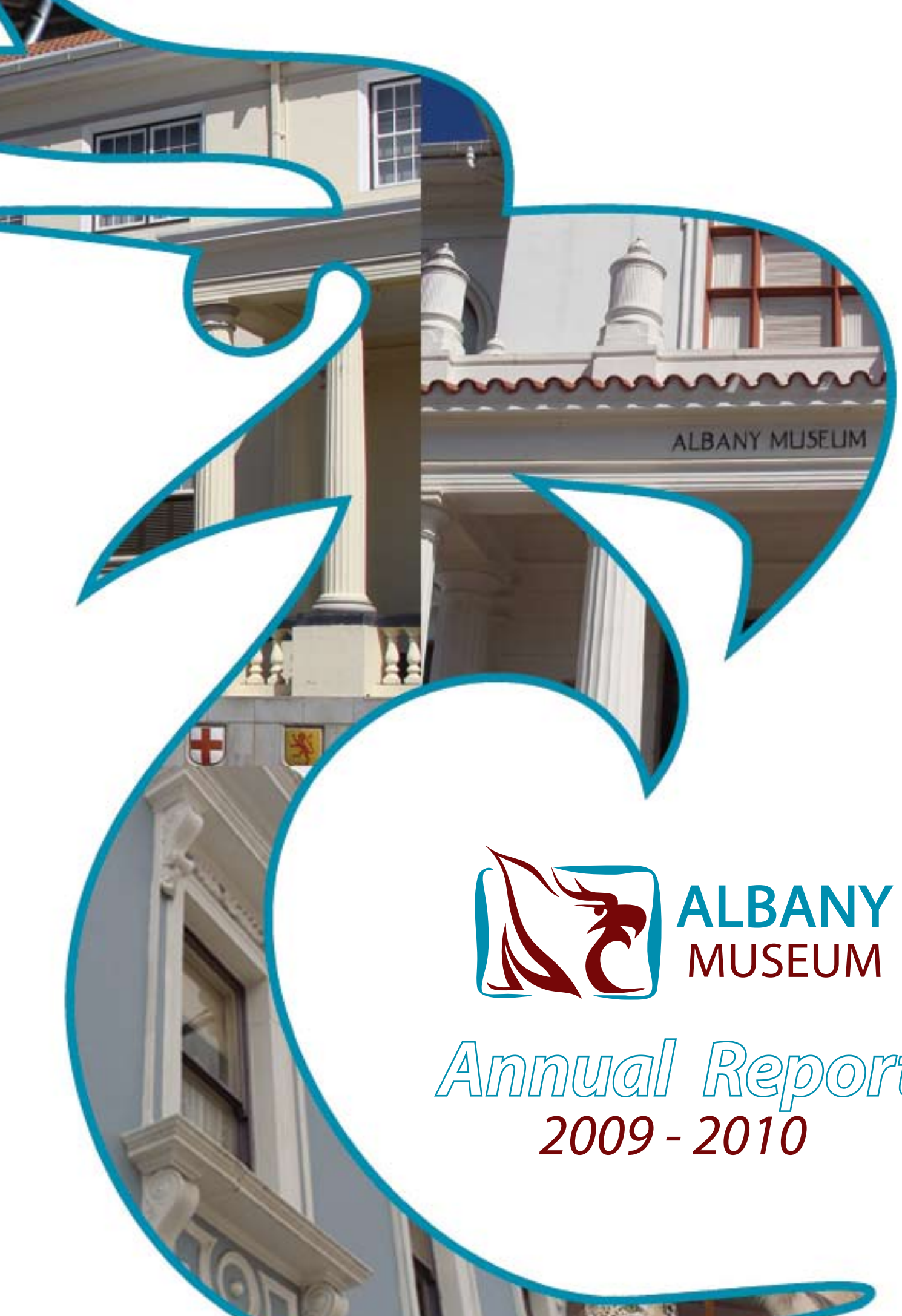


ALBANY
MUSEUM

Annual Report
2009 - 2010



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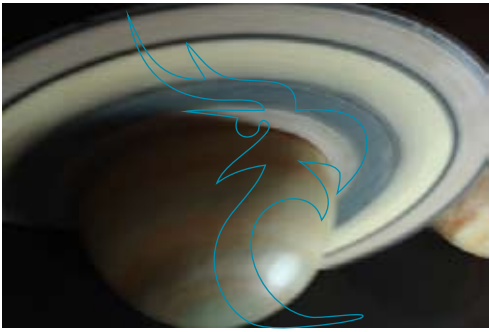
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Contents

<i>Board of Trustees</i>	4
<i>Staff Members</i>	5
<i>Submission of the Annual Report to the Executive Authority</i>	7
<i>Introduction By The Museum Manager</i>	8
<i>Programme Performance</i>	21
<i>Financial Statements</i>	85



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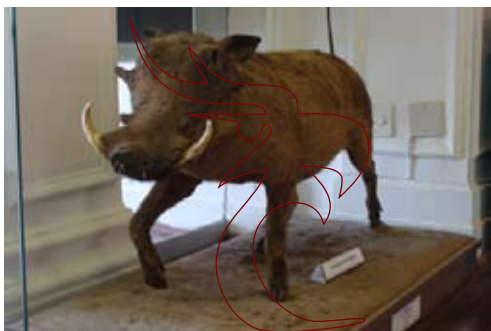
Prof Roy Lubken

Prof van Wyk-Smith

CLlr Nonzameko Tyantsula

Some of the Albany Museum H.O.Ds





Staff Members

Management

Mr Bongani Mgijima
Mr Cecil Nonqane

General Support

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Ms Debbie Mardon

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Ms Tamin Sias
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Mr December Sadina
Mr Vincent Mtyobo
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Mr Xolani Matyumza

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Ms Khululwa Gxekwa (volunteer)

Technical Services

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Mr Sipho Quntu

Mr Barry September
Mr Hamilton Maseti
Mr Sindile Royi
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Archaeology

Dr Johan Binneman
Ms Celeste Booth
Ms Boniswa Tana

Anthropology

Ms Pumeza Mntonintshi
Ms Nomthunzi Api

Earth Sciences

Dr Billy de Klerk
Mr Luvuyo Mayi
Dr R Prevec (Research Associate)
Prof M Vermaak (volunteer)

Entomology

Dr Fred Gess (Curator Emeritus)
Dr Sarah Gess (Curator Emeritus)
Ms Buyelwa Mtuze

Freshwater Invertebrates

Dr Ferdy de Moor
Ms Helen James
Mr Clifford Zingela

Ichthyology

Dr Jim Cambray
Mr Mzwandile Dwani

History

Ms Fleur way-Jones
Ms Nomonde Sibawu
Mr William Jervois (volunteer)
Ms Phindiwe Maselana

Herbarium

Mr Tony Dold
Mr Pumlanzi Cimi
Ms Liziwe Nkwinti

Mr BC Nonqane who retired after 33 year of service



PART 1:

GENERAL INFORMATION





1.1 SUBMISSION OF THE ANNUAL REPORT TO THE EXECUTIVE AUTHORITY

MEC Xoliswa Tom
MEC of Sport Recreation , Arts and Culture

In accordance with section 40(1) of the Public Finance Management Act and the National Treasury Regulations, I hereby submit the Annual Report of Albany Museum for the period 1 April 2009 to 31 March 2010.

1.2 Chairperson's Report 1 April 2009 To 31 March 2010

It is my privilege to present to you the Chairperson's report for the financial year 1 April 2009 to 31 March 2010.

1.2.1 Composition of Board

The membership of the Board of Trustees of the Albany Museum is determined largely by appointments by the MEC for Sport, Recreation, Arts and Culture. There have been no changes of Board membership in terms of MEC appointments. Two members of the Board are appointed by the paid-up members of the Museum at the AGM each year, for one year at a time. At last year's AGM we said farewell to Prof Pat Irwin as a members' representative, and welcome in his place to Prof Malvern van Wyk Smith, who returned as members' elected representative after absence of one year. The other members' representative, Prof Roy Lubke, was re-elected at the last AGM.

Appointment of new Museum Director

After our previous Director, Dr Lita Webley, resigned her position in June 2008 to take a post in Cape Town Mr Cecil Nonqane was acting Director of the Museum until April 2009, when our new Director, Mr Bongani Mgijima, was appointed. We thank Mr Nonqane for his service as acting Director for nine months. Mr Nonqane retired from service at the end of 2009, and we thank him for his many years of service to the museum, and wish him a long and happy retirement. Our new Director, Mr Mgijima is, unlike previous Directors, not a scientist who has stepped into museum administration, but someone with a professional qualification in museum administration. He has made a difference to the running of the museum by his strict adherence to management and financial protocols. His capabilities in the nuts and bolts of management, and insistence on proper procedures, have made the task of the Board easier.

Board meetings

The Board met six times during the year. Attendance has been mixed, with some attending nearly every meeting, whilst others were less than regular. Part of the problem, at least, is that the present Board is still running in an interim capacity. I have remarked on this in previous annual reports. The current Eastern Cape Museums Act of 2004 makes provision for a different system of management, with the main duties falling on the shoulders of a provincial Museums Council, and some local input from a museum committee. This new system will only kick in once the envisaged Museums Council is appointed. Until then the existing Board continues to hold office and exercise powers as before. I am sure it was never intended that this "interim arrangement" would continue indefinitely, but that is what has happened. It is certainly a less than satisfactory arrangement, and, as I seem to keep saying each year, I hope that by this time next year the permanent system will be up and running.

Activities during the year

We have become accustomed to being treated to at least one major exhibition in the museum each year. In the previous year it was the exhibition of significant manuscripts from Timbuktu. During the present year it was the Grocotts Mail exhibition, recording the major contribution to the life of Grahamstown of this historic newspaper. As we have come to expect, museum staff put together an impressive display: early photographs, articles and printing equipment, amongst other things. Our thanks to the museum staff for this highly professional exhibition.

Thanks

There are many people who help keep this complex ship, the Albany Museum, afloat, and my thanks go to all of them: the museum staff for their dedicated work, the museum Director, Mr Bongani Mgijima, for his professionalism and hard work, and members of the Board for their continued and unremunerated devotion to the task of oversight of the Museum's activities. It is a privilege to be associated with all of you.

L J Roberts
Grahamstown
1 June 2010



1.3 Introduction By The Museum Manager

As stated in my foreword to our Strategic Plan, this year has indeed been a period of immense transition in many ways. The transition between the third and fourth democratically elected government at national and provincial levels went very smooth as expected.

The delisting of Eastern Cape Museums as public entities meant that museums with the approval of the office of Auditor General are now able to appoint their own auditors. Price Waterhouse Coopers was as a result appointed to do the museums' books. Our books had not been audited for almost two years and finally thanks to all the staff involved our books at least are now in order.

In order to comply with the provisions of the Public Finance Management Act systems of internal control were put in place. Administrative duties of staff members were segregated in order to minimise risk. A simplified Supply Chain Management System was developed for the museum and workshopped with all staff members. Lots of time was also spent on improving the museum's bookkeeping to ensure that information is available when needed and that decisions are based on sound management accounting principles. Thanks to my colleague and mentor Mr Cecil Nonqane who retired in February after more than 30 years service to the community of Grahamstown. Without his wisdom and mentorship skills we would not have been where we are. Siyabulela Radebe, Mthimkhulu, Bungane, Mashwabada!

The Albany Museum Transformation and Development Framework was integrated into the Eastern Cape Strategic Museum Infrastructure Maintenance Plan which was submitted to the Department for possible funding.

In terms of vehicle management we introduced a system of control over the usage of vehicles. A transport officer was appointed to oversee the management of all museum vehicles. A new fleet management system offered by Standard Bank was introduced and it is working very well.

Thanks to our Technical Services Department our grounds and buildings are maintained on a daily basis. The area in front of the Natural Science Museum was paved in order to make the area appealing. Mr Mitchell, the Head of Technical Services sadly passed away during the year under review and was replaced by Mr 'Heine Kohl. Mr Mitchell was a very gentle and hard working man. His memory will forever be cherished by all of us at Albany Museum.

The position of a Museum librarian is still vacant. This indeed is not a very good situation given the Museum's standing within the research community. Ms Noluvuyo Mabutya has been seconded to the library so as to keep it functioning on an interim basis.

As part of an ongoing process to brand the Albany Museum a corporate image was designed and implemented. Museum branding, in an era of globalisation, is very important. The Museum's website has also been updated with new information.

The number of people who visit our museums has not increased that much. Keeping the museum open on Saturdays and public holidays has remained a big challenge. Paying staff for overtime work has become problematic as it is the responsibility of the Department to oversee the payment of overtime to museum staff members who are all public servants. If this problem is not solved the museum might have to consider closing on these days as staff rotation is not possible.

The Museum has entered into a Memorandum of Agreement with Rhodes University for the management of research funding from the National Research Foundation. Albany Museum is an associated research institution of Rhodes University and it makes sense to collaborate on research matters.

As usual the Department of Archaeology has been very busy. Lots of Heritage Impact Assessment Studies were conducted for developers to ensure that development does not impact on our precious heritage resources. Negotiations were entered into with Bayworld Museum and our Board of Trustees approved the transfer of Bayworld's archaeological collection to Albany Museum. The Museum also received lots of requests from Archaeologists to study its collection of human remains. An intern has been appointed for a period of twelve months starting from next April.

The Curator of Anthropology Mr Mpho Molapisi resigned to take up a promotion at the national department. He was replaced by Ms Phumeza Mntonintshi who was previously working as the Collections Manager for humanities.

The History Department, with the approval of the Board of Trustees, began the process of repatriating all items loaned to it. It is also currently negotiating a Memorandum of Understanding with the Department of Fine Arts at Rhodes University for the management of its Art collection. The Department of Freshwater Invertebrates is currently working together with SAIAB on the curation of its



collections. A Memorandum of Agreement will be signing in the next financial year. Mrs Helen James is continuing with her studies towards her PHD.

The positions of Curatorial staff in the Entomology Department still remain vacant. Drs Sarah and Fred Gess continue to be custodians of this section albeit on a voluntary basis. Given the importance of this section it is regrettable that this position has been vacant for so long. An intern has been appointed as from next April 2010 and Drs Gess have agreed to mentor this intern. Hopefully these positions will be advertised sooner than later.

For most part of the year under review Dr Billy de Klerk was away on sick leave. However on his return he has managed to catch up and is currently negotiating partnerships with institutions in China. Mr Luvuyo Mayi attended a course offered by the University of Witwatersrand.

The herbarium collection continues to grow and is being utilised by national and scientists from far afield.

Ms Marijke Cosser, Head of Education retired in December after more than 20 years at Albany Museum. She was replaced by Ms Catherine Lambley who previous worked in the Exhibitions Department. Ms Bulelwa Sontshatsha also sadly passed away during the year under review. Ms Nozipho Madinda was appointed head of the Mobile Museum and in order to maximise the role played by the Mobile Museum it was separated from the Education Department.

The Exhibitions Department hosted a number of exhibitions during the Scifest and the National Arts Festival. A major highlight was the opening of the Mandela and Luthuli exhibition on loan from the Nelson Mandela Museum in Mthatha. The museum also hosted tow other exhibitions namely De-class-ification and the Grocotts Mail.

Funding for museums and Albany Museum, in particular, still remain a challenge. Museums under apartheid were grossly underfunded. Unfortunately this trend is continuing almost 15 years into our democracy. It is no secret that museums under apartheid were designed for only ten percent of the total population. Now museums have to extend their services to serve the 90 percent of the population which was previously excluded. While the mandate has been widened the funding has been slowly shrinking.

This chronic state of affairs has and continues to undermine the fundamental imperative of transformation. Our budget for the next financial year bears testimony to the dire financial situation faced by museums. The paltry amount of

R798 600 granted to the Albany Museum as a subsidy for 2010/11 will go straight into the payment of municipal services leaving nothing for programs let alone transformation. To function properly a museum the size of Albany Museum needs an operational budget of at least R10 million a year. Until somebody begins to listen to our plights our museums will continue to go the way of the dodo bird.



Above: One of our more popular exhibits Making Peace, being mounted



1.4 Mission statement

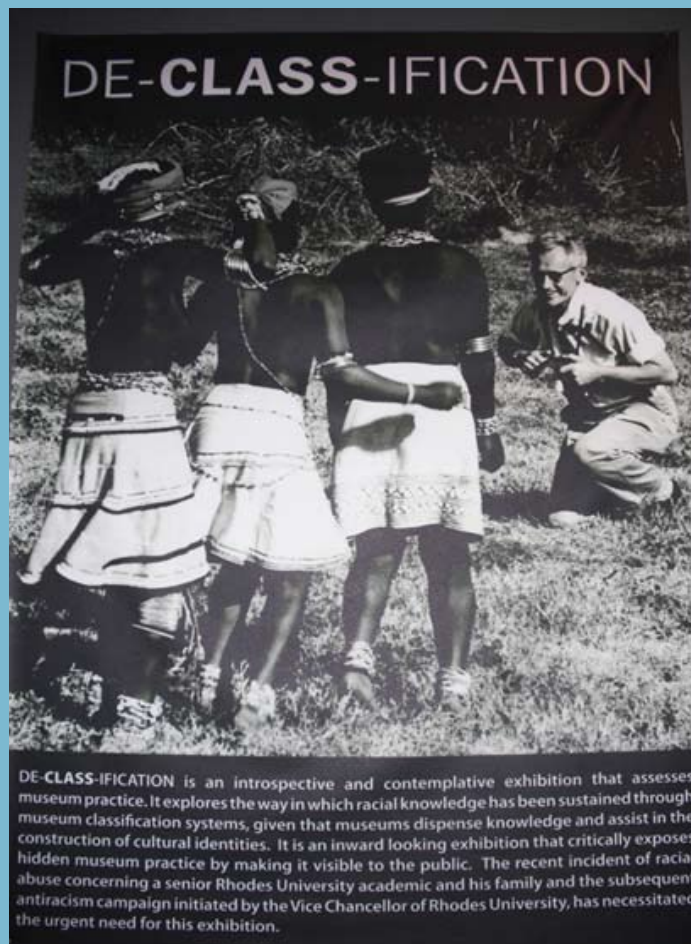
Vision

Our vision is to become a Museum that is an integral part of our community, contributing to the process of nation building through nurturing a society that is aware of the value of its past and is constructively engaged in the present in order to create a better future.

