



Dumfries and Galloway Aviation Museum

AGM 2020

Office Bearers Reports

CHAIRMAN/CURATOR'S REPORT 22nd June 2020

We find ourselves in very strange times, they are completely unprecedented to all of us. Some have likened recent months to WW2, the likeness is minimal. Our museum locked its gates to all but security/condition monitoring staff on Thursday 19th March. This was done in line with other museums.

Having been a museum volunteer since its opening in 1977 I can only recall one occasion being closed when being advertised as being open, so this is very much regretted.

Off site other activities continue, they include newsletter writing and publication, the Membership Secretary mailing out renewals (the response has been most encouraging as you will see in the Membership Secretary's report) and fundraising to help us through the current situation also meeting with success.

Personally, I have moved into the 21st century and astounded myself by joining the electronic age! I now use a tablet to do some essential communications, although emails are a bit of a chore. I still find the telephone much quicker and easier to correct. We have held the last two Directors meetings in Zoom format, this has proved successful, all involved finding it quicker with a lot less side tracking. We will probably use this method during the winter months to eliminate the miles travelled by some of our directors which amounts to around 3 hours in some cases.

We have been able, on June 20th, to have volunteers on site, only 2 at this time (Phase 2), the 70 years ago barrier and 5 mile recommended travel limit governs this. Hopefully Phase 3 will ease these restrictions. By that time all necessary actions to permit most volunteer activities will be in place. Normal museum opening this year remains doubtful, although limited pre booked member visits as restrictions are lifted remains a possibility.

Some museum activities continue as normal, namely, temp & humidity readings are checked every 4 days (thanks to our recent and uncustomary excellent weather these are excellent), potential exhibit donations and historic enquiries continue, slightly reduced, but most encouraging nevertheless. We employ a contractor to cut our extensive grass areas, it, strangely, is not affected by Covid-19.

On behalf of the Board many, many thanks for your continued support, it is so, so appreciated.

Yours faithfully

David Reid (Curator/Chair)

COMPANY SECRETARY REPORT

The running of the museum brings a myriad of tasks, few of which are noteworthy, but the last year has seen a couple of significant items regarding the management of the museum which I want to share.

Operational Management

The board completed their participation in the 'Board Development Programme' as run by Museums Galleries Scotland and this has resulted in a renewed focus on the active management of the museum.

The most obvious element of this has been the recruitment of a number of additional volunteers to help support the 'operational' tasks required and has brought on board our new membership secretary, David Mackay, and editor for the Merlin, Dave Buckley. Their work in helping to spread the load is most gratefully appreciated and whilst the administration of the museum is not as exciting as working on our beautiful historic aircraft, it is still an important task and one we are always happy to have help with.

Museum Accreditation

The other main activity for the museum was due to go through its periodic accreditation review. This occurs every 5 years and is a full formal review of every aspect of the museum from financial management, through collections care and on to audience engagement. We require to demonstrate understanding and active management of all these areas.

Being an accredited museum attracts significant benefits for the museum through providing free access to professional guidance, free training through the National Museums of Scotland and preferential treatment when applying to obtain artefacts being disposed of by other accredited museums. It also allows us to apply for grant support from sources which are not available to non-accredited museums.

Due to the COVID-19 pandemic, whilst we did submit our application for re-accreditation on time, the accreditation scheme has been put on hold and so our existing accreditation has been extended by one year. We must resubmit again in February of 2021.

This will cause an element of rework as we have to go through the process again, but one of the key elements of the submission is our 'forward plan' and it is safe to say that whatever we thought our plan was at the start of this year, due to COVID, the plan has to change significantly due to the impact that the pandemic has had on every aspect of our lives.

Conclusion

A positive year. We have driven forward and created strength in depth regarding our operational management and effectively demonstrated that the overall financial and management strength of the museum is able to deal with the unprecedented challenge of a pandemic.

The coming year will bring more challenges as we work through the creation of a new norm but we are in a good position to do so and have a strong team who are focused on making it happen.

Charlie Ewing (Company Secretary)

TREASURERS REPORT

The final position of the museum remains stable in the midst of the current pandemic.

Year End Accounts

The Year End accounts for 2018-19 show that we had a very successful year, we were able to allocate significant funding from our operational account across to the special project account and this money was intended to underwrite a number of ongoing developments at the museum from facilities improvement/development through to enhanced displays. In addition, the board also took the opportunity to further expand our reserves at the time to £14,000. This has proven to be a very well timed change given what has happened over recent months.

The Year End accounts are available via our website and we ask that as part of the AGM you adopt these as a true and accurate reflection of the financial position of the museum.

COVID 19 - Future Financial Security

When we set the reserves in October we then enter the winter months where our income is at its lowest, and much of our expenditure is at its highest. We then look forward to Easter when we start bringing money into the museum and not relying on the financial cushion of the reserves. Sadly this year, this did not happen due to lock down, and we have remained closed through normally our most profitable time of year and we face the possibility of entering another winter with little/no opportunity to earn before doing so.

