

**1<sup>st</sup> Trustee Meeting of the Stonehaven Tolbooth Association**  
**Wednesday 12<sup>th</sup> September**  
**Community Centre Lounge, Bath St, Stonehaven**

**Agenda**

- 1 Present
- 2 Election of Office Bearers
- 3 Matters transferred from Tolbooth Group
- 4 Date of next meeting

**Minutes**

**1 Present.** Andrew Newton, Rachel Shanks, Gwynne Stewart, Cressida Coates, Dennis Collie, George Strang, Jacqui Harrold, Laura Christie and Liz Molloy.

**2 Election of Office Bearers.** The following areas of responsibilities were agreed:

<b>Name</b>	<b>Responsibility</b>
Cressida Coates	Chair and Rota
Andrew Newton	Secretary
Dennis Collie	Treasurer
George Strang	Curator
Laura Christie	Assistant to Curator
Rachel Shanks	Youth and Educational visits
Gwynne Stewart	Adult visits
Jacqui Harrold	Sales director
Jim Bruce	Facilities
Liz Molloy	Liase with Tourist Group and Trip Advisor Manager
Vacant	
Vacant	

**3 Matters transferred from Tolbooth Group**

The Action Points from the Tolbooth Group meeting of 22<sup>nd</sup> August 2012 were transferred to this meeting.

Approved at Committee meeting of 3<sup>rd</sup> October 2012

## Outstanding Action Point from Previous

Action Point	Person	Action
To provide a training pack	AN	Delayed until SCIO operating

## Summary of Action Points from meeting 22<sup>nd</sup> August

Action Point	Person	Action
To undertake stock take	DC/JH	Completed
To contact Mearns FM	RS	Completed, will now approach again to appeal for more members
To book and confirm venue for 12 <sup>th</sup> September	PB	Completed
To construct agenda for 12 <sup>th</sup> September	DC/PB/AN	Completed
To contact local schools.	RS	Completed
To investigate Trip Advisor	AN	Responsibility passed to Liz Molloy
To publicise museum on Google Places	RS	Almost completed, waiting for images (see 3 below)
To organise cupboard tidy up.	STA	Delayed until winter time
To order more fleeces	PB	PB will complete current orders and polo shirts and then pass responsibility to JH
To review Woodview products	JH	JH has reviewed but decided not to progress as the museum has to paid retail prices for any items and consequently there was little or no profit margin for our organisation.

## ‘Rollover’ Action Points.

AN to provide training pack

Committee to organise cupboard tidy up

### Other points.

1 It was suggested that all members would benefit from a ‘walk through’ of the exhibits under the guidance of experienced volunteers. This was a way to increase the knowledge of the exhibits on display; in addition it could be possible to voice record the ‘experts’ for the benefit of future members. The committee will pursue this topic over the winter.

**Action Point.** Committee to create guided tours for members.

2 A member suggested setting up accounts on Face Book and Twitter and it was agreed to follow this up.

*[Secretarial note. Subsequent to the meeting accounts have been set up that will be moderated by Richard Scott]*

3 Rachel Shanks and Liz Molloy require up to 10 images for Google Places and Trip Advisor.

**Action Point.** AN to supply images

3 It was decided that the Association should make a press release and have a photo shoot of available trustees on Sunday at 1330 hrs.

**Action Point.** AN to take photo and create press release

4 DC and JH have performed a stock take and now need to reconcile any discrepancies.

**Action Point.** JH/DC to clarify stock

5 Now that the Association has elected a treasurer a bank account must be opened and DC will now investigate the most appropriate bank and open an account. The initial signatories will be DC, CC and AN.

**Action Point** DC to open bank account.

#### **4 Date of next meeting.**

Wednesday 3<sup>rd</sup> October at 1930 hrs in the upstairs meeting room at the Invercarron Resource Centre.

Andrew Newton

14<sup>th</sup> September 2012

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

#### **Summary of Action Points**

<b>Action Point</b>	<b>Person</b>
Provide training pack	AN
Organise cupboard tidy up	Committee
Create guided tours for members.	Committee
Supply images	AN
Take photo and create press release	AN
Clarify stock	JH/DC
Open bank account	DC