Volunteer Meeting Minutes 3 Sept 2021

**Events**

August

* Lunar Lecture 22 Aug at 4pm, Erasmus Darwin’s Gardens by Paul Elliott – I have some of the books available at a special price of £25 RRP £39.99
* Wedding x 1
* Bargain Hunt Filming – to be shown in winter
* Garden Guided Walk

Future events

* 19 September 2021 – Heritage Weekend Free entry on Sunday only. Numbers will be limited to 25 visitors in the museum at any one time and no pre booking. Garden event taking place in the afternoon.
* 30 September – Friends of EDH private viewing of the art exhibition 10am – 11am
* The seminar day has been amended and will now be held on zoom, with 4 lectures over 4 nights. Tickets are £6 per lecture or all 4 for £20. Existing ticket holders will be contacted.

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| Lecturers | Subject and Title | Date and time |
| Jordan Godman | The China World of Joseph Banks: James Lind, Whang at Tong, and the Macartney Embassy, 1775–1800 | 11 October  7.30pm |
| Patrick Kaye | Sir Joseph Banks and His Medical World | 12 October 7.30pm |
| Lord Waldegrave | Lord Waldegrave would like to suggest the following title for his talk: Remembering Sir Joseph in the 21st Century. | 13 October 7.30pm |
| Paul Scott | Agrarian to Industrialist – Joseph Banks and the ‘promotion and improvement of manufactures of this country’ Taken from a quote by John Wallace 1787 | 14 October  7.30pm |

* QAVS – presentation 20 October – details to follow
* Jigsaw puzzle sale 6/7 November – museum will be closed to visitors
* 1 Dec 2021 – Dressing a Georgian Lady, lecture with mulled wine and mince pie. Pat Empsall has kindly volunteered to deliver this lecture. Numbers will be limited and tickets are selling quickly.

**Guidance for desk volunteers**

With the continual changes, I cannot stress enough how important it is to read the guidance notes for volunteers at the start of your shift on the desk.

**Reminder of the importance of gift aid**

Most visitors are aware of Gift Aid and understand what it is. However, they do not always understand why it is necessary to pay an extra 10% above the standard ticket price for the payment to be eligible for gift aid.

There is a declaration on the wall next to the desk and on the board outside which explains the reason why. We would prefer you to use this explanation to ask visitors if they would like the gift aid option and if so, ask them to also complete the gift aid slip.

The example below shows the difference it can make to museum finances.

**If a visitor pays the normal entry fee of £4 per person we cannot claim gift aid on any of it, whether they are a tax payer or not.**

**Museum gets £4**

**If the visitor pays a 10% donation on top of their admission fee eg 40p on top of the £4, if they are a tax payer we receive £4.40 from the visitor and £1.10 from the Gov**

**Museum gets £5.50**

No other extra donation should be requested – if the customer wishes to donate more they will drop the money in the boxes.

**Children’s trails** – the FREE outdoor educational trail will cease in September.

**Finances**

Figures from August this year have been very encouraging – keep up the good work!

**AOB**

I have noticed that some of the daily sheets are not completed correctly. Common errors are

* Putting sales as cash when they are card – this I can easily spot and rectify
* Not putting down all sales figures – cash is more than there should be. I then have no idea where they money should be allocated
* Not counting the number of adult/children visitors and children’s garden trails – I can have a guess from the figures but cannot always tell.
* No date or names at the top of the sheet

I fill in a spreadsheet at the end of each week which shows the daily takings from each source – these figures are needed for our accounts. I also need to keep a count of numbers of visitors to the museum, which is important for us when we apply for grants.

I appreciate it can be difficult when you have several customers at once but it would really help me if these sheets can be completed.

Also, I do need you to use the click counter to see how many people are in the museum at any one time, both for ensuring we do not have too many people in the museum, and also for making sure we have everyone out in a fire.

Date of next meeting 1 October 2021 at 9.30am IN THE HOUSE 😊 but I will also have the zoom on in case anyone is nervous about attending.