

Liskeard and District Museum

Museum Management Meeting – 25th October 2018

Those present

Museum: K Partington, J Buchanan, A Soady

Museum Mentor:

Apologies: S Meads

1.0 Minutes of last meeting : Last meeting minutes agreed. Actions Noted

- 1.1 Pauline Hubner has not yet been contacted regarding photo storage advice
- 1.2 The process of deaccessioning and disposing of sewing machines has progressed as advised with thanks to Joss for all her hard work in clearing the outside storage area.
- 1.3 Although volunteers have fed back that one file on MODES would be easier to search, the management group still believe that it would be better to create two files so that the main data base does not get cluttered. Advice to be sought from Museum Mentor
KP to Action
- 1.4 Studio Wallop will be sending pdfs so that we can print more code boards to improve access and new content will include a trail leading the visitor from one point to another
- 1.5 JB will be linking with Plymouth University to promote work placement opportunities at the museum
- 1.6 KP has attended a Digital Marketing Workshop through the Cultivator Program.

2.0 Chair

2.1 David Ambler has stood down from the group. The group recognise that Councillors have many commitments and it was felt that the group can continue on a regular basis without the presence of a councillor and report to C&E through the Coordinator role attending committee meetings. The group welcomes support from nominated councillors. It was also recognised that the Museum Mentor is not able to attend all meetings but her knowledge and experience is valuable as advisor at both the Management Group and the Volunteer Group. The Management Group recommend that a review meeting is arranged for the Museum Mentor and any volunteers who wish to attend on an annual or 6 monthly basis. **Action: KP to speak to SM**

2.2 It was recommended that the Management Core Group exists as a minimum of 3 members (Coordinator plus 2 elected volunteers) with the Museum Mentor as advisor. Advice is to be sought when there is no unanimous agreement. **Action KP to amend the terms of reference**

3.0 Volunteers

3.1 Project Reports

The museum received good feedback regarding the storytelling events at half term. KP is keen to put together a chronological list of events taking place in town and at the museum with the aim to link them together.

There was a suggestion to source a choir willing to sing in the museum in the weeks before Christmas closure.

3.2 The Rapson collection project is progressing well but the time line has been increased as it is recognised that the volume of images will take some time to sort through.

The progress on the deaccessioning and loans is evident. Many thanks to Joss and Mary-Ann.

The audio project equipment is currently being sourced. The sounds may not be conducive for some visitors but the museum plans to hold quiet opening events. KP has attended a workshop about Autistic Children in Museums through the Cornwall Museums Engagement Network.

3.4 JB will be passing the cabinet purchase investigation to Mary-Ann. The cabinet will be placed in the Jeanne Rees Room. There will need to be improved signage to encourage visitors into the room for research and temporary exhibitions.

3.5 JB proposed a new project based around the Liskeard WW1 research that Tony Hall will be donating to the museum and application to the Arts Council for funding as a community project to make the research accessible to the public. The bid will include funding for a project manager. The management group asked JB to prepare the application for C&E. **JB to action.**

3.6 JB proposed to review the branding for the museum. KP & JB are to attend a marketing course through the Rural Proofing & Resilience Program. KP has also attended a digital marketing course through Cultivator which identified branding as one of the strands to work on.

3.7 There is opportunity to advertise on Liskeard Radio. The group agreed in principle but requested some statistics on listener numbers and reach plus costs. The message would be to remind local people that we are here.

3.8 JB proposed a new project involving a photography workshop run by a local photographer and challenge for the community to take contemporary photographs to mimic historic photos that the museum hold. The proposal will be taken to the next volunteer meeting.

3.9 The toy exhibition will be changing to include Star Wars toys and hopefully a Dr Who Darlek. Phil is proposing to include toys from another collector. The agreement with Phil Chapman to display his exhibition at the museum will need updating and one prepared for the new collector. **Action KP**

4.0 Coordinator

4.1 A Privacy Notice has been prepared for the museum which the group approved.

4.2 The group also approved the Volunteer Expenses Policy including the clause about production of receipts.

4.3 KP to investigate a music licence for the museum. **Action KP**

5.0 Policies & Plans

5.1 JB will be contacting Studio Wallop regarding documentation and contract for the Zap Augmented reality. **JB to action**

6.0 Finance

6.1 A new printer has been ordered as it was not economic to repair the old one. £230 (including a set of inks)

6.2 The budget reserve will be spent this year to cover the cost of a museum standard cabinet, printer (used for research information) and scanner for the Rapson Project plus a license to continue the augmented reality (£1,200) and £500 toward the 'Women of Liskeard project. We have not spent much on marketing this year so have sufficient funds for a radio advert £220 to £275.

6.3 Budget setting for 2019/20. The group considered how further budget cuts could be made. Volunteer expenses could be cut further if more local volunteers were recruited but a realistic average over the coverage area is 4-5K plus training expenses. Collection care and community event expenses will be paid through donations and grants. The shop purchases should be self-sustaining through sales. Office expenses & ICT will be supported through the LTC budget. The budget proposal was agreed to go to C&E.

7.0 Other Business

7.1 The museum will remain open through the winter with a brief closing time in line with the Tourist Information Office between 22nd December and 7th January.

Next Meeting: 13th December 2.15pm New Liskeard Room