Mission

To fulfill this vision the Museum will:

- Develop representative collections reflecting our social and natural environment with particular reference to the Eastern Cape;
- Preserve and hold these collections in trust for the nation;
- Enrich our knowledge, understanding and appreciation of the collections through research;
- Render our collections accessible and usable to all;
- Assert that education for all is integral to all our activities and central to our public service role.



Above & below: De-class-ification one of our more controversial yet thought provoking exhibits





2.1 MUSEUM PROGRAMME 1: ADMINISTRATION

Subprogramme: Finance

During my four months maternity leave, I had trained my subordinate Ms Tammin Ramsamy to work on my behalf. I also inspected procurement orders. Emphasis on tidiness and filing was the major principles of the day. I motivated and reminded colleagues about Batho Pele Principles whenever necessary. During the three year period, from 2008 to 2010 I was involved in stock-take of the museum, being the leader in that part compiling the sheets being involved in whole process until its finished. I also oversaw that all assets were accessioned documented and entered to the asset register.

Subprogramme: General Support

Maintenance of attendance register was done and follow ups on AWOLS to ensure that leave taken is not paid. Temporally Incapacity forms were submitted to Proactive Health Solution in East London for 4 officials. One official went on maternity leave. Two officials were sent to Fort England for the treatment of Substance Abuse. Forms for the Termination of Service were signed correctly and neatly in black ink for four officials and sent to Head Office, e.g. two deaths and two retired. Seven officials were sent on computer course at Rhodes University, 3 officials were sent for workshop training carpentry and plumbing, one official sent to Wits University for Palaeontology, one sent on an Ichthyology Course in Johannesburg and two sent for Pastel Course in Port Elizabeth. All loose Administration documents were transformed into books as part of professional paper trail keeping. Long outstanding repairs to four Museum vehicles during the course of the year were done.



Below: Palaeontology department on a field trip

2.2 MUSEUM PROGRAMME 2: PROFESSIONAL SERVICES

Subprogramme: Archaeology

During 2009 and 2010, three researchers from overseas and local universities visited the Department of Archaeology. Prof S. Pfeiffer and a PhD student, Ms C. Merritt, both from the University of Toronto in Canada, conducted research on the pre-colonial skeletons in the human remains collection. Ms T. Campbell, a PhD student from the University of Cape Town, also studied the human remains collection in search of evidence of Tuberculosis in pre-colonial human remains.

Dr Binneman and Ms Booth travelled to Mazeppa Bay, Cape St Francis and Port Elizabeth on request of the South African Heritage Resources Agency's Burial and Graves Unit to investigate human skeletons that were exposed by wind in pre-colonial shell middens.

Dr Binneman and Ms Booth were invited on a 3-day hike into the Kei River Valley to survey the area for unrecorded and recorded rock art sites, mainly the historic paintings observed by early traveller George Stow, by Mr Victor Biggs of Thomas River, July/August 2009.

Ms Booth attended a rock art workshop, Rock Art Conservation Treatment and Interventions, Southern African Rock Art Project, in August 2009 in Clanwilliam. She also attended a ceramics workshop at the University of Pretoria, in Pretoria in March 2010.

Ms Booth visited Buckland farm outside Grahamstown on invitation of the landowners to advise them on the status, protection and conservation of the rock art on their property. She compiled a rock art management plan for the rock art shelter on the farm.

Dr Binneman and Ms Booth presented a power point presentation, the heritage act and archaeology at museums, at the South African Museum Association meeting, in Port Elizabeth, September 2009. Both staff members presented five power point presentations at different venues during the 2009 and 2010.

Subprogramme : Anthropology

In November 2009 Anthropology department and Herbarium agreed to start a joint project on Calabashes. The idea was to promote awareness about these cultural



artefacts. Anthropology was to look at mostly the traditional effects or uses, then Herbarium to look at scientific or genetic uses as well as their health hazardless when used as containers, et cetera.

We sat down and draw guidelines on how to tackle the most important issues that would help us achieve our objective. Both departments were eager to contribute towards revival of these heritage resources thus regaining their deserved status. Never the less time was against us to start right away since it was towards end of the year then we decided to start in February 2010.

February 2010 we then met and formulate a presentation document that will be used for educational purposes. It will be a multi-discipline paper which combines people from all walks of life. It's a power point presentation which combines pictures and words. There are also oral recordings and photographs done from local societies by elderly community members, traditional healers and youth. All these people explain their knowledge of calabashes and how they affect our culture. Fortunately the presentation paper was staged in Queenstown in March during the Library focus week. Results from presenters were that they have received overwhelming response from children and elderly people. That was a starting point we will continue with outreach programme until our target market has been covered but the obstacle now is finance since this will involve travelling to the targeted areas. We then decided to apply for outside funding which we still waiting for response.

Again our section has helped under the Arch crafters to draft constitution, accompanied them to seek for assistance to get shelter from the municipality and local businesses. As a result they are busy channelling SEDA to be able to register for tax purposes(SARS) and the municipal data base which will enable them to be awarded arts and craft related tenders when in need. Also with the help of Mobile museum we have adopted a scholar who knows how to make traditional dolls but does not know how to market her goods. We went to negotiate with the guardian about what can be done to assist the young artist and workshops that she can attend that will improve her skills.

Lastly during Scifest Anthropology dept has captured events happening around museum spaces for record sake as suggested by the museum head. That is something we are proud of because it's pioneer project ever done by the section for the benefit of the entire museum.

Subprogramme: History

Two staff members left the Department: Mrs NT Mabutya (Assistant Admin Officer) to be Library Assistant (June 2009) and Ms PM Mntonintshi (Collections Manager) to be Curator of Anthropology (September 2009). Interviews were held for an Intern in the History Department; Ms A von Wesel was appointed for 2010. Staff included: Ms MF Way-Jones, Curator; Ms NV Sibawu, Historian and Mrs P Yame-Maselana, General Assistant. New donations (IR B 1-13) included: old milk bottles, baby clothes, household items, a Sunday Services Wesley Hymn book and a klapbroek and cotton shirt of Dutch origin and photographs and memorabilia of festivals. Sculptures and paintings were loaned for exhibitions "2 x" and "De-classification"; ceramics, bottles and a dress were included in exhibition "Feeling Blue". Ms Mntonintshi wrote loan forms and receipts and the History Department did labels for two exhibitions and the Observatory Museum reception room.

Following a Board decision, loans were listed and Ms Sibawu wrote letters to fifteen owners to collect their loans; two donations followed; four paintings were returned to Dr J Atherstone in December 2009; a letter was written to organise the return of the four Baines paintings on loan since the 1970s from Nedbank. The History Department participated in two events:

- The anniversary of Mandela's release from prison: 11-12 February 2010: Ms Sibawu talked about the significance of the event and Ms Way-Jones presented a DVD entitled "Mandela-the Living Legend"; students from four schools (VG, Ntaba Maria, Nyaluza and Good Shepherd) participated. Total: 160 students.
- "A Day at the Observatory Museum": Scifest: 24 -29 March: Ms Sibawu presented three workshops on "Measurement" for junior classes and Ms Way-Jones facilitated an all-day workshop for Grade 11 Upstart group with presentations by Dr C Schmidt, Mr G Mears, Mr H Borerwe (Rhodes University Music), Mr B Clarke, Mr D Greaves (Foto First) and Dr I Marais (Dr Davies Optometrists). Total: 97 students.

Ms Way-Jones and the Accessibility Advisory Committee held a Sensitisation Workshop for staff and the Board on 5 June 2009. A poster on the Committee's work was presented at the Afrinead Conference in Cape Town in November by a member of the Committee.

At the request of LIASA Special Libraries Interest Group (Eastern Cape) - LiSLIG, Ms Way-Jones ran a two-day workshop on Paper Conservation on 9 -10 February for eleven participants; favourable feedback was received.



During the year, Ms Sibawu taught students from the following schools: Grade 12 from Mrwetyana, Port Alfred and Ikamva School; Khutliso Daniels (2 groups), Nyaluza School, Nombulelo High School, Oatlands School (2 classes) and Ntaba Maria Primary (2 groups). One evening class "Seed play" was presented to Oatlands School. A special presentation by B Nonqane, F Way-Jones and N Sibawu was done for 27 students from St Olaf School from Minnesota on Saturday, 23 January 2010.

Focus Week: "Focus on Five": Heritage (15 -19 March). Ms Way-Jones taught four classes from Kuyasa School and Graeme Grade 4. A number of students from local schools were assisted in the completion of their heritage projects. A meeting in March with the Education Department officials and Museum educators was productive: a workshop on heritage education and a booklet on research will follow. Ms Way-Jones also conducted a tour for Grade 10 VG and a tour of the Observatory Museum and the churches for 14 overseas students. The total number of students (in classes): 470.

Ms Way-Jones served on three committees: SAMA EC Committee, the Grahamstown Historical Society (vice-Chairman) for which she presented one talk and a tour and Accessibility Advisory Committee (Chairperson) for which Ms Way-Jones arranged meetings and took minutes. Ms Way-Jones attended public meetings concerning the construction of the Bus Terminus/Toilet Block opposite the Observatory Museum in Bathurst Street. Important visitors in 2010 included: Prof M MacDowell (Michigan University) re Quilt project (13 March) and Ms P Scott-Deetz, curator of the Observatory Museum in 1980s, who donated eight items, previously on loan, on 31 March.

SAMA National Conference, Port Elizabeth: Ms Mntonintshi presented a paper on Medals and Medallions in the novice category; Ms Way-Jones chaired a session and organised the judging of the speakers. Ms Way-Jones chaired a session and presented a paper on "Environmental controls: the Digital Data Logger" at the SAMA EC Conference, Cradock.

Ms Way-Jones conducted eight walking tours, presented eight talks to U3A groups and two to the Grahamstown Historical Society.

Ms Mntonintshi curated the camera and medal collection; Mrs Yame-Maselana cleaned leather items and the leather bound books at the Observatory Museum.; Mrs Mabutya curated the Bible collection. Ms Way-Jones with assistance from Mrs Yame-Maselana and Ms Sibawu cleaned the displays at the Observatory Museum. Ms Sibawu did the

weekly environmental readings and wrote the quarterly summaries. Fumigation took place in May 2009; a Dry Force dehumidifier was purchased. Mr B Bezuidenhout restored damaged artefacts included eight chairs and one bench; Ms C Wynne restored two paintings Mr A Keogh restored two paintings; Ms Way-Jones repaired 24 books and a map.

The Observatory Museum project included a motivation to de Beers Mines Ltd for funding; photographs of damage during floods in February and October 2009 and an engineer's report were included.

Ms Mntonintshi completed MS Word 2007; Ms Way-Jones completed 1st Aid Level 1 and MS Powerpoint. Mrs Yame-Maselana continued her Matriculation courses with ABET (Rhodes University).

Ms Sibawu compiled research information on educational institutions, monuments, the Battle of Grahamstown and Makana for student resource files. Ms Sibawu and Way-Jones completed research for a poster on Miss Mary Glanville and Dr Lita Webley (1st women Directors) for National Women's Day and visited Mary Glanville's grave; Ms Way-Jones researched Bishop Merriman and his contribution to Grahamstown, Colonel Henry Somerset and "Oatlands House" and photographed various graves and sites for talks. Ms Way-Jones arranged for the showing of DVD "The language you cry in" by Dr C Schmidt for the opening of "De-classification". Visitor queries totalled 188; Ms Way-Jones answered four requests for copies of paintings.

Subprogramme: Freshwater Invertebrates

It was aimed to generate R150, 000 for research, curation and collection development for the FWI Department. During this financial year R488, 000 was actually raised although much funding is committed to the 2010-2011 year. Mr Zingela has been absent from work for the entire year from 1 April 2009 to 31 March 2010 and this has put a strain on our management of routine curation. With only a staff compliment of two permanent plus one seconded staff member we were fortunate in being able to employ a highly skilled technician on a temporary basis from funds for the Tsitsikamma Rivers research project and other Self Generated funds. We were also able to train a collections manager and an MSc research student and their services were valuable to develop our collection. All staff attended courses or visited research laboratories to continue development.



It was stated that 60,000 data records would be delivered to SANBI on completion of the data capture funded project. We were able to hand over 79,000 records in August. Further funding to continue this project was acquired. A donation of a copy the 1934-1935 diaries from a collecting trip in Ethiopia by Prof and Dr Joe and Joyce Omer-Cooper was made by their daughter Phoebe. After assisting with identifications, collections of aquatic insects were donated to the Museum by Dr Steve Lowe and Mr Lightone Marufu respectively from SAIAB and the University of Zimbabwe. Meetings with staff at SAIAB were held to draft an agreement for the Museum to store specimens for molecular research in their storage facility.

In addition to the standard surveys of the Tsitsikamma Rivers two additional surveys were conducted and all data recorders were retrieved and adult insects for special research purposes were collected. A special visit to Nature's Valley to undertake insect photography to detail flight behaviour was undertaken. A copy of a special statistical programme CANOCO was acquired for research purposes. As well as three stated one additional presentation was made at a conference in South Africa. Dr de Moor was able to get additional funding from the NRF that enabled him to undertake two weeks research at the Royal Belgian Institute for Natural Sciences in Brussels. Mrs James undertook three weeks research in the Lebnitz Institute of Freshwater Ecology in Berlin. She was able to take a student she had been helping along and they both learnt new techniques.

An additional poster on the Albany Museum collection database was prepared for SANBI. Additional help was provided for students doing collections and writing up projects. Data on the history of aquatic science in South Africa was for a report being is also being prepared. Hosted a researcher from the University of Zimbabwe Mr Lightone Marufu in the FWI Department for two weeks and helped him identify aquatic insects he had collected. Mrs James was interviewed by SciCue about her talk "When is a species a species" presented at SciFest (24 and 28 March) and had articles published in SciCue, Grocott's Mail and the Mail and Guardian.

Subprogramme: Ichthyology

Dr Cambray and Mr Dwani curated collections which came into the department during the year from the Eastern Cape, and from Kwa-Zulu Natal. Dr Cambray and Mr Dwani dealt with requests from the public and scientific colleagues with regard to the collection. Drs Cambray and de Moor had discussions with the Assistant Manager of the museum, Mr

Nonqane, about the wetstore and the options. Mr Dwani continued to learn departmental tasks including database management. Mr Dwani successfully completed a UNISA GIS course which will be helpful in the department.

Dr Britz of the British Museum of Natural History and Dr Cambray are completing their study on the interrelationships of the African Anabantidae. Dr Paxton and Dr Cambray began writing up the work they did together on early life history and ageing of the Clanwilliam sawfin (*Barbus serra*) which was part of Dr Paxton's doctoral thesis. Dr Cambray is working on a manuscript with Mr Sean Marr of UCT, who has recently submitted his doctoral dissertation on alien fish eradication work. Dr Cambray has mentored an MSc student in Brazil over several years and the student would now like to do a manuscript on invasive fish impacts with Dr Cambray. Dr Cambray continues with his many editorial tasks for the international journal *Hydrobiologia*. In addition a number of other scientific journals asked Dr Cambray to review manuscripts during the year, (eg. *African Journal of Aquatic Sciences*, *Freshwater Biology* *African Journal of Ecology*). Dr Cambray was part of the team along with colleagues from the Department of Ichthyology and Fisheries Science at Rhodes University working on a World Bank funded project on the freshwater ecosystems of the Greater Addo Elephant Park. Dr Cambray and colleagues from EnviroFish Africa and SAIAB are part of a team of experts for a World Bank project on Alien Invasive fish eradication which is part of the C.A.P.E. project. Dr Cambray was subcontracted by Arcus Gibb consultants to undertake surveys of the KwaNkwebu River prior to an interbasin transfer. The surveys were completed and a report with recommendations was submitted to the consultants. On the basis of this report the interbasin transfer was shelved which is a success story for conservation.

Dr Cambray did a two week lecture course in Conservation Biology to third year Rhodes University Ichthyology students, conducted a Focus week at the museum for Grahamstown schools and Dr Cambray continues to Chair the community initiative, the Kowie Catchment Campaign (KCC), which has grown in stature and now acts as a central hub for environmental issues in Makana. Dr Cambray helped Mr Lorraine Mullins put together a manuscript entitled 'Grahamstown's water supply – a brief history 1812 to 2008' which is a KCC initiative. This has been accepted for the *Annals of Albany Museum*. Dr Cambray prepared and presented a talk on the KCC at the Makana Environmental Forum meeting. Dr Cambray met with the Municipal Manager and her staff to discuss the way forward for the water quality issues in Grahamstown. This resulted in the publication of water quality records in the local paper.



