

Ullapool Museum Trust

Minutes of the 262th meeting of the Museum Board
Held on 1st of April 2022 at 10.30am via zoom

Present: Mhairi Muncaster, Penny Stewart, Jemma Middleton

In attendance: Helen Avenell, Siobhan Beatson

Apologies: George Hobbs, Ian Cockburn

1. Matters Arising

There were no matters arising

2. Board Recruitment

- It was felt that Ullapool Museum Board requires additional Board Members/Trustees to be recruited.

Action:

- Jemma to look into Maintenance/Building members for the board
- Siobán to produce a Job/Trustee spec for Leicester University Jobs Desk or AIM jobs desk.
- Siobhán to put advert in Ullapool news (potentially skill specific)

3. Building Report

Siobhán has spoken to Erik Lundberg (Conservation Architect) about the plans for the maintenance and repair of the building. Erik proposed to conduct a report for us detailing outstanding works and up to date estimates on the work.

Action:

- Mhairi to speak to George to approve the cost of compiling the report.

4. Job Description (Manager)

Securing the parameters of manager role, established as a point to note and to be undertaken over the coming months.

Action:

- Mhairi to send proposed Job description to other board members to secure the parameters.
- Siobhan approved to authorise purchases up to £100.
- New reporting system to be implemented (Friday afternoon bullet pointed weekly notes)

5. Inflation increase in Manager Salary

Increase in Manager's salary from £21,000 to £22,000 to offset a proportion of inflation was agreed.

6. Signatories for Bank Account

Discussion over updating the signatories on our bank account to include current board members.

Action:

- Mhairi and Jemma to become bank Account Signatories
- Ellie and Lesley to be removed from the Bank Account on confirmation of their retirement from the board.

7. Maternity Policy

Maternity Policy still outstanding.

Action:

- Mhairi to contact Mark Gough to find out the progress

8. Acting Chair

Mhairi Muncaster to become acting chair in the interim, until a new chair is found

9. Inverlael Update

Helen and Siobhán updated the board on the Inverlael project

- Year of Scotland's Stories, Ceilidh & Exhibition
- Digs in April and May
- Audio Content Fund
- S3 and GP4/5/6/7 visits

10. Collections Assistant and Training

Siobhán gave an update on the spending of the MGS money

- Canna starting
- First Aid training
- Collections Training Schedule for Volunteers and Staff

