.

AN to organise purchase of .scot domain name

AN to investigate the possibility of Volunteer Friendly accreditation.

11 Date of next meetings

The next regular committee meeting will be held on **Wednesday 2nd April** at the Resource Centre at 1930 hours.

Andrew Newton

1st March 2014

Secretary

Stonehaven Tolbooth Association.

(Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Point	Person
Continue 'chasing' Aberdeenshire Council on boardwalk sign	CC
Undertake a stock take and order accordingly	GSt
Ask Raymond Milne if he would join the STA committee as a co-optee	AN
Write to local schools and organisations	CT
Put A4 poster in notice boards	IB
Organise purchase of .scot domain name	AN
Investigate the possibility of Volunteer Friendly accreditation.	AN