Subprogramme: Entomology And Arachnology

The posts of Curator and Assistant Curator being vacant, Dr FW Gess, Curator Emeritus and Contract Researcher and Dr SK Gess, Contract Researcher, continued to be the official caretakers of the Department of Entomology and Arachnology.

Dr FW Gess and Dr SK Gess undertook field work centred on Victoria West, Sutherland and Laingsburg, funded by NRF, between 21 September and 15 October, the principal goal being to collect additional specimens of *Quartinia* (Vespidae: Masarinae) for Dr FW Gess' ongoing revision of this genus. Plants in flower were sampled yielding 612 specimens of Masarinae and numerous specimens of bees. The insect specimens, pinned and fully labelled, deposited in the terrestrial insect collections, are associated with fully labelled pressed plant specimens, deposited in the Schonland Herbarium, Albany Museum.

An Internship for an entomologist in the department was advertised by the Department of Sport, Recreation, Arts and Culture. Two candidates were interviewed. Ms R Tourle, who has been notified that she has been awarded her MSc with distinction from Rhodes University, received a letter of appointment, the post to be taken up on 1 April 2010. Ms Tourle's duties will include the identification of and incorporation into the terrestrial insect collections a large collection of wasps donated by Mr F Herbst in 2005.

Dr FW Gess and Dr SK Gess received a Makana Municipality CAPITEC Civic Award in the category Environmental Conservation and Tourism, having been proposed by Dr F de Moor and Ms M Cosser Lewis of the Albany Museum.

Ms B Mtuze was accepted for a computer course at Rhodes University. Her training will be put to good use in the department.

Subprogramme: Earth Sciences

Note from the Curator - Dr W. de Klerk: This past year has been very difficult one from a health point of view as I was in "End Stage Renal Failure" and was placed on haemodialysis from early June till mid November 2009. Dialysis treatments were done in Port Elizabeth three times per week which meant that three mornings per week were effectively lost. Happily my sister offered to donate a kidney to me for a transplant operation. I was able to complete the necessary test and arrange for a transplant operation at Groote Schuur

Hospital in Cape Town on 18th November 2009. After the operation I was booked off work by the Groote Schuur (Cape Town) doctors until 31 January 2010 to recover fully after this major operation. I would like to place on record my grateful thanks to the management of the Museum for their considered understanding and support during this difficult time in my life.

The main focus of this year has been devoted to the cleaning and preparation of the two new *Heterodontosaurus* dinosaur fossils that were collected in February and March of 2009. These very rare fossils were recovered from the Dordrecht district of the Eastern Cape (see pictures). Mr Luvuyo Mayi continued with the preparation of the large *Rhachiocephalus* skull which is now almost complete and he has also devoted much of his time to the preparation of two large *Aulacepalodon* skulls. In Late November 2009 it was arranged that Mr. Mayi be sent to the University of the Witwatersrand (BPI Unit) for 12 days to be taught the fine art of making fossil moulds as replicas. This specialist training he did under the tutorship of Mr. Charlton Dube (see picture). Dr Prevec continued with the processing of the large collection of plant fossils collected from both the KwaZulu Natal and the Permian/Triassic site near Nieu Bethesda.

During mid 2009 an audit of all Natural Science collections in all SA museums was initiated by the DST/NRF and in November '09 the Bird Study collection was evaluated while the palaeontology collection was done in mid February '10 by Prof Michael Raath of the NRF auditing team. He visited the Department for a full two days to complete the comprehensive questionnaire on the status of the Palaeontology Collection at the Albany Museum. Follow up questions were dealt with via email over the next two weeks. A final report is expected in the 2nd half of 2010.

Dr De Klerk continued his collaborative biostratigraphic work with Prof Bruce Rubidge at the University of the Witwatersrand and two conference contributions were submitted (see below). Systematic fossil collecting continued in the basal Beaufort Group rocks in the western part of the Karoo basin which included a recent field trip to Merweville near Beaufort West (see photo). In addition research on the two *Heterodontosaurus* dinosaur fossils is progressing well. This work is being done in collaboration with Prof Cathy Forster of The George Washington University in Washington DC, US.

Three major dinosaur projects are ongoing. They include (1) the description of a new form of basal iguanodontian dinosaur based on the fossil bones of at least 25 baby



hatchlings that were recovered near the village of Kirkwood. This work is being done in collaboration with Prof Cathy Forster in Washington. (2) Production of an in-depth review of the taxonomy of the small dinosaur *Nqwebasaurus* (Kirky). The work is being done in collaboration with Dr Jonah Choiniere and Prof Cathy Forster of Washington, US. (3) Research on a review of all known sauropod dinosaur fossils that have been recovered from the Kirkwood Formation. Excavation of the final fossils in this study will be undertaken in late 2010.

During the year the curator received a number of requests for information of SA fossils and identification of fossil and mineral specimens. Of particular note was the identification of rock and mineral specimens in the form of polished eggs brought in by Mr Ted & Mrs Rem Gilfillan of Port Alfred. Additional fossil report from farmers in the Karoo north of Cradock will be visited later in 2010 for evaluation.

As in previous years the curator presented the annual 2nd year BSc Geology module in Palaeontology at Rhodes University in March'10. This included 20x lectures and 4x practicals. The final practical exam was set and will be written in mid April and the final theory exam written in mid June.

In addition the curator presented ad hoc lectures to various educational groups throughout the year, these included lectures to the students of the Ulovane Game Ranger School based at the Amakhala Game Reserve (25 learners); a lecture to the Probus Club (senior citizens) of GTN on the discovery of a rare dinosaur in SA; helped a Canadian history researcher with information relating to a medical Dr Thompson who had lived in Bizana (Transkei) in the early part of the 20th Century. He had collected a number of marine fossils from the Cretaceous Umzamba beds near Port Edward.

"Kitching Fossil Exploration Centre" at Nieu Bethesda. This edutourism and outreach project is still operational but during these recessionary times the project is barely breaking even and a number of belt tightening measures have been implemented. Visitor numbers have been greatly reduced and this has effectively reduced income.

Throughout the duration of SciFest, Mr Luvuyo Mayi demonstrated fossil preparation techniques to the general public and the many learners that visited the Museum. He was also available to explain what the study of palaeontology was all about and he fielded a myriad of questions from the inquiring learners. The curator

introduced the keynote speaker and Chairperson of the SciFest Advisory Board, Prof Anusuya Chinsamy-Turan from UCT, at her talk "Things that Fly".

As a member of the permits committee of the SA Heritage Resources Agency, the curator spent some time on evaluating permit applications. These are regularly emailed from the SAHRA head office in Cape Town.

The Bird Study Collection was used for teaching and research purposes by Profs Adrian Craig and Pat Hulley at Rhodes University. Prof Adrian Craig; Prof Pat Hulley continue to serve as honorary curators of the bird collection.

Subprogramme: Herbarium

Seven hundred and thirty eight individual visitors made use of the herbarium facilities during the year. In addition to these, 1 005 learners from Grahamstown schools visited the herbarium in groups. Three thousand four hundred new specimens were mounted. Fifteen loans were requested from the herbarium. Two thousand specimens were received as gifts from other herbaria. Three thousand eight hundred specimens were databased and 1135 library books were catalogued. Mr Cimi presented a paper at the postgraduate colloquium in mathematics, science and technology education research (SAARMSTE) at Rhodes University Education Department and Mr Dold co-presented a paper at the 5th International Congress of Ethnobotany, in Argentina.

Prof Barker (RU Botany Department) has employed a part-time assistant, Mr Carl Cloete, to assist in the herbarium. We welcome Mr Cloete to the herbarium and thank Prof Barker for his generous support. We are also grateful to Museum Volunteer, Ms Khululwa Gxekwa for her assistance in the herbarium during Ms Nkwinti's absence.

The Herbarium received individual visitors from seven academic departments at Rhodes as well as researchers from the University of Fort Hare, University of KwaZulu-Natal, Wits University, University of South Africa, Fort Hare University, University of Alicante and University of Barcelona consulted the herbarium during the reporting period. Other herbarium users during the same period included the Van Staadens Wildflower Reserve (Nelson Mandela Metro Municipality), Working for Water, Department of Economic Development and Environmental Affairs (DEDEA), Coastal and Environmental Services (CES Grahamstown), Mr Blow (Traditional Healer, Grahamstown), African Centre for Biosafety, Wild Coast Museum (Port St Johns), Daily Dispatch,



National Herbarium, Centre for Social Development , Cory Library, South African National Biodiversity Institute and Freedom Park.

Post-doctoral students Ralph Clark (Rhodes University) and Mario Martinez-Azorin University of Alicante) continued with their research in the herbarium. In January Dr Crespo from University of Barcelona visited the herbarium for a week to collaborate with Dr Martinez-Azorin and Mr Dold. In March Dr John Rourke and Dr Ted Oliver visited the herbarium for two days to undertake an assessment of the state of the collection. SANBI researchers, Ronel and Arie Klopers spent two days in the herbarium consulting the ferns and providing positive identifications for 92 specimens. Mr Dold assisted Cape Nature with identifications of a number of confiscated "muthi" plants for a court case in Knysna. Dold accompanied Colleen Hepburn (RU Entomology) to her study site to identify insect host plants and Dr Julie Coetzee (RU Entomology) to several dams to collect aquatic plants. Dold collected *Pachystigma caffrum* in East London for study by Dr Hester Steyn and her Belgian collaborators. Dold provided photographs for the Global Diversity Foundation website and provided specimen related information on Aloes to the United Nations Environmental Programme World Conservation Monitoring Centre. Dold visited the McGregor Museum in Kimberley to consult the herbarium and the Duggan Cronin collection and attended a SANPAD funding proposal workshop in Phillipolis. Dold provided information on *Pelargonium sidoides* to TRAFFIC South Africa and images of *Cassipourea flanaganii* for ARKive Media (<http://www.arkive.org/cassipourea/cassipourea-flanaganii/images.html>). Dold provided photos of two species of *Podalyria* to Anna-Lise Vlok who is revising the genus.

2.3 MUSEUM PROGRAMME 3: PUBLIC PROGRAMS

Subprogramme: Education

Extended unpaid leave taken by M Lewis from 6 January to 2nd June 2009. In December of 2009, Ms M Lewis decided to take early retirement. Ms C Lambley became her replacement as HOD of Education.

Extended sick leave taken by Ms B Sontshatsha October – December 2008 – who sadly passed away in July 2009. She will be dearly missed and we extend our condolences to her family. We are also saddened by the loss of our Maintenance HOD, Mr Lester Mitchel – who passed away suddenly in October 2009. He was a good assistant and dear friend who shall be sorely missed.

The Grocott's Then and Now Exhibition saw many learners visiting the museum in 2009. The exhibition ran from May through to July and the Education Department, facilitated by Ms Nozipho Madinda, Mr Zongezile Matshoba and Ms Gxekwa Khululwa, ran an exciting Education program for the duration of the exhibition. Our figures for January through to July reflect the ongoing support we receive from learners and the Education Department is especially grateful for the kind assistance we receive from our staff, Rhodes lecturers and individuals from the community who take time out of their precious schedules to run our popular FOCUS WEEK programs. Alongside this, the Luthuli/Mandela Making Peace Exhibition has generated much interest amongst our local community. Ms Nomonde Sibawu and Ms Nozipho Madinda have been actively involved in its education program.

Ms Lewis, Ms Madinda and Mr Matshoba were actively involved in organizing the 67 minutes for Mandela Day where clothing donations were distributed to four Farm Schools, in 2009. 2010 saw a two day workshop celebrating the day Mandela was set free from captivity. This ran from the 18th – 19th of February and involved Victoria Girls High and Nathaniel Nyaluza as well as learners from Ntaba Maria. A Heritage Workshop was conducted by Makana Heritage Solutions and involved a two day workshop looking at the development of a youth center in Joza, with learners from Mary Waters High School.

As usual, the Education staff assisted with showing learners various sections of the Museum both in 2009 and in 2010. In addition to this, the Education Department has become more involved in developing Education Programs to assist the Exhibitions department.



Above: The Exhibitions Department hard at work



2010 has seen the development of the Education Department's Special Program – which includes a monthly Bedtime Stories activity for learners at the museum on Saturday evenings. This Outreach Program has included children from Eluxolweni Shelter. We have also decided to return to our Holiday Club towards the end of the year, which runs for two weeks during the December Holidays.

A new development that occurred in 2010 was the splitting of the Education Department to accommodate the Mobile Museum Services as a separate department. The Education Department has embarked on a re-design and standardization of all lesson plans, which now includes lesson plans for the History Museum. A lesson plan for the General Tour has also been developed – of which all our visitors can book for. Talks are underway to develop the museum library into an Educational Resource Center – where learners can start utilizing the library and the internet for research projects in a manner that sees greater museum involvement with learner studies in heritage. The Education Department is also developing a careers booklet for FET learners in conjunction with developing workshops to assist FET learners and school leavers with museum career developments.

Subprogramme: Exhibitions

The exhibitions team strived to build on the last year's achievements with more challenging projects. Other than the annual Festivals the department took on many new projects, also looking at old displays and ways of reviving them. Some projects envisaged for the year had to be scrapped due to shortage of funding. This however left us with creative solutions to fill the galleries using our own collections as inspiration with some interesting results.

The Exhibition department kicked off the year with a photographic exhibition by Brent Meistre entitled *Malaise*. The show used images of the uncanny as metaphors to capture memories, testing the audience response to these images with a questionnaire as part of a research project at Rhodes Psychology Department. During the National Arts Festival we curated the Art Exhibition X2 which looked at coupling and binaries in Art. The show included works from our local talent and complimented it with artworks from our collection. The show got some media exposure due to a controversial work from a local artist removed from the show. To compliment the annual SHARC auction for HIV Aids orphans the Exhibitions Department curated a show entitled *To those Lost...* The show allowed viewers the opportunity to deal with loss of loved ones by creating a meditative

space using artefacts of mourning from our private collection juxtaposed with artworks from local artist all dealing with the theme in their artwork. The Museum was also proud to host the informative exhibition on the life of two of South Africa's great leaders, Nelson Mandela and Albert Luthuli. This show was launched in Heritage month with a beautiful opening attended by a prestige list of guests. The accompanying educational program allowed scholars more insight into the lives and accomplishments of these two great individuals. Mark Hipper had a solo show in the Alumni gallery which focused mainly on his skilful drawings accompanied by some of his Lithographic prints. The Museum braved the controversial topic of racism with a show which delved into our own systems of classification and labelling with a show entitled *De-classification*. It skilfully made use of the Museum's own system of classifying objects and opened the doors to information which the public usually do not get to see. The History Foyer hosted its first post renovation show *Feeling Blue*, capturing the mystery of blue throughout the Museum's Natural Science and History collections, leaving the viewer to ponder the presence of this much loved colour in different objects. The final exhibition for the year took a more playful stance, using colour as starting point the exhibition *On Colour* in conjunction with Rhode Fine Art Department, filled the newly painted Transformation gallery walls with a rainbow of artistic interpretations around the topic, all contributing to a "feel good" visit to the Museum.

The Exhibitions Department was proud to be asked to design and build a new gallery space for the Our Heritage Museum in Adelaide. The new gallery looks at Traditional healers and their role in society, focusing on healers from the area around Adelaide. The Exhibition department designed the information panels, display cases and installed the gallery in time for its festive opening in February. Very good feedback was received by those attending the opening.

The annual Grahamstown National Arts Festival took place over the week of the 2-11 July 2009. The Museum again was honoured to play host to world class exhibitions as part of the main Festival Art program. The Standard Bank Gallery and Grahamstown galleries hosted the Standard Bank Young Artist 25: Retrospective exhibition. A catalogue to celebrate this memorable event was launched on its opening attended by many art lovers. The Alumni Gallery proudly presented the much acclaimed travelling exhibition by Paul Emanuel entitled *'Transitions'*, the foyer celebrated works by Eastern Cape artists and the Transformation gallery walls stood witness to X2, an exhibition curated by the Albany Exhibitions Department. The Natural Science Museum again was fully booked for Fringe shows with all the galleries



transformed for 15 days of art viewing pleasure. Highlights of the Fringe hosted by the Albany Museum included Anton Brink's Grey Matter in the Green gallery and Contemporary Shona Sculpture in the Provost Museum.

The annual Sasol Science Festival took over the streets and venues of Grahamstown during the week of the 24-30th of March 2010. The Museum gladly saw a bigger line up this year of Exhibitors in the Grahamstown and Alumni galleries as venues were fully booked with nine exhibitions, and displays ranging from the Iziko Mobile Museum stand to Nanotechnology by SAASTA. The Natural science Museum hosted two exhibitions and seven workshops with daily programs in the Education classroom, Green Gallery, Palm court and Rennie Wing. Fort Selwyn playfully hosted the Micro- Rockets workshop by the French Embassy while The Observatory Museum observed in wonder as the Albany History department ran workshops on time and measurement in its rooms.

