

**Meeting of the Stonehaven Tolbooth Association
Wednesday 9th May 2018
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 Future dates

Minutes

Present. Andrew Newton (AN), Dennis Collie (DC), Cressida Coates (CC), Mary Sutcliffe (MS), Bill Emslie (BE), Clare Thomas (CT), Ian Balgowan (IB), Gwynne Stewart (GS), Tom Macpherson (TM), Gordon Ritchie (GR), Jim Bruce (JB)

1 Welcome. CC welcomed an almost full house to May's meeting.

2 Apologies. Louise Coates (LC)

Absent. None

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 11th April 2018 were accepted.

b) Matters arising

| Action Points | Person | Report |
|--|---------------|------------------------------|
| Continue trying to contact Craig Elliot | CC | Still trying to make contact |
| Register with Amazon Smile | AN | See Secretary's report |
| Sell sovereign | DC | Done |
| Send evaluation spreadsheet to CC | AN | Done |
| Write to donor of Muchall's project | AN | Done |
| Remind volunteers about opening Clock Tower | CC | Done |
| Mention volunteer age restriction on Face Book | CT/MS | Will be done shortly |
| Contact Moira Marshall | CC | To be actioned |

Action Point.

CT/MS to mention age restriction on Face Book

CC to continue to try and contact Craig Elliot

CC to contact Moira Marshall

4 Chair's report (Cressida Coates)

CC spoke about the continuing problems of getting sufficient volunteers to man the museum during the six day week. On some days the museum has only one staff on duty. CC has sent out a note intimating that if any staff find themselves operating by themselves they are free to stand down.

We recently welcomed two new recruits and a Ceri Webster has now joined our ranks.

CC raised the subject of the shop re-vamp that is being carried out by DC. Dennis was complimented on the improvements that are already apparent even though it is not finished. CC has been taking soundings from various volunteers and there are full marks for the quality of work. There are some concerns over permitting visitors into the 'body' of the shop as it is already a small and cramped area. There is also a desire to have some sort of shop counter and DC reminded the committee that this is on the plan that he is working on. JB was happy to move his stock to the large cabinet opposite the job area but that he has concerns over no longer being able to view the whole of the East Room from the shop, especially the ability to monitor visitors using the oat/wheat grinder. The committee decided that if this is safety issue then the grinder wheel has to be restrained in some manner. After extensive discussion the committee decided to review the shop improvements after DC has completed the work.

6 Treasurer's report (Dennis Collie)

DC reported that in the period 14th March 2018 to date the finances were as follows:

| | | |
|----------|-------------------|------|
| Income – | Donations | £552 |
| | Sales | £498 |
| | HMRC Gift Aid | £162 |
| | Sale of Sovereign | £200 |
| | Talks | £40 |
| | Sheila Walshaw | £50 |

Total - £1502

Expenditure – Stamps £8

6 Secretary's report (Andrew Newton)

STA is now registered with Smile Amazon. This will enable shoppers on Amazon to request the latter to donate 0.5% of the net purchase price of items bought on Amazon to the Association. There is no additional cost to the individual. To get started go to smile.amazon.co.uk – in the charity check box that will appear type *Tolbooth*. Select *Stonehaven Tolbooth Association* and then go to the Amazon shopping area as normal. TM will put this information in the next issue of the *Tolbooth Times*.

It had been previously reported that Stonehaven Lions were willing to donate money to the museum for some tangible projects. The committee discussed various projects and tabled the following suggestions:

- New panels for SHS photographs
- Two new TVs with built in player
- New DVD
- Action to preserve old photos
- Print a book on local rocks and shells

AN will take these suggestions back to the Lions for further discussions.

The application to NESFLAG for funding for the second phase of the extension has been submitted. NESFLAG raised two minor queries and these have addressed. We now await the next stage of the funder's assessment.

Action Point

AN to pass Smile Amazon information to TM

AN to liaise with the Lions

7 Curator's report (Louise Coates)

LC is about to end her academic year at University and then will have time to review the asset register and reconcile all artefacts with the data on the register.

8 Clock Tower (Andrew Newton)

The TV has now been repaired and the video is back on a continuous loop. The technician demonstrated how to remove the TV from the display panel and at the same time he protected the back of the set from future debris falling down the Tower's walls.

The barometer is still 'sticking' and has been removed for further investigation at a workshop. SHS has been informed.

9 Shop Report (Gwynne Stewart)

GS appreciates the shop re-vamp and will re-organise the stock once DC has finished. Gwynne will shortly place a new order with suppliers. DC mentioned that some price tickets have gone missing but there is a comprehensive price list on the wall.

10 Events (Clare Thomas)

CT informed the committee that a group of Girl Guides will visit the museum on the evening of 19th May.

On 23rd May there will be two visits from Arduthie School – at 10:00 and 10:45. These are P1 and P2 pupils who are undertaking a project on Grannie's Attic. CT, MS and TM will be in attendance with IB and DC as reserves.

11 AOCB

1. GR has completed his work on the GDPR and will provide AN with a copy to be place on the web site. STA will have to notify all on the *Tolbooth Times* circulation list that they

will have to opt in to receive future copies of the Times. CC will put suitable text in the email accompanying the next *Tolbooth Times* release.

2. GR may re-vamp the current SHS display
3. DC has accumulated a small collection of foreign coins from the small donations which he offers to anyone interested.
4. CC mentioned that the dinosaur hunt is about to be refreshed in conjunction with Shona. TM requested more sheets and CC will provide limited copies in advance of the major overhaul.
5. MS pointed out that we now longer have any prizes for the senior quiz as stocks of notebooks and rubbers are exhausted. GS will investigate possible new prizes (possibly in conjunction with Shona).

Action Points

GR to pass new GDPR document to AN.

GS to source prizes for the senior quiz.

12 Date of next meeting

13th June

Dates of meetings for subsequent 2 months

11th July 1st August

Andrew Newton

12th May 2018

Secretary

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

| Action Points | Person |
|--|---------------|
| Continue trying to contact Craig Elliot | CC |
| Mention volunteer age restriction on Face Book | CT/MS |
| Contact Moira Marshall | CC |
| Pass Smile Amazon information to TM | AN |
| Liaise with the Lions | AN |
| Pass new GDPR document to AN. | GR |
| Source prizes for the senior quiz | GS |
| | |