This picture would have been bleak but we have managed to secure £10,000 via the COVID-19 Small Business Support Fund and the projections based on having this cash allow us to remain financially stable through till Easter 2021.

This has allowed us to leave the previously allocated funds for projects in their current location and we have not had to draw any of this money back to help with operational costs. As a precaution we have reduced the rate of expenditure on our projects and if the worst happens, and we are unable to generate an income from Easter 2021, these funds will safeguard us through until the Summer of 2022 without any further external support. It is highly unlikely that we would find ourselves in the circumstance but at present we have adopted a very prudent approach to our finances.

Outlook

The museum, like all institutions in the UK, will be financially battered and bruised by the end of this pandemic, but we have no immediate risk to our financial stability. Sensible expenditure and living within our means will be the order of the day for the foreseeable future but at present the outlook is one of cautious optimism.

Charlie Ewing (Treasurer)

FACILITIES MANAGER REPORT

Site Development and Maintenance

The last year has seen significant progress with most of our infrastructure projects, but unfortunately this has been curtailed by the lockdown. As we are now able to have some volunteers back on site with (hopefully) more able to join us in August, most of these works can now resume, albeit perhaps in a different manner. The museum will take the utmost care to ensure that volunteers have a safe space to work in, and that tasks and manpower allocated are suitable and in line with whatever social distance and hygiene guidelines may be in force. We have plenty of work to do outside as well, and if we can't currently welcome our visitors, we can certainly still work towards improving the museum for when they return.

In the short to medium term there will be a considerable number of small and not-so-small changes around the museum to facilitate better social distancing and one-way systems. How long these will remain in place is obviously unknown at the moment, but wherever possible we will do our best to keep key displays available to the public, occasionally by electronic means.

Our new Archive was completed in late February, and work continues to transfer material into it, freeing up space elsewhere in the museum. A dedicated instrument store is being constructed and this, as well as the large object stores, will allow our various stored objects to be better cared for, better catalogued and ultimately more accessible than ever before.

Airborne Forces is now at the stage of arranging displays, with all material work on the building complete. The majority of the large exhibits such as the Hadrian are already in place, and socially-distanced work will continue on the displays with a view to open this building Easter 2021. Funds for this work have already been raised and allocated.

The Great War building has been put on hold in the last year whilst we concentrated on our other projects, but will now progress over the rest of 2020 with the aim being to be open Easter 2021. Minimal funds will be required for this as much of the material has already been acquired, and most of the work can be completed single-handed.

We have replaced guttering on the control tower and made good the source of a few water leaks. Funders had been identified to cover replacement windows, a new roof covering and extensive render repairs and applications were underway to cover these costs, amounting to £50,000. However, the Covid outbreak caused these funders to suspend operations and they have only recently resumed. Some have re-aligned their requirements in light of the current situation, and the applications are being re-worked and re-submitted. New decision dates are in the autumn of 2020. Should there be any further delays to funding, we have funds in place already to affect temporary repairs to the windows over the winter.

The Covid outbreak also put the brakes on our toilet refurbishment, which had been progressing well. With lockdown easing, phase one will be finished in the next couple of

weeks, providing a new ladies toilet and a unisex accessible (disabled) toilet. Phase two will commence thereafter, with a light refurbishment of the existing ladies to form the new gent's toilet. Funds are already in place to cover this work, and the remaining tasks can be carried out by one person.

Work was well in hand to refresh the inside of the Trident, but this was halted when lockdown started. Unfortunately, it is unclear when we will be able to allow visitors inside the Trident again, so work to complete this will take a back seat over the winter.

Our popular Home Front displays were also in the middle of an extensive revamp. Work can now resume on this, but it will be at a slower pace as social distancing cannot be observed in such a restricted space. We will endeavour to have this area open again at Easter.

We look forward to welcoming you back on site just as soon as it is safe and practical to do so.

Bob Sloan (Facilities Manager)

HEALTH & SAFETY REPORT

Health and Safety

Volunteer Injury

There was a single instance of injury to a volunteer during the last year. The volunteer received a hand injury from which they have now recovered. This was as a result of the use of woodworking machinery that did not have the appropriate level of guard.

The piece of machinery was removed from the workshop following the incident and all other machinery was checked at the time to ensure that it had the appropriate level of guard in place.

All volunteers who utilise the machinery in the workshop have been reminded of the safety protocols for each machine.

COVID-19

The site was closed in line with government advice in response to the COVID-19 pandemic .

All guidance issued by the Scottish Government has been adhered to and whilst volunteers have started to return to the site is under strict controls and with the appropriate use of PPE depending upon their working environment.

The site will not be reopened to members or the public until the board are satisfied that the risk to both volunteers and those visiting the museum is fully understood and can be effectively managed.

Bob Sloan Snr (Health and Safety Officer)