Museum displays are constantly checked to make sure the displays are presentable and clean. The Exhibitions department also renovated some spaces in the Museum complex which were in desperate need of a facelift. The History Museum's foyer was given a complete makeover. The old reception desk was removed and the wood recycled into a more streamlined unit which now proudly receives visitors at its new location. The old Hesian display boards were removed and the walls repainted to give the exhibition space a fresh modern appeal. At the Natural Science Museum the old Mobile Classroom was transformed, removing old shelves and painting the walls with a calm grey, allowing for formal and informal meetings as the new Boardroom. The ablution on the first floor of the Natural Science Museum was also renovated and retiled making the space clean and presentable. The Transformation gallery was next in line receiving a new layer of paint to revive the space as one of Grahamstown's most modern exhibition venues.

The Museum continues to let out venues for private functions, Fort Selwyn being most popular. The Fort was used for seven private functions, the Rennie wing being utilized for weekly Yoga classes as well as different workshops. The Provost Prison was rented out on a contract for a year after a decision made by the board of Trustees. The Natural Science and History buildings played host to the Rhodes Fine Art Final year Exhibition which was launched in November. The whole Museum complex was transformed into a spectacular event with a walkabout opening bringing many new visitors to the Museum.

Subprogramme: Technical Services

Last year November Mr. Lester Mitchell our Artisan Foreman, and Head of the Technical Service Department, passed away. I was given the position as Head of the Technical Services.

In the Technical Services Department I and two other staff members are doing Artisan Training at The Border Training Centre in East London. We hope that with all the training we are going to make a great impression in the Maintenance Department.

Last year in October we constructed a new pathway in front of the Albany Museum. We also constructed pathway and a ramp for disabled usage at the History Museum.

We also started this year tilling the staff toilets and the corridor in the Albany Museum. The Technical Services with the Education Department is also donating wooden floor tiles to a Farm School.

We also assist the Exhibition Department with setting up new Exhibitions. During the Scifest Festival we also assist setting up venues.

Subprogramme: Library Services

The position of a librarian remains vacant.

Subprogramme: Communications and Marketing

The corporate identity of the museum was revamped. Branding became very important as our fleet and stationery were rebranded, and banners designed.

The rebranding also coincided with the Mandela Luthuli Making Peace Exhibition, jointly hosted with the Nelson Mandela Museum in Umthatha. Publicity of that event also became very important. The event was covered by our local print media, as well as SABC radio and two community radio stations, Grahamstown FM and Nkqubela FM in Port Elizabeth.

The department, assisted Education is organising Mandela Day. Donations collected were handed to four farm schools.

The museum revived and hosted the ICOM's International Museum Day in collaboration with the Department of Education under the theme, "Museums and Tourism".



The department continued to represent the museum in the Makana Tourism Management Committee, and the Scifest Africa Advisory Committee.

Reporting also became very crucial, as part of compliance, and for speeding the processing and allocation of the grant. Both the 2007/08 and 2008/09 annual reports that were behind schedule, were completed and issued. The target is to release the 2009/10 in time.

Another museum webpage has been created: www.ru.ac.za/albanymuseum as well as a generic e-mail for general queries: albanymuseum@ru.ac.za



Above: Participation in the Education Department's programmes



Above: Marketing and Communication Department attending news-worthy events

MUSEUM PROGRAMME 1: ADMINISTRATION

Sub-programme 1.1: Management

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Strategic Management of the museum	Strategic Plan of the Museum submitted for approval of Executive authority	Strategic Plan of Albany Museum was compiled and approved by the Board of Trustees of Albany Museum and forwarded to DSRAC.	Strategic Plan for 2009/10 was done. Inputs for 2010/11 Annual Performance Plan received from Departments.	Draft Annual Performance Plan of the Museum linked to the museum has been drafted and ready for circulation to all Heads of Department.	Strategic Plan of the Museum was submitted to DSRAC together with subsidy documentation
Strategic Management of the Finances of the Museum	MTEF budget and cash-flows of the museum	Income and expenditure budget for the museum was done and approved by the Board of Trustees. Annual Report for 2007/08 completed, printed and submitted to DSRAC.	Budget and relevant documentation submitted to DSRAC including a letter from the Auditor General Submitted timeously	Draft budget available for circulation to Heads of Departments for comment.	Budget circulated to Heads of Departments and forwarded to DSRAC for subsidy purposes.
Human Resource Management	Oversee the implementation of PMDS Oversee the filling of vacant posts		Not met.	Not met.	PMDS documentation compiled and forwarded to DSRAC.
Draft the Museum Transformation and Development Framework	A rough Draft of the Museum Transformation and Development Plan ready for consultation	No achievement	The Transformation Plan of Albany Museum forms Part of the province-wide Strategic Infrastructure Maintenance Plan.	Draft circulated to staff members and Board members. This was included as part of the Overall maintenance plan of all other museums in the Eastern Cape.	Albany Museum's plan consolidated into a wider plan for all provincial museums was submitted to DSRAC for possible funding.

Sub-programme 1.2: Finance

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Drafting of annual and MTEF budget	Budget submitted to DSRAC	No achievement		Budget submitted to DSRAC.	Budget for 2010/ 11 still outstanding
Budget Management	12 monthly cash-flow reports forwarded to management	1 report	3 reports	3 reports	3 reports
Banking , reconciliations and cash management	Banking and cash management done on a daily basis	Banking is being promptly done on a daily basis.	Banking is being promptly done on a daily basis	Compliance with prescripts	Compliance with prescripts
Internal control Systems including asset management	Compliance with internal control systems Updated asset register	Very few deviations from the internal control system. The system was workshopped with all Heads of Departments and staff.	There are few mistakes which need to be corrected	100 percent compliance	100 percent compliance
Payment of Creditors	Payment of creditors within a 30 day period	Creditors are paid at the end of each month.	Creditors are paid at the end of each month	Payment of creditors with a 30 day period	Payment of creditors within a 30 day period
Bookkeeping of all source documents	Compliance with prescripts	New requisition and other approval forms were designed for bookkeeping purposes.	New requisition forms , paid stamp and other approval forms were implemented	Compliance with prescripts	Compliance with the prescripts
Annual audit of books by internal auditor and Auditor General	Time-ous audit of the books	Not met	Financial statements were submitted to Auditor General.	Still on progress with the auditors.	1 internal auditor Price Waterhouse Coopers and Auditor General
Send Quarterly Financial Reports to the Executive Authority	Number of reports	1 Quarterly report completed	One report has been completed.	Two report	1 report

Sub-programme 1.3: General Support

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
SEnsure that staff members are aware of the benefits available to them	Ongoing Information sessions with staff members	Gave the employees forms for medical aid Saphire b/c it is free from level 1-2 Forms for rentals subsidy were sent to Head Office Employees were sent to Rhodes University for Computer Course. Officials were informed to take the leave for last year cycle b/f the end of June 2009 and could be forfeited.	1. officials joined 2. staff informed about circular no6 of 2007 that the department does not pay for the transport if one of our staff is deceased 3 Officials attended a computer course at Rhodes University	1. Officials joined 2. Staff was informed about the raising of the National flag by the Manager should one of our officials become deceased. 3. Staff received their competency certificate by December 2009 from Rhodes University, two officials went for training and a number of employees from Maintenance depart. are in process of undergoing Training in East London.	Officials joined Staff was informed about the signing of the attendance register on and off duty. 3 officials for Maintenance department are in a process of undergoing training in EL and two officials were sent on Pastel in PE
Supply chain management	Procurement of goods and services for all museum departments	IThe principles of SCM are being complied with.	Smooth and more efficient running of finances	Smooth and more efficient running of finances	Efficient and effective running of finances.
Efficient and effective system of managing resources of the museum	Compliance with the internal prescripts	New forms for trip authorisation were designed and Ms Sentile was appointed as an official responsible for transport for the whole museum.	1. Vehicle inspection is done twice weekly. 2. New bags were bought 3.Mileage and cost is done on a monthly basis	1.Vehicle inspection is done twice weekly 2. Mileage and cost is done on a monthly basis	1. Vehicle inspection is done twice 2. Repairs of Toyota Hilux Bakkie and of Quantum 4.Mileage and cost is done on monthly basis
Effective and efficient management of assets	Update the asset register of the museum	Not met.			

MUSEUM PROGRAMME 2: PROFESSIONAL SERVICES

Sub-Programme 2.1: Archaeology

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Curation of loan/donated collections	Replace damaged boxes, paper bags, labels, etc.	Mrs. B. Tana curated a third (58 boxes) of the Melkhoutboom collection by replacing and relabeling damaged boxes and paper bags.	Mrs. B. Tana continued with the curation of the Melkhoutboom collection by replacing and relabeling 52 damaged boxes and paper bags.	Mrs. B. Tana continued with the curation of the Melkhoutboom collection by replacing and relabeling 48 damaged boxes and paper bags.	Mrs. B. Tana started with the curation of the Amanzi Springs collection excavated by H. Deacon in 1966 near Uitenhage, by replacing and relabeling 48 damaged boxes and paper bags.
Digitizing the archaeological collections in the Dept. of Archaeology (Accession register)	Digitizing of the Dept. of Archaeology's archaeological collection in an Access database and possibly plotting site on a GIS base.	Not met.	Not met.	The template for the digitization of the Accession Register is currently being designed and created.	The template for the digitization of the Accession Register has been completed. Data-capturing of the written Accession Register is currently underway.
Transfer of Bayworld archaeological collection from Bayworld to the Albany Museum	Negotiate the transfer process of the collections with the relevant role-players of Bayworld and the Albany Museum	Ms. C. Booth visited Bayworld Museum during April 2009 and conducted informal conversation about transferring the Bayworld archaeological collections to the Albany Museum	It was discussed between the parties that the arrangements for the transfer of the Bayworld archaeological collection from Bayworld to the Albany Museum will resume in December 2009.	An informal letter confirming the acceptance of the Bayworld archaeological material was sent to the parties involved. Ms. Booth also inspected the collection to determine how much space is required for the collection.	The transfer procedure has been put forward to both the Albany Museum and Bayworld's board members. The Albany Museum was in favour of the transfer. The results from the Bayworld board meeting, held at the end of March 2010 have not yet been revealed.
Sorting of the Later Stone Age (LSA) Diepkloof Rock Shelter (DRS) material from the 2008 excavation season	Sort, bag and label the excavated material into the appropriate categories.	Mrs. B. Tana and Ms. C. Booth sorted bagged and labelled 53 units of the 2008 excavated material into the appropriate categories.	Completed.	Completed.	Analysis of the 2008 material has been completed.

Sub-Programme 2.1: Archaeology Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Continue with MPhil Archaeology thesis (C. Booth)	Recording and analyzing the cultural material of DRS. Conduct literature research and draft writing of the thesis.	Sorting of 2008 excavated material mentioned above. Conducted extensive literature research of accredited archaeological journals and books focussing mainly on pottery, Later Stone Age and west coast / Western Cape archaeology, and some general southern African archaeology.	Comprehensive literature research has been conducted and preparations for the writing of the first chapter are being conducted. The DRS cultural material is still undergoing recording and analysis.	The pottery chapter first draft including illustrations is almost complete. A few additions need to be made, but these can only be done at the University of Cape Town as the material is currently housed in the UCT Dept. of Archaeology and at the Iziko Museum, Cape Town. The next chapter will focus on the shellfish assemblage of Diepkloof Rock Shelter.	Three separate draft chapters have been worked on simultaneously.
Our Heritage Museum, Adelaide Transformation Project – Rock Art	Documenting and recording rock art in the Winterberg /Smaldeel areas.	Two field trips of 7 days each documenting and recording rock art at 12 different rock art sites. Inspected the exhibition room alterations, have organised quotes for the lighting, painting and installation of electricity. The general layout of the exhibition and what is to be included has also been organised and designed.	Research of the rock art in the Winterberg area/Smaldeel areas and preparations for rock art exhibition at Our Heritage Museum, Adelaide have been continuous.	Research of the rock art in the Winterberg area/Smaldeel areas and preparations for rock art exhibition at Our Heritage Museum, Adelaide have been continuous.	The rock art exhibition has been completed, only a few touch up and corrections must be conducted.
Tsitsikamma Research Project	Survey the Tsitsikamma mountains for possible archaeological sites.	Not met.	A day was spent in the Sanddrift area looking for sites and collecting information. However, the physical survey has not been conducted at full steam. At the moment the literature research is still in progress.	Literature research focussing on the Tsitsikamma region has been conducted in preparation for a planned fieldtrip at the beginning of January 2010, in aid of locating currently known site and finding, documenting and recording new sites.	A survey trip was conducted at the beginning of January 2010; some sites were recorded along the Tsitsikamma coast and GPS readings taken.

Sub-Programme 2.1: Archaeology Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Langkloof Archaeological Research project: Kleinrivier Later Stone Age (JNFB)	Research into the early history of the KhoiSan people -Past 20 000 years	Dr Binneman processed and sorted 10 volumes of excavated material of the last 2 000 years at Kleinrivier Shelter.	Dr Binneman processed and sorted 10 volumes of excavated material of the last 2 000 years at Kleinrivier Shelter.	Dr Binneman processed and sorted 9 volumes of excavated material of the last 2 000 years at Kleinrivier Shelter.	Dr Binneman processed and sorted 8 volumes of excavated material of the last 2 000 years at Kleinrivier Shelter.
Langkloof Archaeological Research project: Tierkloof Shelter Later Stone Age (JNFB)	Research into the early history of the KhoiSan people -Past 20 000 years	Dr Binneman processed and sorted 10 volumes of excavated material of the last 10 000 years at Tierkloof Shelter.	Dr Binneman processed and sorted 9 volumes of excavated material of the last 10 000 years at Tierkloof Shelter.	Dr Binneman processed and sorted 10 volumes of excavated material of the last 10 000 years at Tierkloof Shelter.	Dr Binneman processed and sorted 9 volumes of excavated material of the last 10 000 years at Tierkloof Shelter.
Langkloof Archaeological Research project: Tierkloof Shelter - Origins of Modern Activities (JNFB)	Research into the origins of modern activities of mankind – some 70 000 years ago	Dr Binneman processed and sorted 10 volumes of excavated material from the time period know as the Howieson's Poort ; estimated to date between 55-65 0000 years old from Tierkloof Shelter.	Dr Binneman processed and sorted 11 volumes of excavated material from the time period know as the Howieson's Poort ; estimated to date between 55-65 0000 years old from Tierkloof Shelter.	Dr Binneman processed and sorted 9 volumes of excavated material from the time period know as the Howieson's Poort ; estimated to date between 55-65 0000 years old from Tierkloof Shelter.	Dr Binneman processed and sorted 8 volumes of excavated material from the time period know as the Howieson's Poort ; estimated to date between 55-65 0000 years old from Tierkloof Shelter.

Sub-Programme 2.1: Archaeology Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Archaeological heritage consultancies	Conduct Phase 1 Archaeological Heritage Impact Assessments (AIA)	Dr Binneman and Ms Booth conducted phase 1 archaeological heritage impact assessments for quarries at Patterson and Mount Stewart and for a power line in Port Elizabeth. Dr Binneman also conducted surveys in Grahamstown, Graaff Reinet and Sardinia Bay in Port Elizabeth. Reports were compiled by both officers on all these surveys and sent to the clients and the South African Heritage Resources Agency (SAHRA). Reports for other surveys conducted during the previous quarter (Jan-March 2009) at Kei River Mouth, Hlulekha and Khomga were also completed. Dr Binneman also submitted budgets for five other proposed projects for archaeological heritage assessments and provided information for other projects. Eight invoices were prepared and sent to three clients.	Dr Binneman and Ms Booth conducted phase 1 archaeological heritage impact assessments for 22 quarries at Butterworth, Mount Coke, East London, Gonubie, Cathcart, Stutterheim King William's Town, Kaizer Beach and Thornhill. Reports were compiled by both officers on all these surveys and sent to the clients and the South African Heritage Resources Agency (SAHRA). Dr Binneman and Ms Booth also submitted budgets for five other proposed projects for archaeological heritage assessments and provided information for three other projects. Five invoices were prepared and sent to three clients.	Dr Binneman and Ms Booth conducted phase 1 archaeological heritage impact assessments for 3 quarries at Kaizer Beach and Gamtoos River. Dr Binneman also attended a meeting between the Department of Water Affairs and the Gamat kwa KhoiSan Council to inspect and to provide assistance on the bulldozing of graves in the Milton Cemetery in Hankey. Reports were compiled by both officers on the above mentioned surveys, and previous surveys at Gonubie and Stutterheim. All reports were sent to the clients and the South African Heritage Resources Agency (SAHRA). Dr Binneman and Ms Booth also submitted budgets for six other proposed projects for archaeological heritage assessments and provided information for three other projects. Five invoices were prepared and sent to three clients.	Dr Binneman and Ms Booth conducted phase 1 archaeological heritage impact assessments for 3 proposed windfarms at Driftsands, Bushy Park and at Van Stadens River Mouth and a residential development at Motherwell near Port Elizabeth. Surveys were also conducted for the construction of the new Glen Hurd/Moffat intersection in Baakenskloof in Port Elizabeth and the upgrade of the N2 national road between Coega and Colchester. Reports were compiled by both officers on the above mentioned surveys. All reports were sent to the clients and the South African Heritage Resources Agency (SAHRA). Dr Binneman and Ms Booth also submitted budgets for five other proposed projects for archaeological heritage assessments and provided information for three other projects.

