Volunteer Meeting Minutes 14 May 2021

Attendees

Marie Burbage

Heather Day

Peter Gilbert

Jan and John Williams

Ana Taylor

Angela Antcliffe

Judith Parkinson

Chris and Clare Turner

Pat Empsall

Pam Harrison

**Reminder of Reopening Procedures**

* We will aim to have 2 volunteers on the desk at any one time. Face masks must be worn by volunteers/staff and visitors at all times, whilst they are in the museum, unless they have a medical exemption. Visors on their own do not count as a face masks. If volunteers would prefer the additional protection of a visor, we have some available. Disposable masks are available on the desk for volunteers and visitors, if they don’t have their own.
* **There will be a guide for volunteers on procedures on the volunteer portal, and a copy on the desk.**
* Although you are no longer required to clean between each customer, once each hour when a room is free, please do take the opportunity to wipe any areas visitors may have touched with the anti bacterial wipes. The cleaning schedule is on the reverse of the daily sheet.
* Please keep the welcome brief – and explain they need to follow the one way system and only enter the stairs and landing areas when they are free. Signage in the house will direct the visitors.
* The children’s mouse hunt will be free and amended so that children are not running around the house. Families should ideally progress around the house together. There will be no prizes – a certificate will be emailed to the child following their visit if the child leaves their first name – please note the parents name or email address, so that the office can send the certificate.
* Whilst we hope to open Monday to Sunday 11am to 5pm. However, at the moment we do not have all the slits filled. **Please do let the office/Heather know if you can help with a slot as we are desperate for volunteers.**
* We **MUST** take the name and contact number **for ALL visitors** to the house – please ensure you take these details on the sheet provided.

**Art Fund Ticketing System**

* Visitors will be encouraged to book in advance to avoid disappointment. If you have any vacant spots you can accept visitors who turn up on the day but you must not exceed the maximum number admitted each session. If you do admit people adhoc, please take their name and contact details (email and phone number) and encourage all visitors to login on the NHS track and trace service.

**The Next Step**

* We will review the reopening procedures at the end of June and decisions on the way forward at step 4 of the government roadmap will be made once more information is available from the Government. It is likely that a ticketed approach and entry charge will remain until at least the end of July.

**Weddings**

* We have 8 weddings booked for 2021. Whilst we are charging for entry, the museum will be closed on the day of a wedding. Numbers will be limited until social distancing rules are removed. If anyone is available to help with weddings, please contact Heather/office. Dates are as follows

28 May

4 June

9 July

23 July

1 Aug

4 September

11 Sept

31 Dec

**Future Events**

* The next lecture is at 7.30pm on 26 May - From Mr Pickwick to Mesmerism by Dr Nicholas cambridge
* If anyone had any jigsaws to donate, it would be great if you could store them until nearer the date, however we do have some “jigsaw angels” who have volunteered to store some. Now that Marie is back in the office on a more regular basis there will be jigsaw collection days advertised.
* Claire Turner has kindly arranged a live exhibition which will be available to view by visitors to the museum. We hope to also arrange a viewing for contributors and volunteers.
* The seminar day with the Joseph Banks Society will now be on zoom, with a series of lectures over 4 days. Tickets will be available for single lectures or all 4. Existing ticket holders will be contacted.
* The Garden Seminar Day will now go ahead in May 2022

**News/AOB**

* The poster version of the portrait of Mrs Darwin is now in place until the actual portrait is repaired.
* Thank you to Poz and Ann V for preparing the wonderful new outdoor school trail. This will be available for schools at a charge of £25 per group of up to 15 pupils from June. Education volunteers will be available outside to interact with the children. Schools will have to book with the office and visits will be encouraged before the museum opens to avoid the problems of ensuring social distancing in the garden. Indoor school visits will commence in September
* The garden benches, kindly provided by the family of Val Ward, in her memory will be arriving on Wednesday 19 May 2021.
* Planting has been progressing in the garden.
* We are currently recruiting new volunteers and have several new people who have joined our team.

**Date of next meeting – Thursday 3 June 10am – on Zoom**

 **Marie Burbage is inviting you to a scheduled Zoom meeting.**

**Join Zoom Meeting**

[**https://zoom.us/j/95305054620?pwd=TmVLbXNab3dQRHpxY1Y3OUVPY2JjQT09**](https://zoom.us/j/95305054620?pwd=TmVLbXNab3dQRHpxY1Y3OUVPY2JjQT09)

**Meeting ID: 953 0505 4620**

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