

Ullapool Museum Trust

Minutes of the 256th meeting of Ullapool Museum Trust held on
Thursday July 29th at 10.00am via Zoom

1. **Present:**, Siobhan Beatson, Alastair Cunningham, Jenny Cunningham, George Hobbs, Mhairi Muncaster, Helen Avenell, Penny Stewart, Lesley Spenceley
2. **Apologies:** Ellie Ing, Jemma Middleton, Ian Cockburn,
3. Minutes of 17th June 2021 were approved by Mhairi Muncaster and Lesley Spenceley
4. There were no matters arising.
5. Finances: income is covering our running costs for each month. We would usually expect to be ahead of this during the busy summer months but Covid relief grants have helped.
6. Banking: the new current account is to have 4 signatories: Ellie Ing, Alastair Cunningham, Lesley Spenceley and Nigel Carr. George Hobbs will be added at a later date.
8. Museum manager's update (see also attached report):

Figures compare 2019 with this year and are more or less as expected. This year's budget was based on takings at 50% of previous years.

Website: the server has now been changed and the website is much faster than before. Work is still ongoing on setting up e-commerce, including photographing shop stock. This work has been paid for in advance and complies with funding for the project.

Slavery project: based on connections with William Pulteney in Ullapool and Wick this is a pilot project for a future, wider project with MHH. It will lead initially to a digital exhibition, then will be built on with a group of other highland museums. Later it may possibly include other slave owners in addition to Pulteney.

Highland History Tours: Andrew MacKenzie has done a couple of village tours recently with small groups. There is no cost to the museum for this.

Inverlael: see notes

Don Shaw Book: see notes. Profits generously donated to the museum. Siobhan to write and thank them.

Kickstart programme: as no applicants have come forward we are in need of a cleaner. Siobhan will contact 2 previous applicants for the cleaning job. Siobhan and Helen will extend the closing date for Kick Start applicants with a view to employing them over the winter. They will also inquire about alternative channels for recruiting a Kick Start applicant.

Energy conservation: turning the heating off has reduced the energy bill slightly. In the long term a new system needs to be found. Grade A listings advisors suggested options (see notes) and indicated the budget was more of a problem than the restrictions imposed by listing. However, members of the board queried the advisors assessment of the situation with replacing the windows. Eric the Historic Building Architect will be able to confirm. He will also advise about limewashing- we are currently awaiting a quote from an HES approved contractor.

The board agreed there will be a full discussion about building works at the board meeting in September.

GDPR Breach: the museum received letters from two members alerting us to the fact email addresses had not been BCC'd when the newsletter was sent out. Lesley looked into the matter, completing an online assessing tool as suggested by a GDPR advisor. As the matter concerned a relatively small closed group and no banking information had been shared, we are not required to report the matter and will therefore not be subject to a fine. We are required to make comprehensive notes on the situation and to review our protocol to avoid similar issues in future.

It was decided Mailchimp should be used for all correspondence with members - this is approved by the GDPR and was used in the past for museum correspondence. When contacting board members and volunteers we should regularly ask permission to share email addresses among the group and keep a record of this.

9. AOB:

Computer on reception. It was suggested that it be removed as it is not reliable. However, we agreed it should be kept for now as Penny and Arran use it frequently for museum work.

Complaints procedure: following a number of complaints from a small number of members, it was decided a procedure should be decided by the ops committee and emailed to board members so that it could be implemented as soon as possible.

Next meeting: Tuesday 24th August 10 am in the museum and on Zoom.