Sub-Programme 2.1: Archaeology Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Education Outreach	Focus week	Ms. Booth and Mrs. Tana assisted school children on gathering information and ideas for their comparative study on humans and primates project. Have communicated with the Education Department for ideas for focus week. Slides and materials have been selected for use as educational propos. The date for Archaeology focus week will only take place in the following quarter (September).	Completed.	Completed.	Completed.

Sub-Programme 2.2: Anthropology

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
ADMINISTRATION Management and administration of the Department of Anthropology	Draft quarterly, annual & progress reports	First quarterly report submitted. Submitted 2008/9 departmental annual report for incorporation into the museum one. Received and dished out wellness questionnaires to museum staff members. Attended disability workshop held in the Albany Museum. Drafted final progress report and submitted to the national lotteries board. Drafted and submitted 2007/8 and 2008/9 annual report. Informed DSRAC and museum management of an anthropological symposium to Algeria. Undertook a fieldtrip to Pretoria to get a VISA from the Algerian embassy.		1 quarterly report	final quarterly report
CURATION Recall collections from the East London Museum	Recorded, fumigated & photographed recalled collections	Fieldtrip not undertaken.		10 shelves were loaded with camphor blocks	
CURATION Replace conservation boxes on leather/animal products collections	Replaced boxes & quarterly reports	5 Stapled conservation boxes prepared for storage of leatherwork artefacts.		5 boxes were replaced with camphor blocks	10 boxes were replaced with camphor blocks-still to be accessioned.

Sub-Programme 2.2: Anthropology Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
CURATION Chemical and mechanical treatment of Metalwork Collections	Improved conditions of treated metalwork	5 pieces of metal artefact chemically treated on a microscope.			5 boxes were shelved
CURATION Photograph ethnographic collections	Download photographs onto a PC	100 beadwork artefacts photographed, downloaded onto a PC and accessioned		Compiled report was made	Compiled report was made
CURATION Acquisition of new/donated artefacts	Acquire artefacts of the peoples of the Eastern Cape	No acquisition			Accessioned about 8 new donations in Jan-March period.
PREVENTIVE CONSERVATION Maintenance and Monitoring of storage conditions	Record humidity and temperature in the storeroom	Humidity and temperature recorded twice on a daily basis.		Daily recordings done	Daily recordings done
PREVENTIVE CONSERVATION Maintenance of Favourable Storage Conditions	Empty dehumidifiers and keep the storeroom tidy	Dehumidifiers emptied on a daily basis.		Done daily	Done daily
CURATION Digitization of anthropology photographs	CD of compiled photographs (289) sent to Africa Media-On Line for retouching & completion of Metadata	289 digital photographs selected and sent to Africa Media-On Line for digitization.		Done once a month	Photos were received in good condition

Sub-Programme 2.2: Anthropology Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
CURATION Replacement of Acid free tissue on Collections	Replace acid free tissue on basketry collections	25 basketry artefacts repacked in new acid-free tissue.		Photos were recieved	35 basketry items were unpacked and cleaned then re-wrapped with new acid free paper
CURATION Collection documenta- tion	Record collections on Logos- Flow Database, accessioning & consolidate collections register	Not achieved		35 basketry items were unpacked and cleaned then re-wrapped with new acid free paper	430 new recordings were entered into data base
RESEARCH Undertake collection based research	Ethnographic research on types of traditional ochre, beadwork and textiles	Undertook a fieldtrip on 4 April 2009 to Masizame Com- munal Farm in Hope Fountain to observe, photograph and film a festival in which bead- work, ochre and traditional clothing was contextualised.		25 plus 10 items were en- tered into data base	About 5 elderly members were interviewed starting from Sangomas, traditional church members and elders of the communities were inter- viewed, recorded and photo- graphed.
RESEARCH Undertake research on traditional rituals and ceremonies	Attend 4 ritual/ceremonial functions	Instead a fieldtrip to Masa- khane village in Alice was undertaken to observe and record an invited diviner lead- ing a family ritual to plead with bees on a tree.		About 10 boxes were final- ised-to be done once per quarter.	380 Photos and 4 video tapes were captured and videoed. Then report document was compiled.
RESEARCH Popular publications	Write articles for the El- ephant's Child and News spa- pers	Co-authored. Museum An- thropologist Awarded In The Elephant's Child: newsletter of the Albany Museum. April 2009. Vol 33. No 1. Authored. Masizame traditional dancers growing. In The Elephant's Child: newsletter of the Al- bany Museum. April 2009. Vol 33. No 1. Featured and quoted by Tydelike Uitstalling by Museum In Uit Ons Kontrei. Burgersdorp. Participated in the review and approval of a transformation charter of the National Heritage Council.		Fieldtrips to various villages, farms & peri-urban areas in the Eastern Cape to be conduct- ed for best outcome.	

Sub-Programme 2.2: Anthropology Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
RESEARCH Compile information and photographs for 2 posters	Select relevant text and photographs for posters	Photographs to produce 2 laminated photographs are already selected. In the 4th term of the 2009/10 financial year photographs and text will be sent for layout, printing and lamination.			
RESEARCH Anthropology brochures	Reprint 200 copies of anthropology brochures	Consulted Grocott's Publishers & Printers for reprinting of 200 brochures. Forwarded additional photographs to the museum's exhibition department as requested to incorporate in a reviewed brochure layout.		Send order for printing of brochures	
RESEARCH Attend SAMA Conference	Present professional paper to National SAMA conference	A conference paper will be substituted with presentation of SAMA Publication Design Awards and select as well as hand over of the SAMA rotating Spoon Award to the winner.		Presented paper	
RESEARCH Attend Anthropology Southern Africa Conference	Present academic paper at the Anthropology Southern Africa conference	Literature review on several books and journals was carried out. An abstract to be submitted in August 2009 and conference attended on 3-7 October 2009.		48 Photos and 1 video tape were captured and videoed. Then report documented was compiled.	
RESEARCH Review of collected ethnographic data and historical records	Review of collected ethnographic data and historical records for exhibition upgrades & respond to outside queries	The text and captions for the 19th Century Gallery were completed and translated into isiXhosa. They will be furnished to the exhibition department for printing.		318 artefacts on display is with a label	Answered 3 outside queries from Fezile Cindi of the House of Traditional leaders about their in-house display project.

Sub-Programme 2.2: Anthropology Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
RESEARCH Promotion of anthropology department & museum	5 pull up banners as a travelling exhibition to Eastern Cape museums	Fieldtrip to the Burgersdorp Museum to deliver 5 pull up banners. The museum anthropologist conducted several lessons with school groups.		Feedback to be made by SAHRA-we only participated as guests.	These mobile banners were used as educational tools as well.
OUTREACH Focus week and continuous engagement with learners	PowerPoint presentation to school learners	Focus week for anthropology scheduled for the third term of the 2009/10 financial year. Conducted lessons on cultural heritage with learners from various local schools (120)		Answered 2 outside queries from Nessel of JHB Arts gallery about KZN origin artefacts in our collection and K.Jezile of NELM about Ancestry beliefs, Burials, mournings and Nguni objects used to perform these rituals.	Present Power point presentation on the journey of Anthropologist and calabash presentation.
OUTREACH Coordinate and promote a traditional dance group	Draft resolution & constitution, open project account and draft performance schedule for the group	Submitted response to invitation for performance at the Settlers Hospital opening launch.		These mobile banners can be used as educational tools as well.	Consult bank, submit necessary documentation and monitor performances.
OUTREACH Attend to queries from public regarding information on material culture and heritage	Address specific questions related to material culture and heritage in the Eastern Cape	Assisted Fine Art student from RU with an artefact photograph for an academic project.		Present Power point presentation.	
OUTREACH Liaise with traditional practitioners and Associations	Meet Mr N.V. Mvuli, traditional healer on matters related to traditional healing and practices in the new South Africa	Consulted a traditional healer/diviner at Adelaide to arrange a meeting for research purpose.		Consult bank, submit necessary documentation and monitor performances.	Met Mr Gezde in Hamburg instead. Conduct research on legislative matters related to traditional healing and his knowledge about the calabashes and their uses.

Sub-Programme 2.2: Anthropology Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
OUTREACH Continuous promotion of local craft in Grahamstown	Invite crafters to view ancient beadwork in the anthropology department	Crafters visited anthropology department to view ancient beadwork design styles and patterns. Met Terry Myburgh of Natural Landscape Creations to network her with local crafters under the arch in Grahamstown. Liaised with Makana Municipality and local traffic officers to access permits for crafters operating under the arch in Grahamstown.		Conduct research on legislative matters related to traditional healing.	Let them select Ancient beadwork and explain when were they used and also the modernised ones specifically used for commercial business.
OUTREACH set up exhibition at Rhodes University-Anthropology Department's display room	Exhibition on Jabez HIV/Aids Health Centre's pottery and Artefacts of African origins	Selected 42 artefacts and set up an exhibition at Rhodes University anthropology department's museum. Signed loan register and drafted captions for a temporary exhibition at RU.		Let them select Ancient beadwork and explain when they were used.	To be evaluated quarterly for breakages and other preservation methods.
SAMA SAMA national conference publication design awards	Plinventions to get 3 judges. Selected winners' names and institutions. Prices and judges' written remarks/comments.	First response received to volunteer to judge. Attended EC SAMA committee meeting to provide progress report on publications design awards search for judges.			

Sub-Programme 2.3: History

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
OUTREACH To teach one theme in a focus week (Quarter 1)	Classes taught; number of learners reached	May: Heritage focus week: "Focus on Five" 55 learners. History of Grahamstown: 49 learners Battle of Grahamstown: 78 learners June: 15 CM Vellem learners (Battle of Grahamstown). Total: 197 June: Students writing exams	July: Kutliso Daniels (38) – "Should a monument like the Egazini still be valued in a new South Africa?" – N Sibawu Nyaluza School (30) "Elections of 1994 an Uhuru election or not?" – N Sibawu Aug: Nombulelo High School (38) Heritage investigation re monuments – N Sibawu Sept: Oatlands School – "Seed Play" & "Contact & Conflict" treasure hunt (60); Ntaba Maria Primary (5) *N Sibawu Grade 10 VG: tour: F Way-Jones Total: 171 (pupils on vacation in July)	VG tour & Stutterheim school did not attend lessons; Ntaba Maria Grade 8 (30 learners); Khutliso Daniels (35 learners) (Ms Sibawu) 14 students on tour of Observatory and churches (Ms Way-Jones) . Total: 79	Anniversary of Mandela's release 11-12 February – 3 classes: Ntaba Maria Grade 7 (40); Good Shepherd & Ntaba Maria (60); Victoria Girls (20) & Nathaniel Nyaluza (40); Ms Sibawu presented talk on Importance of this day; Ms Way-Jones showed DVD "Mandela: the Living Legend". Ms Way-Jones' photograph published in Grocotts Mail. Focus Week: Heritage (15 -19 March). Ms Way-Jones presented four classes: 3 x Kuyasa School (25, 30, 23) and 2 x Graeme Grade 4 (58) Scifest: "A Day at the Observatory" 24 – 6 March: Measurement lesson by Ms Sibawu. 3 groups (30, 21, 16). "A Day at the Observatory" 29 March. Ms Way-Jones facilitated four presentations (30 students booked; 20 attended. 10 taken to wrong venue) Ms Way-Jones prepared a additional presentation on old spectacles for group of 30 on Sunday 28 March after Ms M Wolfe informed her of larger group. Total: 320 learners. Ms Sibawu took 7 members of the Antic Centre for the Elderly around "Contact & Conflict"; she also assisted 6 Grade 12 students from Nombulelo High School with their heritage project. (March 2010)

Sub-Programme 2.3: History Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
RESEARCH Undertake historical research (1912 – 1995) for New History Gallery	Research on the early history of Grahamstown	Five files typed as background. (Ms Sibawu) Pictures identified for possible inclusion in exhibition.	Research information on educational institutions and monuments for four duplicate Heritage resource files. (Ms Sibawu) Research on Miss Mary Glanville and Dr Lita Webley (1st women Directors) for National Women's Day and also for a poster – N Sibawu & F Way-Jones. Included visit to Mary Glanville's grave (6 August). Research on Bishop Merriman and his contribution to Grahamstown (F Way-Jones) and preparations for tour in October.	Research on Battle of Grahamstown and Methodist Missions; file started and secondary material added by Ms Sibawu who used the Clarkbury album as a reference and various books. Ms Sibawu also did detailed research on an obscure amamPondo and AmaBhaca battle called Idabi laku-Nopoyi in the 1890s for Mr Mzolisi Luzipo.	Research on all written sources for Battle of Grahamstown and Makana: six versions of the battle and Makana were researched, compared and typed by Ms Sibawu. (Rev Read, Sir George Cory, Stretch, Michael King, Soga and Harding); resource material compiled for students. Ms Sibawu started revising her research on Hintsa
RESEARCH Undertake collection based research	Four topics researched; published articles.	SEditing of article on Medals and Medallions by P Mntonintshi. (30June).	Editing of article on Medals and Medallions by P Mntonintshi. (30June)	LResearch for the SAMA Conference: Medals and Medallions by P Mntonintshi. Lists of all objects donated by Hart and Bowker families prepared by P Mntonintshi for 3 email and visitor queries. Presentation on the Data logger by F Way-Jones for SAMA Conference	MF Way-Jones: Talk on Environmental Controls for publication in SAMAB.

Sub-Programme 2.3: History Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
OUTREACH Give three courses on Grahamstown history (Quarter 1 & 2 2009)	Number of adults attending	University of the Third Age (U3A) (10 & 17 June) - two groups – four talks; total: 53 adults.	F Way-Jones: "Once upon a Time...in Grahamstown" Repeat of talk on 15 July. University of the Third Age (U3A) (20, 22 July – 5 Aug) - one groups of 8 adults for four talks.	Not applicable	Not in this quarter
Preventive conservation environmental management of history museum	READINGS; Quarterly Summaries; Quarterly Fumigation. Fumigation Of New Objects .	Excel file: April – June 09; Fumigation of Grocotts items in Military Gallery store and new items in Fumigation Room. Treatment of mould in Rooms 1a (photographs removed from sleeves – cleaned by Ms Yame-Maselana) & 9 (chairs treated)	Excel file: July to Sept 09; Summary chart showed variations of 12 -19 degrees and 35 – 57 % humidity; fluctuations in Library and ex-military Gallery shows need for vegetation clearance at back of History Museum. Teco 12l dehumidifiers not working. Fumigation by Classic Pest Control: 14 August. Contract cancelled by Mr Mgijima. Mould in Room 1a (photographs) & Room 9 (34 items of Furniture): one dehumidifier not working; (Errol Greene & Dry Force contacted for quotations) data logger monitoring in library, ex-Military Gallery and Art Store. Research on the quality of Melinex sheets which allowed mould to grow on photographs (Stanwood contacted)	Quarterly summary revealed high humidity; especially in the Transformation Gallery where vegetation behind building needs trimming & gutters cleaned; new Dry Force dehumidifier installed in Room 3; all Melinex sheets for photographs in Room 1A were washed as mould developed. Ms Way-Jones researched supplier & questioned other curators about product. 6 boxes of leather cases for photographs were cleaned and checked by Ms Way-Jones and Yame-Maselana.	Readings taken and quarterly summary done by Ms Sibawu.

