

Liskeard and District Museum Management Meeting

16th November 2016, 2:15pm

Present: Amanda Soady, Tina Hitchings, Gordon Stokes (chair), Stephanie Meads, Sue Pike, Jayne Buchanan (minutes).

1: Apologies: Hella Tovar

2: Chairman's comments

Gordon thanked everyone for their efforts on the closing and takedown of exhibits. The museum is currently closed to the public until Feb 13th 2017 to allow the new exhibits to be created and existing ones updated. The process of removing artefacts from display and returning to store went very smoothly.

3: The Forward Plan

Changes to the forward plan have been agreed and implemented. Hella and Stephanie now need to perform a final review. Bryony is to facilitate a meeting on the 8th December to discuss the final plan and details of the management of the museum. Gordon requested attendance by core team.

4: Finances

Gordon reported that the museum is within budget. It has been agreed to fund the new cabinets (to be made to fit in alcoves) using the honorarium which has not been spent. He has requested that any unspent monies be carried forward to 2017 budget.

Donations have been very good this year, perhaps partially due to the improved donations boxes. To investigate the labelling of one of the new cabinets with the label, "Purchased with donations from visitors", to highlight the importance we place in receiving donations.

5: Website

Jayne and Hella attended training in the Cornwall Museums Partnership developed website, on which Liskeard has a page. The improvements to the website have made it much more appealing. Additionally having the training gave us the opportunity to ask questions and try it out. It has been decided to go forward using this website and not develop our own.

6: Update on the progress of Exhibitions for 2017

Tina outlined the positive progress of the Daniel Gumb room. All plans on target, with the room clear of artefacts, the move of the TV and cabinet complete and the

development of the information boards ongoing. Stephaine highlighted the need to keep the amount of information on the boards as brief as possible, but also to investigate 'scan codes' which might take you to more online information via a smart phone.

The ground floor is clear and the plans for the plastics / toys / environmental display with Rob Arnold progressing well.

The idea of a children's trail to link the tin in the toys to the Daniel Gumb room was discussed

7: Volunteer Action list for next full volunteer meeting (28th Oct 2016) omitted as included in error.

8: Buddies / backup for management team

Tina (Brian), Amanda (Julie), Sue (Kate), Hella (to fill), Jayne (to fill), Gordon (to fill)

9: AOB

The Christmas party will be in the council offices on Friday 9th Dec at 1pm, after the next full volunteers meeting. All volunteers welcome.

Volunteer recognition was discussed at length. Decision made not to give gifts for recognition as it is very difficult to quantify how much time people are giving. Instead it was agreed that whole volunteer events such as the Christmas meal were the way forward. We could also look at a trip to another museum funded through training. For outstanding contribution Stephanie highlighted the county-wide recognition scheme for volunteers. Individuals could be put forward for this by the team if thought applicable.

10: Next meeting: 21st Dec 2016, 2:15pm in Museum

Email to be sent out to inform volunteers that the Jeanne Rees room is closed when Museum meetings are held.