

Minutes of the Dollar Museum Trust Meeting, Wednesday 5th September 2018 in Dollar Museum

Present:

Janet Carolan (Chair)	Julia Adamson
Bruce Neilson (Depute Chair)	Anne Sutherland (Treasurer)
Colin Davenport	Susan Mills
Graham Pearson	Cecilia Condal

1. Apologies

Apologies were received Graham Lindsay, Mick Rice and Nick Quinn.

2. Welcome

The Chairman welcomed all those present. We agreed that the new time of 7.30pm was a good idea despite a request from GL to retain the 8pm time.

3. Minutes of the Meeting held on 13th June 2018

Janet noted an error in the spelling of Bruce's surname. Anne noted that one or two amendments will be needed to the Chairman's Report as it was based on provisional figures for finance. These amendments can be made when Anne has had the Accounts certified and has had the final figures.

Anne wondered whether James Cullens should be included in the report on the work on the Burn. There was a question about the election of chairman but no corrections were made.

The amended minutes were accepted, after being proposed by Anne and seconded by Susan.

4. Matters Arising

In June, Janet had asked Mick and Bruce to see whether the porch needed painting. They will have a look at it.

Anne suggested the introduction of new rules for the conduct of the AGM and the election of Office Bearers. Julia will present a draft at the next meeting.

Other points arising are on the agenda for this meeting.

5. Hon. Treasurer's Report

Anne talked through the appended Statement of Account for previous 3 months to 31st August 2018, (Appendix 1) *[a new version of the Accounts with a corrected total was sent to the Trustees after this meeting and is also appended to these Minutes – Appendix 2]*

1. BT has gone up.
2. Janet paid £232.52 to a locksmith for repairs to the front door locks.
3. Graham Fire Protection cost £30.60.

4. Colin was refunded £14.00 for Edinburgh Parking for the website meeting.
5. Scottish Power has gone up £14.07 per month
6. Scottish Gas is increasing in Oct 2018. We will accept their suggestion of a £15 cheaper deal which runs for 18 months
7. Scottish Power cost is on an estimate and there are new options for 12 mth or 24 mth fixed.
We agreed that it should be fixed for 2 years.
8. Anne has investigated Internet Banking and will take this further with Clydesdale Bank as a charity.
9. There will be a Virgin Giving Account
10. Val and Anne are going to close the Scottish Widows account and get a 95-day account. Anne suggests a company called Redwood Bank which gives 1.6% interest.
11. Anne is ready to send accounts to Gurdul Duhre but is having problems contacting him. An alternative was discussed. Susan suggested an alternative person who she will ask.
12. There is a hitch with dates for OSCR submission and Water Charges which requires an October 31st deadline or pre-payment to be refunded.
13. Janet queried the total of £7491.17 for Income on the 31st August Statement of Account. Anne realised that the figure was in fact that for the previous year and said that she would send out a corrected statement [*see Appendices*].

6. Hon. Curator's Report

Donations:

1. Tom Buchanan donated three mining lamps – an old brass oil lamp with a wick, a carbide lamp and a modern (1980) safety lamp in new condition and still in its box.
 2. Matthew Pease donated copies of a map of Dollar coalfield, dated 1838, and a Castle Campbell estate map, dated 1838.
 3. Susan donated two paperback books – translations by William (Bill) Auld of *Rubaiyat of Omar Khayyam* and *Twelfth Night* into Esperanto
- * Janet showed us mounted copies of 2 watercolour sketches drawn by an Argentinian FP of Dollar Academy and given to her for the Academy archives by Carlos McReddie - views of the Old Kirk and Castle Campbell dated 1887. She will get copies for Dollar Museum
- * By chance, two American couples with the surname Dollar visited the museum on the 2nd September – after a party in the reading room to celebrate the birthday of Kayley Dollar, Janet took them to see Gateside (where the Foundling baptised John Dollar was abandoned), Sorley's Brae and the Old Schoolhouse and the Old Kirk.
- * Tatiana and Brodie, Duke of Edinburgh volunteers, are doing useful work.
- * Bruce and Susan have both used the Reading Room for non-museum meetings.
- * The locks on the outer front door both jammed, the door having dropped a bit. A locksmith refitted the top lock and replaced the lower lock. New keys were bought.
- * Les Barker's WW1 talks on Sunday afternoons have been a very welcome addition to the current exhibition.

* Janet played the meeting an extract from Good Morning Scotland, recorded in the Japanese Garden, in which she was interviewed by BBC reporter Gillian Sharpe, daughter of Elise Sharpe FP, and a useful contact.

* Janet's Bicentenary Founding of Dollar Academy Exhibition, with Playfair's architectural drawings, is in the School's Library Corridor for the next year and may be visited when the school is open.

7. Health and Safety

Bruce reported that the Emergency Plan needs updating in matters of detail such as the changes to electricity, boiler and assembly points. Bruce and Janet will update it and distribute it. (See Appendix 3)

A run-through of the Emergency Plan was held in the Museum for the emergency responders and the Chair of the Friends. The Friends Management Committee members have had a training session.

Bruce has arranged for Graham's to do the annual PAT testing.

8. Museum Maintenance

Janet spent a day with the locksmith replacing the faulty lock and realigning the parts. New keys had to be distributed.

9. Website Discussion

The website meeting went ahead in Edinburgh and this was followed up by the company's presentation online. Anne, Colin, Janet, Cecilia and Stephen have responded to the choices being offered and the work progresses. Janet needs the domain control panel information for Jason and will discuss this with Colin after the meeting.

10. Forward Plan

The draft Forward Plan was discussed and amended. The final version is attached as Appendix 3.

11. AOB

Susan reported that Open Doors Days information is on the National Website. Susan will circulate booklets in printed form when she receives them.

Next Meeting: The next meeting will be on Wednesday 21st November 2018 at 7.30pm.

APPENDICES (sent as attachments with these Minutes)

1. The Treasurer's Accounts to 31st August 2018.
2. The Treasurer's corrected Accounts to 31st August 2018 sent out after the meeting.
3. The Updated Emergency Plan Issue 7, dated 7th November 2018.
4. The Forward Plan 2018-2021.