

**Meeting of the Stonehaven Tolbooth Association
Wednesday 9th August 2017
Community 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 Clock Tower
- 9 Shop report
- 10 Events report
- 11 AOCB
- 12 Date of next meeting

Minutes

Present. Andrew Newton (AN), Bill Emslie (BE), Dennis Collie (DC), Cressida Coates (CC), Louise Coates (LC)), Gwynne Stewart (GS),

1 Welcome. CC welcomed the trustees to the August meeting.

2 Apologies. Ian Balgowan (IB), Tom Macpherson (TM), Gordon Ritchie (GR), Clare Thomas (CT), Mary Sutcliffe (MS), Jim Bruce (JB)

Absent. None

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 12th July 2017 were accepted.

b) Matters arising

Action Points	Person	Action
Issue instruction on Clock Tower monitor	CC	Still outstanding
Oversee design of an agreed corporate identity	DC	See Treasurer report
Contact potential donor	CT	Progress unknown
Return Rosslyn Russell's book to CC	DC	Done
Clean gutter	JB	Done
Contact Environmental Health	CC	Environmental Health is satisfied that the operation of the restaurant bins is within guidelines. The pest control company have been contacted over the sighting of more rats

Meet with Colin Conn	JB	Done

Action Points:

CC to issue instruction on Clock Tower monitor

CT to contact potential donor ??

4 Chair's report (Cressida Coates)

The vacancy on the rota for Sunday 13th August has been filled but CC is looking for a volunteer for Monday 14th.

The rota for Harbour Day (Sunday 27th August) is complete.

CC wished to record the committee's thanks to Amanda Hoffman for all the work she carried out during her placement in the museum. It is unlikely that Amanda will be able to make a personal report to the committee before her return to the USA but CC has requested a brief written review. Amanda was presented with a few small farewell gifts and DC refunded all her travel expenses between Aberdeen and Stonehaven.

5 Treasurer's report (Dennis Collie)

DC reported that since 12th July and to date the finances were as follows:

Income –	Donations	£968.12
	Sales	666.84

Total - £1634.96

Expenditure –	Stock	£529.04
	Admin	413.87

Total - £942.91

DC tabled a discussion document on corporate identity and this covered logo, strap line, size, font etc. The committee will recommend to the September meeting that the black and white logo of the Tolbooth building should be adopted as the official logo. There should also be a standard size on all letterheads etc. with a reduced standard size on price tickets etc. Strap line, fonts etc. were not discussed in detail.

6 Secretary's report (Andrew Newton)

CT and AN have provided a Power Point presentation and associated documents to the symposium in Turkey.

A meeting has been held with the main architect and the final report to the planning department will be submitted this week but officials are reporting that all issues have now been addressed and that a decision should be reached by mid-September.

AN has been contacted by one of our potential funders to alert him that there are possible changes in the funding process. A meeting has been scheduled for Thursday 10th August to discuss further.

Open Doors Day is proceeding fairly smoothly and Marine Scotland has been in touch about arrangements for the Outer Courtyard. JB has agreed to lend his gazebo for the day.

7 Curator's report (Louise Coates)

LC met with Amanda Hoffman and the latter handed over the updated asset register. LC has been going over the register and identifying entries that needed further clarification. Information on all the most recent artefact donations has been uploaded to the register.

8 Clock Tower (Andrew Newton)

An intermittent fault on the Fire Balls TV has been reported to Aberdeenshire Council.

BE again informed the meeting that the barometer appears to be stuck in the one position. AN will report this observation to the Council.

Action Point

AN to report possible fault with barometer

9 Shop Report (Gwynne Stewart)

New stock has been received from Glen Appin and Sprint Design and AN will purchase items from his Chinese supplier.

More Lucky Dips have been ordered, as have T-shirts and fleeces from Woodview.

10 Events (Clare Thomas)

In CT's absence there was little to report but DC informed the trustees that one of the planned visits from the Babes in the Woods nursery has had to be cancelled due to a clash of dates.

11 AOCB

AN reported that the current Visitor Book was nearly full and CC offered to purchase at least one new book.

The stock of Hunt the Dinosaur sheets is again getting low and CC will produce more. There was a discussion on re-vamping the sheet and the images scattered around the museum. AN will send the new images etc. to CC and the latter will phase in the new sheet with help from Shona Barclay.

The Fire Alarm has been triggered twice in recent weeks for no apparent reason. The committee is unaware when it was last serviced. No action taken at the moment but to be kept under review.

JB is renovating his sheds and requests that STA removes the chairs that he is holding on its behalf. DC to investigate a possible alternative storage facility.

The electrician has nearly finished installing the new light system but is waiting for more supplies to arrive from Germany.

BE wished to record his appreciation of TM's work on the latest Tolbooth Times.

Action Points:

CC to purchase new Visitor Book

AN to send dinosaur images to CC who will phase in new Hunt

DC to investigate alternative storage facilities

13 Date of next meeting

Wednesday 6th September 2017. DC and BE tendered their apologies.

The AGM will be held on 27th September.

Andrew Newton
10th August 2017

Secretary

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Points	Person
Issue instruction on Clock Tower monitor	CC
Contact potential donor ??	CT
Report possible fault with barometer	AN
Purchase new Visitor Book	CC
Send dinosaur images to CC who will phase in new Hunt	AN
Investigate alternative storage facilities	DC