Sub-Programme 2.3: History Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
FUNDRAISING FOR HISTORY DEPARTMENT: WALKING TOURS	TOURS CONDUCTED;	FOne bus tour by Ms Way-Jones. May: 12 visitors from NMMU taken on museum tour by Ms Sibawu.	RJuly: Ms Way-Jones conducted seven tours for 183 visitors. Costume dry-cleaned, church donations made to Wesley and St Bartholomew Churches and funds from tours reconciled with ticket sales. Mrs E Anderton inquired about tours for conference delegates (4 August). Tour for Masifunde Building group from England (19 September); tour for Mr and Mrs Kay (29 September) total: R614	One tours; Festival tours 2010 planned; one meeting to coordinate Journalists' visit to Grahamstown 21 Nov.	Ms Way-Jones conducted four student tours as part of the Focus week. 136 learners participated. Ms Lambley and Ms Sibawu assisted Ms Way-Jones on 19 March as groups too large.
FUNDRAISING FOR HISTORY DEPARTMENT: VISIT OF ANTIQUE DEALERS	PUBLIC SESSIONS BOOKED AT OBSERVATORY MUSEUM	19 May – 46 participants. R2005 less expenses of catering & posters Portrait by Oerder sent to A Keogh for restoration (R400 from funds raised)	Editing of article on Medals and Medallions by P Mntonintshi. (30June)	Liaised with Strauss & Co for future visits Copyright: Mr Jervois photographed 4 paintings by Dorothy Kay for Mrs J Wright (R100 paid for service; SGF).	Not this quarter

Sub-Programme 2.3: History Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
PREVENTIVE CONSERVATION ENVIRONMENTAL MANAGEMENT OF OBSERVATORY MUSEUM	QUARTERLY FUMIGATION.	Fumigation: new items 24 April; 15 May (History and Observatory museums) Mould in Room 1a (photographs) & Room 9 (34 items of Furniture): dehumidifiers in place; data logger monitoring. Melinex sheets cleaned; chair	Fumigation: 14 August (History and Observatory museums). Ms Way-Jones prepared a background document for de Beers and arranged a meeting with Mrs Margaret Keeton (former involved with de Beers funds) on 28 September	Report and motivation for De Beers Diamond Mines Ltd Written by F Way-Jones in October; edited by Mrs Keeton in November, presented with additional introduction to board members in December; Quotation for elevator from EZI-EL added (R295 000); Media quotation still outstanding.	No fumigation due to lack of funding; revised quotation received from Classic Pest Control
Conservation: paper and art	Record of work	April: 11 books repaired; May: 3 books. June:	4 books from Observatory flooding fumigated and repaired. Treatment of mould in Rooms 1a Melinex sleeves cleaned by Ms Yame-Maselana; old Grahamstown photographs stored in acid-free boxes.	Painting by Order returned by A Collins. R400 paid; 3 paintings outstanding; 3 sculptures checked & loan to Mrs Mitford Barberton	Paper conservation workshop: 15 books restored. 7 books from Observatory Museum repaired (spines and pages) by Ms Way-Jones. 22 books given leather treatment by Mrs Yame-Maselana
Conservation: paper and art	Record of work	8 framed pictures. Five awaiting completion Due to lack of equipment. & assistance	8 framed pictures. Five awaiting Completion. 2 ceramic pots restored using Paraloid B72.	Preparation & Condition reports and photographs Of objects for "Portraitchair" and "Feeling blue" exhibition	MF Way-Jones: 2 books in the Bowker Library repaired: Bathurst Map repaired for Mr Jervois.
Documentation of collections;	Database	Catalogue of medals & costumes retyped	Catalogue of costumes retyped (incomplete); checklist of chairs and boxes made.		Original Logos Flow database deleted by IT when DVD software installed on Mr Jervois' computer; over 1000 entries lost. Ms Way-Jones following Access manual from Mrs Tait to set up simple database for history collections

Sub-Programme 2.3: History Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Documentation of collections: stocktake	Computer files	17 trays of medals documented	5 sets of medals photographed by W Jervois and documented by P Mntonintshi for presentation at SAMA conference 8- 1 September Request from Martin Hill re rifle donated in 1994; Ms Mntonintshi typed list from SAPs; Ms Way-Jones checking on "black powder" firearms for de-registration; fax sent 24 July. Ms Way-Jones and Ms Mntonintshi documented and repacked Boxes 126 & 128. (household linen and patchwork).	1. Index and stocktake of albums Ms Sibawu indexed 5 albums (SM PIC 2899, 2900, 3183, Clarkbury and Waller Albums) 2. Index and stocktake of chairs 3. Sibawu sorted and labelled 48 box files of re-source material for various historical subjects.(Library annexe)	Inventory of loan continued. Scott donation (OL104 & 106) checked. Loan converted to donation by Mrs P Scott-Deetz (31 March) Ms Sibawu indexed four albums (two Bowker, one about Wesleyan Girls School and one Webster album)
Digitisation of photographic images of Grahamstown	Data sheets	172 entries digitised by AMOL; 400+ data entries prepared and two boxes packed for courier company but not digitised by 30 June	180 photographs returned in August 09 by TNT couriers. No hard drive. R13 000 paid to AMOL.	Photographs returned and filed away; no harddrive of images as yet.	154 images online; 18 not suitable. No hard drive of images received. Ms Way-Jones checking metadata. 2 emails to Mr D Larsen

Sub-Programme 2.3: History Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Visitor queries (including student assistance) demanding photographic and photocopy services	Records of queries	April: 5 telephone; 1 email May: 68 visitors; 2 telephone queries June: 12 visitors; 5 email queries Total: 96 queries List of all Hart donations compiled by Ms Mntonintshi for Mrs G Hart; objects photographed.	July: 3 emails: request to reproduce photograph of Maurice Garcia; 5 visitors, requesting a copy of Henry Fitchat, the Mayor and photographs of five items (Hart family); two telephone queries. (F Way-Jones) 5 emails including request for photographs of Grey-stones & information about conservation (F Way-Jones) September: 8 emails 2 telephone queries about a L Brinkman, artist, 6 visitors inquiring about Transkei rebellion, the Collen family and the Settlers diaries (Prof J Walker: Natal University), Ms Sibawu assisted visitors from the Methodist church inquiring about Rev T Sogo's marriage.. Ms Sibawu and Ms Way-Jones were interviewed by Journalism students concerning heritage and importance of graves.(3 students). Painting (WB Stocks) copied by D Greaves for A Mitford-Barberton. Total: 46 queries List of all Bowker donations compiled by Ms Mntonintshi for Mr Stephen Bowker after complaints about the museum curation.	24 email queries including families, local history, battles, houses, Currie Park, Ngwane clan, etc. Prof Walker did research in Bowker Library on families. One copyright query from Mrs Jeanne Wright about Dorothy Kay paintings (4 photographs taken); Prof John Tosh of Roehampton University shown; Stories required by J Stoker; documents.	22 email inquiries; visitors from Freedom Park (Mr Abrahams), Michigan University (Prof M MacDowell) and Mrs P Scott-Deetz (US) and Mrs A Roos, daughters of the late Dr M Scott. Information photocopied for a number of students and visitors. Also two requests for copies of Baines paintings for Mr H Thompson and Ms C Celliers (OUP)

Sub-Programme 2.4: Freshwater Invertebrates

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Management and administration of the Department of Freshwater Invertebrates	Write quarterly & annual reports. Raise funds for research. Training of staff. Manage departmental budget. Regular meetings with Management.	Funds successfully raised: Mrs James: NRF funding and Rhodes University Deans Discretionary Fund. Dr de Moor: NRF and Rhodes S&T funding.	1. Mrs Barber-James and Dr de Moor completed quarterly reviews. Mr Zingela away on sick leave for the entire period did not do a report. 2. Dr de Moor authorized R39,465 expenses and issued invoices or received advances and awards totalling R53,334 as income for the department. 3. Compiled a final report for the SANBI funded database capture project, submitted final invoice for R15,500 and prepared work proposal for continued funding for this important project. 4. Submitted a request to NRF for a DST funded Intern for training in the Department of Freshwater Invertebrates during 2010. 5. Mrs Barber-James submitted all NRF funded researchers claims to the NRF.	1. Museum quarterly reports and progress review reports were written and evaluated. 2. Dr de Moor completed reports on his conference visit and on the research he undertook in Belgium for the NRF. 3. Dr de Moor was informed that his evaluation for NRF Rating was successful and he had improved his standing to the C1 category. 4. Authorized expenditure of R43, 193 and issued invoices or received advances and awards totalling R60, 304 as income during this period. 5. Dr de Moor made enquiries as regards the recent implementation of (OSD). Mrs James is completing a PhD and needs to be translated to the post of a professional scientist or a specialist scientist once she attains the degree. Dr de Moor needs to get salary adjusted as a Senior Specialist Scientist since 1996.	1. Quarterly reports and progress reviews were completed. 2. Mrs Barber-James wrote final research report for the NRF. 3. Authorized expenditure of R54,338 and issued invoices or received advances and awards totalling R35,000 as income during this period. 4. Mr Zingela has been absent from work for the entire period and needs to get approval for being medically boarded. Wrote several letters. 5. OSD implementation needs to be seen to Mrs Barber James needs to be translated to Professional Scientist and Dr de Moor needs to have his status as Specialist Scientist implemented. Meetings and documentation prepared. 6. Funding for a Wet Collection store needs to be found. 7. Mr Bellingan has been awarded an NRF funded internship worth R66,000. 8. Mrs Barber-James and Prof Villet received a Museums/University partnership award for R117,000 to conduct research on Ephemeroptera.

Sub-Programme 2.4: Freshwater Invertebrates Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
			6. Dr de Moor got bank approval to have the DWAF accredited researchers registered and enable DWAF to make payments for services into the Albany Museum account. 7. Mrs Barber-James was acting head of department from 1 - 24 July.	6. Dr de Moor was informed that Mr Ben Price a PhD student had been awarded an NRF Postdoctoral bursary for R170,000 to undertake research in the Albany Museum in 2010. Mr Price will be co-supervised by Dr de Moor and Prof Villet from Rhodes University. 7. Dr de Moor was informed that R75,000 for salary of Mr D Weeks for continuation of the Database capturing in SPECIFY has been made available by SANBI. An invoice for the first payment of R35,000 was issued. 8. A meeting was held with the IT expert Mr Guy Halse, Mr W Coetzer and all Albany Museum departments dealing with Natural Science collections and databases, to assess the possibility and cost of housing our electronic collection data on a Rhodes University server. 9. Dr de Moor approached two possible external examiners to evaluate Mr Bellings MSc which he hopes to submit in April 2010.	9. Dr Ben Price will be a post-doctoral researcher in the Museum for 2010-2011 and has been awarded R170,000 for doing research on aquatic insects. 11. Arranged to have running of NRF finances done through Rhodes University administration. 10. Dr de Moor received acceptance and University approval for two external examiners to evaluate Mr Bellings MSc dissertation. 11. Received quote for R22,000 to purchase a dedicated server to house all the Museum electronic data collections and maintain these at Rhodes University. Dr de Moor will try to raise funds for this exercise.

Sub-Programme 2.4: Freshwater Invertebrates Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Development and curation of the national collection of freshwater invertebrates	Identification and incorporation of invertebrates into collection. Curate collection. Loan incorporation and dispatch. Development of electronic database. Identify insects for the public and other research organisations	To take place in July/August	1. The electronic transfer of 79,000 catalogued data records to SANBI at Kirstenbosch was successfully completed. 2. Dr de Moor attended a meeting on the scoping of South African Natural History Museum collections at SAIAB on 28 August. The NRF and SANBI representatives informed museum Managers, curators and collection managers that they will be evaluating the status of collections storage, preservation and services as well as staffing at all collection repositories. They will determine needs and requirements for these collections.	10. Dr Michele Hamer from SANBI visited the Museum on 13 November to evaluate the status of collections storage, preservation and services as well as staffing at the Albany Museum. 11. Mrs James continued to help NRF funded researchers submitting claims. 12. Mrs James attended HOD meetings on 3 and 18 Nov in the absence of Dr de Moor	1. Recorded that 16,600 accessions comprising 122,300 specimens had been accessioned into the collection between 2006 and 2009. 2. Dr de Moor was successful in raising R75,000 from SANBI to enable Mr Weeks to continue with the database computerisation and collection management. 3. Mr Weeks captured data from the KUN catalogue and helped with curation. 4. Mr Soxujwa funded from SGF finances incorporated 43,000 adult Trichoptera into the TSR collection and 200 insects into the BOT collection. 5. Dr de Moor identified adult Trichoptera and Megaloptera and Mrs Barber-James identified Ephemeroptera helping Mr Bellingan complete his research on the Tsitsikamma Mountains Rivers .

Sub-Programme 2.4: Freshwater Invertebrates Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
			3. Mr Bellingan and Mrs Barber-James delivered consignments of Dragonflies, Stoneflies and Mayflies for species identification to specialists in Stellenbosch, Cape Town and Germany. 4. Dr de Moor and Dr M Picker (UCT) identified all adult Megaloptera and Plecoptera from the Tsitsikamma rivers survey. 5. Mrs Barber-James and Dr de Moor helped with identifications of aquatic insects for the Tsitsikamma project and also helped Mr Bruce Eady an MSc student from UKZN as well as answering several queries from the general public.	4. Drs de Moor and Mr Soxujwa identified a large collection of Simuliidae collected in the Senqu Orange River for Ms P Sebotswa of the Lesotho Highlands Development Authority. 5. Dr de Moor and Mrs Barber-James identified aquatic insects from the Kunene River for Mr Kevin Roberts and Ms S Bethune of Namibia Department of Water Affairs. 6. Dr de Moor identified Trichoptera for Dr D Schael of NMMU. 7. Dr de Moor and Mrs Barber-James helped Bronwyn May (technician, Rhodes University Entomology Department) with identification of organisms that were apparently killing the new biocontrol agent for the aquatic weed, Myriophyllum. 8. Dr de Moor provided Dr R Palmer, Nepid Consultants with ecological information on aquatic insects from the Kunene River.	6. Mrs Barber-James updated the Afrotropical mayfly checklist and had it placed on the Museum Website by Mr Mashoba. 7. Dr de Moor and Mrs Barber-James provided a checklists of South African caddisflies and mayflies for Ms Daksha Naran (employed by SANBI to coordinate all freshwater related databases). 8. Dr de Moor answered queries on Belostomatidae and Corixidae for Mr G Gade from UCT and Ms J Mitchell from Cape Town. 9. Dr de Moor provided information on Simuliidae for Dr Crosskey of the Natural History Museum London. 10. Dr de Moor provided Dr N Strydom (SAIAB) information on identification of insects from fish gut contents. 11. Dr de Moor provided Megaloptera specimens and a set of paper reprints to Dr Price to commence his molecular phylogenetic research on this order of insects. 12. A loan of Psephenidae beetles made by Dr Chi-Feng Lee of Taiwan in 2001 was incorporated into the pinned collection. 13. Several identifications or questions asked by the public were carried out by Dr de Moor and Mrs Barber-James.

Sub-Programme 2.4: Freshwater Invertebrates Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
				9. Dr de Moor and Mrs Barber-James advised Mr Nelson Odume from IWR (Rhodes University) with literature on chironomid identification and on how to rear specimens. 10. Undertook routine identifications of aquatic invertebrates or answered queries from the public and staff or students from other research organizations. 11. Dr de Moor helped Mr Weeks with routine queries regarding the correction of data being recorded onto the Specify database. 12. Mr Lightone Marufu donated a collection of Zimbabwean insects to the Albany Museum. 13. Dr Steve Lowe donated a collection of aquatic insects made in the Cederberg and Baviaankloof region to the Albany Museum. 14. A loan of Psephenidae beetles made by Dr Chi-Feng Lee of Taiwan in 2001 was partially returned.	

Sub-Programme 2.4: Freshwater Invertebrates Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Undertake re-search, increase knowledge and publications.	Write reports, PhD & MSc thesis supervision. Prepare conference presentations of research. Prepare three manuscripts for papers for journals. Editor of Annals of the eastern Cape Museums. Associate Editor for International Journal Aquatic Insects. Referee scientific papers and reports	One research paper accepted for publication. Second research paper submitted for publication. Conference in Poland successful.	1. Dr de Moor was awarded R25,000 mobility grant by the NRF to undertake research at the Royal Belgian Institute for Natural Sciences in Brussels in July. 2. Dr de Moor spent two weeks at the Royal Belgian Institute for Natural Sciences (RBINS) in Brussels studying the Congo collections of G Marlier and S Jaquemart (30 June – 3 July and 15-21 July 2009). Digital photographs of 800 of the more than 4000 microscope slides held in this collection were made using the institutional Leica Wild M10 and DFC 420 dedicated camera and software.	1. A meeting was held between Prof M Villet, Mrs H Barber-James, Dr de Moor and Mr Ben Price regarding a postdoctoral research project for 2010. Financing and field and lab work were all discussed. 2. A meeting with Dr A Palmer, Dr de Moor and Mr Terence Bellingan was held to discuss the statistical analysis of data using the CANOCO computer package. 3. Dr Ben Kefford an Australian researcher approached Mrs Barber-James and Dr de Moor to undertake a joint paper listing and evaluating the tolerance levels of aquatic insects to increased salinity in South Africa compared with Australia.	1. Dr de Moor and Mr Bellingan visited the rivers of the Tsitsikamma mountains between 15 and 23 February and collected all the temperature data loggers set out in January 2009. 2. They also undertook light-trap collections of adult Trichoptera and other insects and Dr de Moor made a pinned collection and collected material in 100% ethanol for molecular analysis to resolve phylogenies. 3. Dr de Moor and Mr Bellingan attended the final Tsitsikamma Rivers steering committee meeting and presented the final report and Dr de Moor delivered a powerpoint presentation of the main findings and recommendations of the study. 4. Dr de Moor and Mrs Barber-James attended an NRF SABI forum meeting 25th February in PE. The importance of systematic research in Museums and Universities was emphasised and funding for this research was discussed. 5. Dr de Moor wrote to Dr O Flint (Smithsonian Institute Washington DC USA) to enquire if they had any African Megaloptera and also asked him if the for advice on Megaloptera research techniques. 6. Mrs Barber-James, with help from Prof M Burton worked on the development of an artificial neural network application for species identification of Prosopistomatidae nymphs.

