VALE AND DOWNLAND MUSEUM (WANTAGE)
Registered Charity No. 1126995

Minutes of the meeting of the Board of Trustees
held on Thursday, 28 March at 7.30PM in the Museum

Trustees present: J Reynolds - Chairman
W Falkenau - Treasurer
S Dickson – Trustee
R Pollock - Trustee
G Rice – Trustee
P Garratt - Trustee

Others present: C Kirk - Board Secretary and Manager
M Rowntree - Learning & Access Officer
S Tilbury - Curator

Apologies: G Parker - Trustee

Items	Action
Minutes of the meeting held on 7 February 2019	Minutes approved
Matters arising GR requested final minutes to be distributed to board in future (as well as posted to website).	Noted by CK
Financial Reports Additional information was requested on the higher cleaning and advertising expenses in Apr18-Feb19 vs Apr17-Feb18	WF to investigate
Staff Reports – Key Items Discussed Collections Management volunteers & responsibilities - The trustees had a wealth of questions and suggestions to consider	ST to digest feedback and provide recommendations
LEGO Expo partnership with Toy Planet - reminder from WF that VAT would be added	Staff to create detailed contract
Museum website merge with Friends website - Trustees requested that this plan be put on hold as charities are separate entities	JR to coordinate meeting between Friends and Museum Boards ASAP to discuss relationship and responsibilities

Website – shorter URL - Board did not think a shorter URL was desirable	SD to proceed with changing to previously agreed domain ASAP: Valeanddownlandmuseum.org.uk
Volunteer Coffee Hours and Newsletter - GR requested dates of upcoming coffee hours - JR said she hasn't received newsletter	CK to schedule coffee hours and communicate dates to Board CK to check that JR is in volunteer newsletter email list
Fundraising - WF is talking to the Vale's Infrastructure Implementation Officer re: other funds - Board agreed that museum could apply to town council	WF to keep Board and staff informed Staff to develop fund-raising strategy for town and parish council grants
Paper 1 - IT Review PG reviewed current IT at VDM and made preliminary recommendations for security and efficiency, including data back-up (low cost), better email management, structured storage of confidential data, extended Wi-Fi coverage, and the need to replace Pixfiler with an image archival solution - GR requested documentation for IT processes - WF expressed importance of shopping around for a better retail payment solution than Barclaycard	Staff (with PG's support) to pursue data back-up ASAP and continue to work on other enhancements; any significant costs to be presented to the Board CK/PG to review CK to investigate
Paper 2 – Follow-up from 12/2/19 Meeting This paper was not reviewed in this meeting	Trustees to send feedback to CK via email, if any
Correspondence None	
Any other business Need to change date of Sept meeting Staff salaries were reviewed and adjusted based on sector guidelines	CK to coordinate via email WF to communicate changes to CK