

Meeting of the Stonehaven Tolbooth Association
Wednesday 13th January 2021
Virtual Meeting via Zoom
(Courtesy of Liz Ritchie)

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 report
- 9 Shop report
- 10 Events report
- 11 AOCB
- 12 Future dates

There was a technical hitch with setting up the Zoom meeting which resulted in some potential attendees believing that the meeting was cancelled at the last moment.

Minutes

Present. Cressida Coates (CC), Andrew Newton (AN), Gordon Ritchie (GR), Liz Ritchie (LR), Louise Coates (LC), Douglas Cusine (DCu), Ian Balgowan (IB), Clare Thomas (CT),

1 Welcome. CC wished the trustees a Happy New Year and hoped that 2021 would be more successful.

2 Apologies. Mary Sutcliffe (MS), Jim Bruce (JB), Dennis Collie (DC) – believed meeting cancelled

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 4th December were accepted

b) Matters arising

Action Point	Person	Action
Investigate any double pricing	GS	In GS's absence there is no report
Get quote for bulk order of inscribed pencils	LR	LR decided to reduce order to 250 until she has assessed the reliability of the selected company and the quality of the product
Get revised quote from Sharper Images	GR	See AOCB
Contact Brian Cordiner	GR	No progress due to museum closure
Contact Wes Lewis in regard to external banner	DCu	Has received a good review from Maria Lewis. Cost could be £15 but due to closure there is no urgency
Check cabinet lighting	DC	AN reported that the lighting in the metal

		detector cabinet is now working
Investigate new sign by donation box.	AN	New sign installed but needs refinement
Supply revised daily record sheet to CC	DC	Done

Action Points.

GS to investigate any double pricing

4 Chair's report (CC)

In order to comply with Scottish Government guidance the museum was forced to close and currently there is no sign when it will be permitted to re-open

5 Treasurer's report (DC)

In DC's absence there is no report.

Apologies from CT as she had leave to attend another meeting.

6 Secretary's report (AN)

Between Christmas and the New Year an online shop page was installed on the website. It is not a full ecommerce store – this would require considerable investment in time and money – but it is fully functional and adequate for the number of items that the museum is likely to sell.

All the paperwork has been completed for the start of the latest MGS award.

Aberdeenshire Council have provided the 2020 footfall for the museums operating under the Live Life Aberdeenshire umbrella.

Peterhead museum	579
Mintlaw HQ	23
Aberdeenshire Farming	1269
Banff museum	60
Banchory museum	343
Total	2074

Tolbooth	2542
Total all museums	4816

The Tolbooth contributed 53% of the footfall for 2020

Ian Hunter has discovered a copy of a film made around 1984 by Grampian Television and has offered a copy to STA.

An hour previous to the meeting an email was received from Aberdeenshire Council requesting a meeting regarding an asset transfer of the Tolbooth. The email will be circulated for discussion.

7 Curator's report (LC)

Nothing to report.

8 Clock Tower report (AN)

Nothing to report

9 Shop Report (GS)

In GS's absence there was no report.

10 Events Report (CT)

For the purposes of this meeting this agenda item was discussed prior to the Secretary's report as CT had to leave for another meeting.

Since the last meeting LR has been added as an administrator to STA's Facebook page and both CT and LR have been working to improve the page; they have also set up an Instagram account – currently 54 followers. The pages have also been tagged to other organisations, e.g., Stunning Stonehaven, RNLI, Grampian Motor Museum, Peterhead prison etc. This has raised the museum's profile, especially as CT and LR are now drip feeding new images into these media. The image of the kitchen cabinet has generated a number of comments. Thanks are due to LR's daughter for invaluable social media advice.

11 AOCB.

Stonehaven Shops (1960 - 2020). The sale of this book has gone exceedingly well and now is the time to review the selling arrangements. DCu pointed out that Donald Mitchell had undertaken all the postal arrangements and believed that this should now be brought in-house. CC offered to undertake the posting of any new online orders. GR stated that he personally knew all the local outlets and over the next few weeks would follow up to ascertain whether they had any stock/monies awaiting collection. For the rest of the lockdown it is anticipated that the only sales will be via the online store on the website. The committee requested that AN contact the local outlets with a letter of thanks for their efforts during a difficult time. The committee will also look at other ways to thank these outlets; one suggestion was an invitation evening at the museum sometime in the future.

GR reported that the printer produced a number of faulty books and the print run was below the number commissioned. These 'glitches' will be resolved before payment.

Again thanks were offered to Tom MacPherson for his sterling work in preparing the text for the printer.

DCu reported that Frank Robertson (illustrator of *Stonehaven Shops*) had received a request for a copy of his cover drawing. DCu wondered whether there was any mileage in STA producing 25 (?) copies as another potential marketable item.

SHS historical photographic collection. GR reported that there have been further discussions with Sharper Images and slightly more work is entailed before the company can make the digital copies as proposed. GR has probably in excess of 400 mounted and unmounted images and captions need to be typed for many of images. DCu offered help as did CC, LC and AN.

Display boards. GR is looking at creating new panels for:

- R W Thomson
- Lord Reith
- Brownlow's Baptism painting

Stanehyve Magazine. Dawn Black estimates that she requires a one terabyte flash drive to load up all the back copies of the Magazine. The committee agreed to the expenditure of £40.

Pens. LR has been trying to source eco-friendly pens to complement the pencils which will be given away as 'prizes. To date LR has been unable to identify products that are truly eco-friendly. She will keep investigating

Museum Galleries Scotland (MGS). DCu questioned the wisdom of MGS on insisting on the employment of the media consultant during the time that the museum is in lockdown and he will discuss this with MGS. AN expressed disappointed that MGS had turned down that part of the application that planned to employ a historian. The committee concurred and agreed that the employment should be funded out of the STA general account as per the MGS application.

Cinefilm. IB is reviewing his collection of photographic material – still and moving – and believes that he has a cinefilm taken aboard his vessel whilst seine netting around 1973. He will investigate further and donate the article if found.

OSCR and the Constitution. DCu reported that OSCR was becoming insistent that all charities must insure that their constitution permits ‘virtual’ meetings. AN to investigate.

Action Points

AN to write to local outlets of ‘*Stonehaven Shops*’.

AN to investigate the constitution and ‘virtual’ meetings.

12 Dates of future meetings

10th February (via Zoom) – 1900 hrs.

CC closed the meeting by thanking LR for her technical input.

Andrew Newton

14th January 2021

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Point	Person
Investigate any double pricing	GS
Write to local outlets of ‘ <i>Stonehaven Shops</i> ’	AN
Investigate the constitution and ‘virtual’ meetings	AN