Sub-Programme 2.4: Freshwater Invertebrates Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
			3. Mrs Barber James undertook research in the laboratory of Dr M Monaghan, at the Leibniz-Institute of Freshwater Ecology and Inland Fisheries (IGB), Berlin, Germany (27 July-14 August). During the visit with the help of Dr Monaghan and Ms L Peireira she extracted and amplified DNA using various primers and PCR techniques from a selection of Prosopistomatidae mayflies. The study focused on both nuclear and mitochondrial genes as well as the protein histone 3. The selected genetic sequences will be used to compare with the phylogeny derived so far only from the nymphal morphology of these mayflies. 4. Mr Bellingan delivered papers on our research at two conferences (see below). 5. Dr de Moor and Mr Bellinag attended the steering committee meeting on the Tsitsikamma rivers project from 14-15 September and discuss the 166 page draft final report for the project in detail.	4. Mrs Barber James undertook detailed research into the structure of basal sclerites in Prosopistomatidae to understand the wing venation. More detailed studies on morphological features of five undescribed species of adult Prosopistomatidae and an analysis of water quality requirements of all known species of Prosopistoma were also conducted. 5. Mrs Barber-James presented the progress of her research at a post-graduate student seminar on 4 November. She also got advice on how to use PCA for analysing her data from Prof Villet. 6. Draft copies of 4 papers with Dr de Moor as author or co-author with Dr Steve Lowe, Dr N. Griffen, Mr P Weyl, Prof M Hill, Dr O Weyl and Mr G McIllelon were sent for review. Correspondence regarding a joint paper with Dr W Mey of Germany was ongoing	7. Dr de Moor and Mrs Barber-James with a group of international scientists contributed information for a chapter on diversity of species in freshwater systems. 8. Dr de Moor reviewed two papers on Trichoptera for the International Journal Zoosymposia. 9. Mrs Barber-James edited a manuscript on Corsican mayflies for a colleague in Switzerland. 10. As a member of the editorial board, Dr de Moor provided the Editor of the African Journal of Aquatic Science with advice on several publications. 11. Dr de Moor was external examiner for an MSc degree from Fort Hare University. 12. Dr de Moor was awarded R11,000 for the printing of the two manuscripts for Volume 7 of the Annals of the Eastern Cape Museums.

Sub-Programme 2.4: Freshwater Invertebrates Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
			6. Dr de Moor reviewed a paper on aquatic invertebrates for African Entomology. Mrs Barber-James reviewed the Preface of Proceedings of XVI International Symposium on Plecoptera, XII International Conference on Ephemeroptera and papers for the Annales de Limnologie and Journal of the North American Benthological Society. 7. Dr de Moor received authors corrected copy of the manuscript on the History of Grahamstown's water supply for the Annals of the Eastern Cape Museums. All manuscripts are now ready for editing and page setting.	7. Dr de Moor and Mr Bellingan continued checking, identifying and cataloguing aquatic insects in readiness for preparing a final report for presentation at the Tsitsikamma Rivers Research meeting to be held on 23 February 2010. 8. Dr de Moor reviewed 3 papers on aquatic invertebrates for the African Journal of Aquatic Science 9. Dr de Moor commented on a report outlining the ecological reserve for the Salt River and pointed out some shortcomings as advice for the Natures Valley Trust. Dr de Moor answered a questionnaire on Alien Invasive Biota for a SANBI funded project. 10. Dr de Moor needs to find funding for final editing, layout and printing of the two manuscripts for Volume 7 of the Annals of the Eastern Cape Museums.	

Sub-Programme 2.4: Freshwater Invertebrates Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Facilitate dissemination of information on freshwater invertebrates through collections, display and knowledge	Posters on research displayed. Teach 2nd & 3rd year entomology courses at University. Presentations to school learners. Supervise postgraduate students.	Entomology course delivered, exams set and marked.	1. Dr de Moor delivered 10 lectures, ran two practical classes, set exams and marked prac reports for 18 second-year BSc Entomology students between 27 July and 7 August 2009. 2. Drs de Moor and Cambray attended a meeting on 27 August convened by Drs Dirk Roux, Monash University South Africa and Dr Peter Ashton NIWR CSIR to help document the history of aquatic science in South Africa. 3. Dr de Moor and Mrs Barber-James and Mr Bellingan helped Mr Bruce Eadly with identification techniques in the Albany Museum lab. 4. Dr de Moor supervised Mr Bellingan MSc and Mrs Barber-James PhD projects. 5. Ms Danika Swanepoel a second year student showed some exceptional skills in drawing and Dr de Moor has suggested she could come and do some scientific illustration at the Albany Museum during the December vacation.	1 Dr de Moor prepared, set and marked practical and theoretical examinations for the second year Entomology class. Dr de Moor and Mrs Barber-James also marked second year entomology collections. 2 Mrs James prepared slide mounted specimens for the second year entomology end of year practical exam. 3 Mrs James inserted errata details in 10 volumes of the mayfly identification key, in Volume 8 of the Guides to the freshwater Invertebrates of southern Africa first published in 2003. 4. Dr de Moor supervised Mr Bellingan MSc and Mrs Barber-James PhD projects. 5. From 30 November to 11 December 2009 the FWI hosted Mr Lightone Takawira Marufu a lecturer in Animal Physiology, Plant Ecophysiology and Evolutionary Botany from the Department of Biological Sciences, University of Zimbabwe. Dr de Moor, Mrs Barber-James and Mr Soxujwa all assisted Mr Marufu with identification of the insects he had collected in mountain streams in Zimbabwe. We also gave him some useful reprints.	1. Mrs Barber-James planned future SASS accreditation fieldtrips with Dr Nikite Muller (IWR) and Ms Christa Thirion (DWAf). 2. Mrs Barber-James was interviewed by SciCue about her talk "When is a species a species" presented at SciFest (24 and 28 March) and had articles published in SciCue, Grocott's Mail and the Mail and Guardian. 3. Dr de Moor supervised Mr Bellingan MSc and Mrs Barber-James PhD projects. 4. Dr de Moor attended a Forum at Rhodes University discussing the problems we have with water quality in Grahamstown and assessing how the community of water researchers could contribute to alleviating this problem. 5. Dr de Moor, Mr Weeks and Mrs Barber James prepared a poster for a database handover meeting at SANBI in Cape Town. 6. Dr de Moor was informed that Prof Arthur Harrison who has been an important contributor to expanding our collection and knowledge base of Chironomidae over the previous 17 years had passed away in December 2007.

Sub-Programme 2.5: Ichthyology

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Associate Editor of International Journal, Hydrobiology		Dr Cambray handled 15 manuscripts some were new submissions and some were revisions.	Dr Cambray handled 18 manuscripts some were new submissions and some were revisions.	Dr Cambray handled 17 manuscripts some were new submissions and some were revisions.	Handled 22 manuscripts with regard to reviews and allocating reviewers via the electronic Editorial Manager
Dr Cambray is forwarded a number of manuscripts and reports to review, from both national and international sources. These are on an ad hoc basis throughout the year and cannot as such be planned for. Being a senior scientist I usually agree to do every manuscript sent to me.		Reviewed manuscript from Nigeria for African Journal of Aquatic Sciences.	Reviewed manuscript for African Journal of Aquatic Sciences.	Reviewed manuscript for African Journal of Aquatic Sciences	Handled and returned all reviews.
Dr Cambray helped a doctoral UCT student , Dr B. Paxton, with a section of his thesis. This is being written up for a paper.		Drs Cambray and Paxton have been in contact and discussed the manuscript.	Drs Cambray and Paxton have been in contact and discussed the manuscript.	Drs Cambray and Paxton have been in contact and discussed the manuscript.	Dr Paxton is returning to South Africa and is keen to finish this manuscript. Contact was made with him.

Sub-Programme 2.5: Ichthyology Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
NEMBA Invasive species		Dr Cambray read through the report and agreed with it so no comments were necessary as it is in line with biodiversity conservation. The most comments would come from anglers and aquaculture people who use alien fish.	Specimens are being sorted and back log is being assessed.		The report was read and comments sent.
NFEPA: Regional Expert Review Sessions		Dr Cambray met with Drs Swartz and Nel in Grahamstown so did not have to go to Stellenbosch.			Knowledge shared.
Prepare department for Dr Cambray's retirement		Specimens are being sorted and back log is being assessed.		Specimens are being sorted and back log is being assessed.	Cleared a number of back logged specimens from laboratory.
Community involvement – Chair of Kowie Catchment Campaign (http://www.kowiecatchmentcampaign.org.za/)		Dr Cambray chaired the KCC meeting and helped with website development and a booklet on the Grahamstown Water Supply authored by Lorraine Mullins.	Dr Cambray chaired the KCC meeting and helped with website development and a booklet on the Grahamstown Water Supply authored by Lorraine Mullins.	Dr Cambray chaired the KCC meetings and continued to help with website development and a booklet on the Grahamstown Water Supply authored by Lorraine Mullins.	A very successful meeting was held in February. A report was delivered and spoken to at the Makana Environmental Forum. The Municipal Manager has been kept informed of water quality issues via email. The VC's Water Forum was attended.

Sub-Programme 2.6: Entomology and Arachnology

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
To undertake Collections based research on aculeate wasps and bees	The number of publications produced	Manuscript for paper 1 completed and submitted to Journal of Hymenoptera Research – FWG	Manuscript for paper 1 completed and submitted to Journal of Hymenoptera Research – FWG	Manuscript for paper 2 nearing completion; paper 1 published by Journal of Hymenoptera Research in this quarter – FWG	Manuscript for paper 2 was expanded – F WG; manuscript for book 2 made progress but was not completed – SKG
To maintain collections in good order, e.g. quarterly replacement of camphor blocks in all drawers and storage boxes containing pinned insects and six monthly topping up of alcohol in storage bottles in wet collections	Presence of camphor blocks in drawers and storage boxes and satisfactory alcohol levels in storage bottles	Dr Cambray met with Drs Swartz and Nel in Grahamstown so did not have to go to Stellenbosch.	Camphor blocks (2,972) in all drawers and storage boxes containing pinned insects replaced – FWG Alcohol checked in all storage bottles in wet collection – FWG	Replacement of camphor blocks (2,972) in all drawers and storage boxes containing pinned insects – BM Alcohol topped up in all storage bottles in wet collection – BM Together with the replacement of camphor blocks, the number of specimens per drawer was counted and recorded for the SANBI/NRF collections audit – BM	Replacement of camphor blocks in all drawers and storage boxes containing pinned insects – BM Alcohol topped up in all storage bottles in wet collection – BM
To handle loans of specimens of insects and arachnids to researchers for scientific study	Number of loans sent out and returned loans received	Receipt of two returned loans, loan nos 0023 and 0027 – SKG	Reminders for 31 overdue loans were sent out; renewals were granted for 20 of these loans and a secondary loan was granted on part of loan 0019 – SKG	One loan sent out, one loan renewed, two returned loans received, one loan transfer approved, one loan to the late J.C. van Hille re-turned to Australia – SKG	One loan sent out and one loan renewed – SKG.

Sub-Programme 2.6: Entomology and Arachnology Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
To respond to requests for identifications and information from staff and students of universities, museum workers, farmers, nature conservation officers, householders and scholars	Number of responses	13 requests received and 13 responses provided – FWG & SKG	six requests received and six responses provided – FWG & SKG	17 requests received and 17 responses provided – FWG & SKG Preparation for and participation in the NRF/SANBI assessment of the natural history collections – specifically the collections of terrestrial insects, arachnids, oligochaetes and myriopods – SKG & FWG	16 requests received and 16 responses provided – FWG & SKG Checking, signing and return of the NRF/SANBI assessment of the natural history collections documents – specifically the collections of terrestrial insects, arachnids, oligochaetes and myriopods – SKG & FWG
To respond to requests from schools and higher education institutions for teaching assistance	Number of responses	Assistance with marking of Rhodes University Entomology II insect collections – FWG & SKG	Two hour lesson on insects for a Grahamstown home school group, 12 children and 4 mothers FWG & SKG	Assistance given with the marking of the insect collections submitted for examination by the Rhodes University Ento II students – FWG & SKG	No requests
To respond to requests from editors for review of manuscripts submitted to journals and of funding applications submitted to funding bodies	Number of reviews undertaken	Three reviews for American Museum Novitates (FWG), Revista Mexicana de Biodiversidad and South African Journal of Botany (SKG)	Review for Journal of Insect Behaviour – SKG	Review of funding application for International Foundation for Science, Sweden – SKG	No requests

Sub-Programme 2.6: Entomology and Arachnology Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
To provide documents as required by the Albany Museum Manager	Provision of Annual, Quarterly and Monthly reports and other documents as required	One Annual Report, one Quarterly Report, three Monthly Reports as required and a Strategic Planning Document – SKG	One Quarterly Report, monthly reports no longer required – SKG	One Quarterly Report – SKG; four quarterly assessments and one annual assessment for Laboratory Assistant Buyelwa Mtuze – FWG & SKG	One Quarterly Report, one Annual Report – SKG; one quarterly assessment for Laboratory Assistant Buyelwa Mtuze – FWG & SKG
Databasing of terrestrial insect collections	Applications for funding, appointment of and supervision of databasing assistants	Application to SANBI for funding for Databasing Assistant – SKG	Application to SANBI for funding for Databasing Assistant acknowledged.	The butterfly database was completed and submitted to SABCA for checking – SKG A grant of R90,000.00 was awarded by SANBI to employ an assistant for the continuation of the databasing of the terrestrial insects starting with the update of the bees and the inclusion of the pollen wasps. An assistant was appointed and meetings held with the other departments and SAIAB to establish an overall database format for the Albany Museum natural history collections.	The butterfly database was returned for correction and corrections were completed and submitted to SABCA – SKG & FWG Four data capturers were appointed and trained; on request from SKG, Willem Coetzer of SAIAB converted the existing database to Specify 6, requiring several meetings between SKG, WC and the data capturers; on going guidance was given to the data capturers by SKG & FWG; data from 5,290 specimens was captured and added to the previously captured data for 14,500 specimens; on invitation from the funders SABIF/SANBI, SKG & FWG attended a working breakfast at Kirstenbosch, Cape Town.
To construct unit trays	Number of unit trays constructed	38 unit trays were completed – BM	32 unit trays were completed – BM	405 unit trays were completed – BM	417 unit trays completed, bringing total for year to 892 – BM
To keep the collection room dust free	Room dust free, floors and cabinets polished	Room dust free, floors and cabinets polished – BM	Room dust free, floors and cabinets polished – BM	Room dust free, floors and cabinets polished – BM	Room dust free, floors and cabinets polished – BM

Sub-Programme 2.7: Earth Sciences

Note from the Curator: Dr W. de Klerk: This quarter has again been very difficult one from a health point of view as I was in "End Stage Renal Failure". I continued with dialysis in Port Elizabeth three times per week and happily my sister offered to donate a kidney to me for a transplant operation. I was able to complete all the necessary test and arrange for a transplant operation at Groote Schuur Hospital in Cape Town on 18th November 2009. In effect I was therefore only able to work for half this quarter. After the operation I was booked off by the Groote Schuur (Cape Town) doctors until 31 January 2010 for recover after this major operation. I would like to place on record my grateful thanks to the management of the Museum for their considered understanding and support during this difficult time in my life.

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Efficient and effective administration of the earth sciences	1. Manage departmental expenditure 2. Write quarterly reports 4. Write annual report 5. Attend regular HOD & full staff meetings.	Annual report for 2008-09 completed			
Maintain an acceptable level of curation of collections in the Department of Earth Sciences	1. Regular accessioning of new material collected on research trips in the Karoo & Uitenhage rocks 2. Ongoing cleaning and preparation of fossil material 3. Answer collection queries from other scientists 4. Process collection loans 5. Check bird & small mammal collection for insect infestation 6. Verify fossil reports made by general public. 7. Audit of Natural Science collections in all SA museums by NRF. 8. Annual fumigation of all collections Not consistent with term 2 performance measure	Five new fossil accessioned into collection. Additional newly catalogued material accessioned by Mr Robert Gess A start was made in the preparation of a fine specimen of <i>Lystrosaurus</i>. In addition two sauropod dinosaur vertebrae are being prepared. A significant amount of time was spent in the preparation of the two new <i>Heterodontosaurus</i> dinosaur specimens. These fossils represent a significant contribution to this group of dinosaurs	Attended a meeting at SAIAB/NRF 5 August Will be undertaken in 2010.		On 17th Feb Dr Michael Raath of the NRF auditing team visited the Department for the full day this to complete a comprehensive questionnaire on the status of the Palaeontology Collection in the AM. Follow up questions were dealt with via email over the next two weeks. Final report is expected in the 2nd half of 2010.

Sub-Programme 2.7: Earth Sciences Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Dr De Klerk is regularly sent a number of manuscripts, theses and reports for review, from both national and international sources. These are on an ad hoc basis throughout the year and cannot as such be planned for. As a researcher one is obliged to accommodate these request as the system works on peer review.	Review manuscripts and reports and forward recommendations	Full literature review on topic of volcanic ash deposits has been prepared and refined.			Producing all these photographs also required the upgrading, repair and recommissioning of the Departmental photographic light table.
Dr De Klerk is supervising a post graduate student (BSc(Hons) thesis. Research results to be written up as a paper once completed. r.	Prepare paper in 2010	Three applications relating to civil projects in the Eastern Cape were attended to.			On 17th Feb Dr Michael Raath of the NRF auditing team visited the Department for the full day this to complete a comprehensive questionnaire on the status of the Palaeontology Collection in the AM. Follow up questions were dealt with via email over the next two weeks. Final report is expected in the 2nd half of 2010.
Dr De Klerk is an advisor to SAHRA Permitting Committee for Archaeology, Palaeontology and Meteorites	Read and evaluate permit applications as they are sent from SARHA office in Cape Town.	Approximately 75% of manuscript completed. This is a big one! Start made with manuscript Fossils still being prepared and preliminary research undertaken Preparation and preliminary literature research undertaken.			

