

Ullapool Museum Trust

Minutes of the 260th meeting of the Museum Board
Held on 7th December 2021 at 10.00am via zoom

Present: Ellie Ing, George Hobbs, Mhaire Muncaster, Penny Stewart, Lesley Spenceley

In attendance: Helen Avenell, Siobhan Beatson

Apologies: Jemma Middleton, Ian Cockburn

1. Minutes of meeting of 2nd November 2021 were agreed.
Proposed Mhairi Muncaster, seconded Lesley Spenceley
2. There were no matters arising
3. Chairs report
 - Acceptance of maternity policy
A staff member is pregnant & a maternity policy drafted. It was felt the Museum should take professional advice in this area
Kathryn Bennet has retired & is no longer available for specialist HR consultation. In order to meet the Museums obligations Mark Gough was asked to provide professional advice.
Action: As this is time critical - Lesley Spenceley to chase up a response from Mark. Completed
 - The board should give consideration to seeking a permanent advisor or legal/HR matters
 - Board structure for the future.
Ellie & Lesley are only remaining members of Ops (operating) group. This needs to be expanded. Mhairi is willing to join after February on her move to Ullapool.
Penny also volunteered to join ops group.
Helen questioned the need for an ops group.
Structure & objectives need to be in place to support Helen & Siobhan as chair felt the board had lost sight of how Staff are managed. Priority is the conservation of the building & objectives need to be handed down at the next annual review.
 - Boards next big job is creation of a new 5 year strategy plan as part of the requirement towards accreditation.
Use previous 2012 plan as a base. Just Enterprise Business Development Support have been approached to advise.
Action: Ellie to follow this up.
 - Local activities
Need an overview – see managers report
Siobhan's training – an ILM sector specific Museum galleries of Scotland course has been identified at £185. A 4 week & 4 module course. Approved

- Mhairi is company secretary & has agreed to also fill the role of nominal secretary providing the minute taking can be shared. Mhairi will also take over setting up the board zoom meetings. Siobhan to advise her of the codes & login information.
4. Treasurers report
No treasurers report at this time - refer instead to Alastair's previous report as little had changed & the process of simplifying the accounts is ongoing.
Accounts to be submitted to companies house.....Mhairi to do this with help from Alastair & Ellie
Ellie & Mhairi with Alastair also to check Companies House website & to confirm signatories in google docs 2021 AGM minutes.
 5. Managers report – see full report to be attached
Board to feedback on this & information which Siobhan will send via link
Feedback by next board meeting
 6. Helen's report on Inverlael
Helen ran through the main highlights of the years projects
Project is now stood down until next year & new round of digging. Dates already set (please refer to managers report for dates)
There is a possibility of a podcast series with Dan Holland, an ex BBC sound engineer & further interaction via the school
 7. AOB
 - Penny suggested the formation of a Youth Board. George observed that it can be a huge amount of work involved to run such a project & would need someone with youth rapport to run it.
Strategy/project Plan will be required – Mhairi to investigate via a friend who runs a such a scheme. Penny to be involved, with Siobhan possibly as a liaison on this. Funding can be available for this to increase Siobhan's hours.
 - For the Museum – succession planning for board members as a long term initiative was discussed. Seen as an investment for the future.
 8. Next board meeting will be on 18th January 2022 at 10.00am

