

Liskeard and District Museum

Museum Management Meeting – 13th December 2018

Those present: K Partington (Museum Coordinator), J Buchanan (Volunteer), A Soady (Volunteer)

1.0 Minutes of last meeting : Last meeting minutes agreed.

- 1.1 The group requires verification on where the dance display items went when the display was dismantled and ask whether any items were not accessioned.
- 1.2 It was decided that Pauline Hubner would be consulted if needed for image projects. Her details are on system as a consultant volunteer.
- 1.3 Actions noted
 - 1.3.1 Evidence required regarding impact of separating returned loans file
 - 1.3.2 One student from Plymouth University has been referred. The group authorised travel expenses using the cheapest fair available.
 - 1.3.3 The planning for next years events needs to be re-allocated
 - 1.3.4 The need for improved signage needs to be highlighted to C&E
 - 1.3.5 JB has decided not to proceed with the grant application regarding the WW1 research donation but has identified a War Graves Committee and Oxford University project that may be suitable as an alternative. Action JB to forward information to KP

2.0 Chair

- 2.1 Following the resignation of Dave Ambler, a new structure for the Management Group was proposed to C&E which was accepted (amended Terms of Reference attached https://liskeardtowntownmuseum-my.sharepoint.com/personal/liskeardtowntownmuseum_onmicrosoft.com/Documents/Documents/Museum%20Management/Museum%20Management%20Group%20Terms%20of%20Reference.docx). Cllr Simon Cassidy and Cllr Anna Clarke will act as support for the group and museum.

3.0 Volunteers

3.1 Project Reports

- 3.1.1 We will need to look for another volunteer to champion the photography project proposed in previous minutes 3.8 **Action JB / KP**
- 3.1.2 JB recommends that the augmented reality in the museum be cut if there is insufficient budget rather than cut the coordinator role.
- 3.1.3 The loans procedures are being refined. The loans out procedure was discussed at the volunteer meeting
- 3.1.4 Items found in the museum with no apparent paperwork are being slowly investigated and sorted out.
- 3.1.5 There have been three events in the museum. A book signing event provided a £30 donation and Nina Hills provided two story-telling and craft sessions.
- 3.1.6 The museum has had two temporary exhibitions. A WW1 exhibition and currently a Christmas exhibition
- 3.1.7 A brief conversation has taken place with Sue Pike regarding involvement of Hillfort primary students in temporary exhibitions relating to school topics.
- 3.1.8 The three sounds are now permanently installed and a video screen in the Henry Rice Room.

- 3.1.9 Decisions need to be made regarding exhibits in the Henry Rice Room once the loan of medical instruments ends in October 2019. We may ask to extend the loan to the end of the year. **Action AS**
- 3.1.10 The reference area of the Jeanne Rees room is being audited and reorganised to make it more DIY friendly.

4.0 Coordinator

- 4.1 KP has had a meeting with Studio Wallop regarding the update of information in the augmented reality facility in the museum.
- 4.2 We have two new volunteers. JB will be stepping back due to other commitments
- 4.3 KP has attended some very useful marketing workshops which will help to set up a Marketing Plan

5.0 Policies & Plans

6.0 Finance

- 6.1 Reserves in the budget to be spent this financial year should be spent firstly on the most expensive item which is a new display cabinet, then on conservation of the shop sign as it is deteriorating and then if there is enough left over, on restoration of the stove.
- 6.2 The group discussed fund raising options such as donations through Facebook and the Website and wondered whether a supermarket would collect in store or sponsor. **Action KP to investigate**

7.0 Other Business

- 7.1 The group questioned whether the insurance that we have is fit for purpose as items leaving the museum are not insured unless their value is more than £2,500. **Action KP to investigate**

Next Meeting: 25th February 2019 Mayor's Parlour