

Record of Full Volunteers Meeting - Friday 6th May 2016

Present: Amanda, Gordon, Hella, Jo, Julia, Kate, Keith, Sue, Tina H.

Apologies: Jayne, Frances, Richard, Stephanie, Malcolm, Yvonne, Tina B

- 1) Welcome and thank you extended to all.
- 2) Expenses - there was a reminder that these will only be paid monthly and claim forms should be in the office by the first week of the month.
- 3) Name badges for Volunteers was discussed. Pros and cons were discussed of pin ons, magnetic and lanyards. There was an general preference for lanyards - but they might need to be double sided. The question of what to put on the badge was raised, and a decision made for Christian names, Volunteer and the current logo. Hella to look into cost.

The question of the logo only being accepted for a year was raised, and a suggestion made by Sue that in order to save taxpayers/council money the logo should be omitted as if it is not accepted following this year that would mean a further cost next year if they had to be reissued.

Overall, volunteers want to use the logo for this year, since they want the public to see it.

- 4) Hella showed the design for a new donations box for the TIC area which those present approved off (this to be a donation) and Gordon has been in touch with the designers at Tiverton. He will order a box that lights up (as per the Tiverton model) when donations are made for the area outside the disabled WC. This will cost in region of £300, plus the cost of running in power for same. The logo panel will be used initially, but this of course could be changed at any point, to suit future displays, etc. if so desired.

5) Volunteers reports

(i) Julia reported that her listing of the books in our reference library was nearly finished - she was looking forward to stamping them in officially!!! Those accessioned have remained so, and location has been put on modes. She is producing a spreadsheet for the same. The cardboard box was full of unaccessioned books - probably unwanted - for volunteers to go through - check they are not wanted and then finding ways to dispose of them was discussed.

The family History Day on 21st May might be a good place to start, offering books for a donation!

(ii) Keith had a request for more clarification of what has been done in the Storerooms, and asked whether a plan could not be issued for the storerooms. A lengthy discussion followed as to procedures and best practice. Amongst many others, the following points were made:

- a) Photos are for identification, and the process was clarified.
- b) Location should never put on an object. Sellotape and bubblewrap were also not recommended.
- c) The Rapson Store is almost completed, (but it would be good to indicate with red dot/stars once a shelf/area has been completed.
- d) The Jeanne Rees Room has begun, but there is still no clarity on exactly what's been done.
- e) Carport store has not been done. Many display items are neither accessioned nor labelled.
- f) The question of duplication of effort, and the desire to have a record/proof of what we are achieving is important.

- g) Because volunteers come of different days, please use the message book to communicate what has been done. and for all communication. Volunteers need to check this every time they come in please!

After a lot of talk, overall the feeling was that we are doing our best! There is no quick fix for this work and changes to Modes! It was appreciated that it would be good to know that progress is being made. Communication is vital and more volunteers would be good too!

It was agreed that at the next meeting, volunteers would share what they have done!

- (iii) Kate and Kelly had done the induction with Jayne and Kate said she had her handbook! Jayne has pointed out that all volunteers need to do an induction (even the old-timers) and should have a booklet (part of accreditation requirement). It was agreed that it could be done in a group!

6. Training - Hella encouraged all volunteers to keep an eye on the courses that come up and if they see one that they are interested in to apply. Many/most courses are free and there is money in the budget for travel expenses for this purpose. It is also an opportunity to meet other museum-minded people!

7. Future Displays

A meeting to be held on Tuesday 17th May at 2.00pm to discuss ideas for displays for next year. Once ideas are in place, then they can be developed along the lines Stephanie suggested in her talk on setting up displays. There needs to be good, clear strategic planning. If volunteers are unable to come they should leave their ideas in the "Display" file by the laptop computer in JR room.

The point was raised that the public need to be asked (as the Tiverton model) but in view of the time constraints this year, this will be deferred to next year. However, the suggestion was made to add a question on to our customer surveys, prompting ideas.

The number of volunteers was also raised (Tiverton has 79!) - this is a reality check for us. At the end of the day our displays will always be dictated by our resources - both of artefacts and volunteers capacity and enthusiasm!

8) The Website is now ready to get going - Tina (who is setting up for us) is asking the web domain holder if payment can be made with a cheque - to facilitate council payment procedures. The cost would be £60 per annum.

9) Gordon stressed that the shop sales made £88.96 in profit this last month. A 400% increase on the same period last year. Tina emphasised that we need to keep reviewing our stocks and our sales.

10) Once new shelving is in the TIC, then Hella proposed that we use the old display cabinets and have a final burst of loans from Liskeard residents - all of whom who have been inspired by the toys collection! This to be accompanied by a press release.

11) The Man Engine's coming to Liskeard was raised and all agreed that the Museum needs to take part, but not with new displays. Ideas mentioned were: exhibiting selected artwork (or a certain quality), making miners hats, or drawings. Timing 10.30 - 12pm before arrival of Man Engine. A mineral related quiz was also suggested, which could be extended for a summer visitor activity! ?Tina to action?

12) Cornwall Family History Day - Hella asked that as many volunteers as possible be there to help on the day - between 10 and 3pm. Frances has already prepared some old photos and plans

to bring the microfiches. We also proposed moving unaccessioned materials and flyers and books asking for donations.

Dates for the Diary

Tuesday 17th May - Ideas for New Displays 2017 - 2.15pm

Saturday 21st May - Cornwall Family History Day - Public Hall 10 am - 3pm

Sunday 17th July - Volunteers BBQ - 12.30pm

Friday 9th September -Full Volunteers Meeting - 2.15pm