Sub-Programme 2.7: Earth Sciences Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Undertake collections based research on fossil vertebrates (and occasional invertebrates) from the Eastern Cape – dinosaurs, therapsids and mammals	The number of publications produced	Publication of Evolution and the Karoo Basin booklet. To be printed and published for distribution to rural schools. Present 20 lectures and four 4hour practicals to 26 BSc 2nd year Geology students. Assess their performance by setting and examining both theory and practical material.			12th Feb – presented lecture to students of the Ulovane Game Ranger School based at the Amakhala Game Reserve (25 learners). Teaching: During the entire month of March the curator presented the annual 2nd year BSc Geology module in Palaeontology at Rhodes University. This included 20x lectures and 4x practicals. The final practical exam was set and will be written in mid April and the final theory exam written in mid June. 2nd March – presented a lecture to the Probus Club of GTN on the discovery of a rare dinosaur in SA. 3rd March helped a Canadian history researcher with information relating to a medicinal Dr Thompson who had lived in Bizana (Transkei) in the early part of the 20th Century. He had collected the a number of marine fossils from the Cretaceous Umzamba beds near Port Edward. SciFest – Throughout the duration of SciFest Mr Luvuyo Mayi demonstrated fossil preparation techniques to the general public and many learners that visited the Museum. He was also available to explain what the study of palaeontology was all about and fielded a myriad of questions for the inquiring learners. On Sat 27th March the curator introduced the keynote speaker and Chairperson of the SciFest Advisory Board, Prof Anusuya Chinsamy-Turan form UCT, at her talk “Things that Fly”. KFEC - As a board member of the Kitching Fossil Exploration Centre in Nieu-Bethesda, the curator attended the first of two board meetings held in 2010 – this on 15th March. During these recessionary times the project is barely breaking even and a number of belt tightening measures have been implemented.

Sub-Programme 2.7: Earth Sciences Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
					During the quarter the curator received to six requests for information of SA fossils and identification of fossil and mineral specimens. Of particular note was the identification of rock and mineral specimens in the form of polished eggs brought in by Mr Ted & Mrs Rem Giffillan of Port Alfred. Additional fossil report from farmers in the Karoo north of Cradock will be visited later in 2010 for evaluation.
Undertake outreach and educational programs relating to earth sciences	1. Involvement in annual GTN SciFest 2. Museum Education Focus weeks 3. Ad hoc classes to school groups on request 4. Teaching Paleontology at Rhodes University 5. Present annual fossil master class field trips for interest groups		Presented two lectures to Graeme College junior classes on Palaeo of Eastern Cape. – 31 Aug		
Oversee the construction of exhibitions relating to the earth sciences					

Sub-Programme 2.8: Herbarium

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Administration and management of the Herbarium	Management of Museum annual budget and Rhodes stipend over financial year. Management of staff, volunteers and student assistants funded by RU.	Staff, visiting students, researchers and volunteers where supervised and co-ordinated. Museum and Rhodes finances were monitored and expenses allocated accordingly. Few purchases, other than some items of stationary were incurred.	Staff, visiting students, researchers and volunteers where supervised and co-ordinated to facilitate access the collection and library. Museum and Rhodes finances were monitored and expenses allocated accordingly. Few purchases, other than some items of stationary were incurred.	Staff, visiting students, researchers and volunteers where supervised and co-ordinated to facilitate access the collection and library. Museum and Rhodes finances were monitored and expenses allocated accordingly. Few purchases, other than some items of stationary were incurred.	Staff, visiting students, researchers and volunteers where supervised and co-ordinated to facilitate access to the specimen collection and library. Museum and Rhodes finances were monitored and expenses allocated accordingly. Few purchases, other than some items of stationary were incurred.
Curation of the collection	Insect free, taxonomy and nomenclature up to date	Liziwe Nkwinti mounted a further 227 specimens and incorporated 45 specimens into the main collection. Rhodes University Botany students continue to mount specimens for the herbarium on a part time basis. We are grateful to Prof Nigel Barker of Rhodes Botany Department for funding this from his research account. A total of 495 specimens were mounted by students. Phumlani Cimi continued compiling a list of library books in the herbarium and added a further 330 books to the database. Tony Dold and Estelle Brink continued curating the main collection.	Liziwe Nkwinti mounted a further 642 specimens. Two new herbarium cupboards have been commissioned, one funded by Rhodes Botany Department and one by the Albany Museum. Tony Dold and Estelle Brink continued curating the main collection bringing nomenclature and taxonomy up to date with new literature. Phumlani Cimi completed compiling a list of 1 135 library books in the herbarium. We are grateful to Dr Francois van Niekerk from Humansdorp for the donation of 60 valuable booklets (Notes on Indigenous Trees and Shrubs of S. Rhodesia 1950-1960).	Liziwe Nkwinti mounted a further 930 specimens and incorporated 179 specimens into the main collection. The first of two new herbarium cupboards (one funded by Rhodes Botany Department and one by the Albany Museum) has been delivered. Mr Cimi continued with specimen data capture and databased 2100 plant specimens.	Khululwa Gxekwa mounted 190 specimens in her 10 days in the herbarium. Liziwe Nkwinti mounted 505 specimens and incorporated 102 specimens into the main collection. Mr Cimi continued with specimen data capture and databased 1 468 plant specimens.

Sub-Programme 2.8: Herbarium Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Loans	Continued requests for loans incoming and outgoing	Five loans were sent on request to various herbaria (19 Lapeirousia to NBG, 1 Ferraria to NBG, 4 Erica to NBG, 4 Heterolepis to NBG, and 16 Craterocapsa to Wits). One incoming loan was received from PRE (Merxmuelera for study by Prof Barker, RU Botany). Five gift consignments (total 1 090 specimens) were received, including three type specimens (123 from Potchefstroom University, 3 types from Muller Doblies, Germany, 25 from the Fourcade Flora Group, 42 from National Herbarium of Namibia, 897 from Prof Laco Mucina, Stellenbosch University)	No loans were requested from GRA; one loan was requested from the Giffen Herbarium (University of Fort Hare) for study by Prof Ripley (Rhodes Botany Department). Four gift consignments were received (92 sheets Poaceae from National Herbarium of Namibia, 130 sheets (misc.) from the National Herbarium Pretoria, 50 sheets (misc.) from a private collector in Joubertina (Dr Gavin Schafer) and 40 sheets of Asteraceae from Dr Robert McKenzie.	Two loans were requested from GRA, one of Barleria by Wits University and one of Grimmia by Conservatoire et Jardin Botaniques, Genève. Three gift consignments were received (23 sheets Poaceae from New South Wales, Australia, 6 sheets from private collector Caryl Logie, St Francis Bay and 351 sheets from the University of the North. One specimen from Logie is a first for that species in GRA and is a rare, Eastern Cape endemic collected only a few times.	Staff, visiting students, researchers and volunteers where supervised and co-ordinated to facilitate access to the specimen collection and library. Museum and Rhodes finances were monitored and expenses allocated accordingly. Few purchases, other than some items of stationery were incurred.
Research	Insect free, taxonomy and nomenclature up to date	Tony Dold 8 days in the field collecting medicinal and useful plants at Dwesa and Silaka Reserves; collected specimens at Kei Mouth, attended and photographed a traditional Xhosa ceremony at Ndlambe. Continued with the preparation of a book on useful plants. Continued with co-supervision of a PhD student (botany).	Mr Dold is a collaborator on a SANPAD project and an NRF project and as such has input into a number of post-graduate student research projects. Outputs from these projects during this quarter include: Cocks, M., Dold, T. & Wiersum, F. 2009. Places and spaces in nature for spirituality and well-being for the amaXhosa, Eastern Cape, South Africa: Implications for environmental policy and cultural development. Vth International Congress of Ethnobotany, San Carlos de Bariloche (RN) Argentina, 21-24th September 2009.	Cimi, P. 2009. The benefits of integrating Indigenous Knowledge (IK) to enhance conceptual understanding of science in learners. Postgraduate colloquium in mathematics, science and technology education research (SAARM-STE). Rhodes University Education Department. Dold collected several Euphorbia specimens for study by Rolf Becker at the University of Michigan. Dold collected Duvalia pillansii near Alice.	Post-doctoral students Ralph Clark (Rhodes University) and Mario Martinez-Azorin (University of Alicante) continued with their research in the herbarium throughout the quarter. Dr Martinez-Azorin is working on the taxonomy of Ornithogalum and Albuca while Dr Clark is researching the flora of the Sneeuwberg mountain range. In January Dr Crespo from University of Barcelona visited the herbarium for a week to collaborate with Dr Martinez-Azorin. Mr Dold took them to several sites to collect Albuca specimens, including Menziesberg near Hogsback. In March Dr John Rourke and Dr Ted Oliver visited the herbarium for two days to undertake an assessment of the state of the collection.

Sub-Programme 2.8: Herbarium Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Research cont:			Cocks, M., Dold, T. 2009. "Uthixo ulihlathi lam - God is my forest" Albany Thicket in Xhosaland. Thicket Forum, 2009. Assegai Trails, Grahamstown. Litye S K, Cocks, M, & Dold, T. 2009. Cultural value of Thicket: Significance of natural resources in the male initiation rite of passage. Thicket Forum, 2009. Assegai Trails, Grahamstown. Mgwetyana M, Cocks M & Dold T. 2009. Use of Local Belief Systems for conserving Bio-Cultural Diversity within the Albany Thicket. Thicket Forum, 2009. Assegai Trails, Grahamstown. Dold collected specimens at Van Stadens reserve, Zuurberg pass and Skoenmakers Kop.	This species is only known from four specimens and is also a fist for GRA. Dold collected specimens at Somerset East, Alice, East London and Gatyana.	The information will be presented to the NRF as part of a national natural history collections audit. SANBI researchers, Ronel and Arie Klopers spent two days in the herbarium consulting the ferns and providing positive identifications for 92 specimens. Mr Dold assisted Cape Nature with identifications of a number of confiscated "muthi" plants for a court case in Knysna. Dold accompanied Colleen Hepburn (RU Entomology) to her study site to identify insect host plants and Dr Julie Coetzee (RU Entomology) to several dams to collect aquatic plants. Dold collected Pachystigma caffrum in East London for study by Dr Hester Steyn and her Belgian collaborators. Dold provided photographs for the Global Diversity Foundation website and provided specimen related information on Aloes to the United Nations Environmental Programme World Conservation Monitoring Centre. Dold visited the McGregor Museum in Kimberley to consult the herbarium and the Duggan Cronin collection and attended a SANPAD funding proposal workshop in Phillipolis. Dold provided information on Pelargonium soides to TRAFFIC South Africa and images of Cassipourea flanaganii for ARKive Media (http://www.arkive.org/cassipourea/cassipourea-flanaganii/images.html). Dold provided photos of two species of Podalyria to Anna-Lise Vlok who is revising the genus. Mr Cimi is collaborating with the Albany Museum Anthropology Department on a project entitled Curious Calabashes that aims to document indigenous knowledge regarding the historical and contemporary use of calabashes. Mr Cimi attended a workshop presented by Rhodes Environmental Education Department on their Eco-Schools programme.

Sub-Programme 2.8: Herbarium Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Dissemination of information	Phone calls, emails, visitors reported in quarterly reports/web page/library facilities	Various Rhodes University Departments (Botany, Dictionary Unit, Environmental Science, Rhodes Restoration Research Group (R3G), Grounds and Gardens, Pharmacy, Journalism, Information Technology, and Cory Library) as well as researchers from the University of Fort Hare, University of Cape Town, Stellenbosch University, CSIR, Fort Cox College, Missouri Botanical Garden, Manhattan College, and the National Herbarium (SANBI - PRE) consulted the herbarium during the reporting period. Other herbarium users during the same period included a number of local farmers, the Fourcade Flora Group (St Francis Bay), Van Staadens Wildflower Reserve (Nelson Mandela Metro Municipality), Van Staadens Wildflower Reserve (Nelson Mandela Metro Municipality), Working for Water, Department of Economic Development and Environmental Affairs (DEDEA), Department of Land Affairs (DLA), Dept. of Agriculture, Forestry and Fisheries, Dr Wayne Vos (Conservation Academy), Coastal and Environmental Services (Grahamstown), Mr Blow (Traditional Healer, Grahamstown), St Andrews College, PJ Olivier Hoerskool, Graham College, Somerset East Museum, Fort Cox College, Umthathi Africulture Project, Uitenhage Museum, Somerset East Museum.	Various Rhodes University Departments (Botany, Chemistry, Dictionary Unit, Environmental Science, Rhodes Restoration Research Group (R3G), and Cory Library) as well as researchers from the University of Fort Hare, University of Cape Town, Bolus Herbarium, Nelson Mandela Metro University, CSIR, Fort Cox College, University of Provence, Marseille, University of KwaZulu-Natal, University of California – Riverside, and the National Herbarium (SANBI) consulted the herbarium during the reporting period. Other herbarium users during the same period included a number of local farmers, the Fourcade Flora Group (St Francis Bay), Van Staadens Wildflower Reserve (Nelson Mandela Metro Municipality), Working for Water, Department of Economic Development and Environmental Affairs (DEDEA), Department of Land Affairs (DLA), Dept. of Agriculture, Forestry and Fisheries, Dr Wayne Vos (Conservation Academy), Coastal and Environmental Services (Grahamstown), Mr Blow (Traditional Healer, Grahamstown), St Andrews College, PJ Olivier Hoerskool, Graham College, Somerset East Museum, Fort Cox College, Umthathi Africulture Project, Uitenhage Museum, Somerset East Museum.	200 individuals visited the herbarium during the reporting period. Mr Dold presented four workshops over two days at the Grahamstown Flower Festival. The workshop was entitled Amayezwa esiXhosa: medicinal and useful plants of the Eastern Cape. Tony Dold spent a day advising members of the Chata community near Keiskammahoek on a forest rehabilitation project that aims to attract nature tourism to the village. As part of the Inkubeko Nendalo programme Mr Dold and Dr Cocks (ISER) facilitated a field trip to Dassie Krantz forest for 550 grade ten learners from the 7 participating schools during the last school term of 2009. Tony Dold provided a number of photographs for a international conservation initiative called the ARKive project that uses wildlife images to increase awareness of the need for biodiversity conservation. Tony Dold also provided photos for JSTOR Plant Science website hosted by Aluka.	Various Rhodes University Departments (Botany, Environmental Science, Environmental Education, Entomology, Zoology, Centre for Social Development, and the Cory Library), as well as researchers from the University of Fort Hare, University of KwaZulu-Natal, Wits University, University of South Africa, Fort Hare University, University of Alicante and University of Barcelona consulted the herbarium during the reporting period. Other herbarium users during the same period included the Van Staadens Wildflower Reserve (Nelson Mandela Metro Municipality), Working for Water, Department of Economic Development and Environmental Affairs (DEDEA), Coastal and Environmental Services (CES Grahamstown), Mr Blow (Traditional Healer, Grahamstown), African Centre for Biosafety, Wild Coast Museum (Port St Johns), Daily Dispatch, National Herbarium, Centre for Social Development, Cory Library, South African National Biodiversity Institute and Freedom Park.

Sub-Programme 2.8: Herbarium Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Dissemination of information Cont:		Tony Dold provided a further 7 photos of trees requested by Richard Boon, editor of for the forthcoming revised edition of Pooley's Trees; identified a number of plant specimens for Fort Hare botany department and identified photographs of an Aloe for DEDEA; continued with assessments of Eastern Cape red data species for SANBI's Threatened Species Programme; mapped red data and protected plant species on a provisional map of the proposed N2 toll road system between Port Elizabeth and East London for Bohlweki Environmental; assisted Coastal and Environmental Services (CES) with plant identification of plants from Coega; assisted Dr Lance Evans (Manhattan College) with field several field excursions to collect various species of Euphorbia; assisted Dr Wayne Vos (Conservation Academy) with plant identifications, provided plant identifications and information on medicinal plants to herbalist Mr Blow; provided Jaci van Niekerk (UCT) with Xhosa names of plants; provided Mike Kenyon with historical literature on traditional veterinary medicines and Hogsback Timber Watch with information regarding the trade of medicinal plant products, assisted Mr Mledle (Working for Water) with plant identifications. Tony Dold accompanied Ms Blow to Manley Flats to collect Lippia javanica.	Mr Dold identified a number of plant specimens for Fort Hare botany department, Fort Cox College, Mr Blow (traditional healer), Mr Mledle (Working for Water) and Mrs Brink identified specimens for CSIR and NMMU. Mr Dold continued with assessments of Eastern Cape red data species for SANBI's Threatened Species Programme and assisted the Thicket Forum planning committee with selecting field study sites. Mr Dold was asked to read and comment on a manuscript for a forthcoming book on Prickly Pears by Prof William Beinart (Oxford University); presented a public seminar on the Incubeko nendalo education programme and presented a funding proposal to Rotary for the same programme. Dold took the botany 2nd year class to Zuurberg for a weekend field trip to collect plant specimens. Mr Cimi prepared electronic species lists for the genera Helichrysum and Thesium. Mrs Brink identified specimens for Dr Ayanda Sigwela (NMMU) and specimens for Lindi Smith-Adao (CSIR).		

Sub-Programme 2.8: Herbarium Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Outreach	Education programme	The herbarium education programme, headed by Phumlani Cimi in conjunction with the Inkubeko Nendalo - Bio-cultural Diversity Education Programme (Rhodes University), welcomed 389 learners from 12 schools. Activities ranged from providing information for school assignments to formal classes.	The herbarium education programme, in conjunction with the Inkubeko Nendalo - Bio-cultural Diversity Education Programme (Rhodes University MSI), welcomed 516 learners from 16 schools. Activities ranged from providing information for school assignments to formal classes. Mr Cimi facilitated the publication of a booklet on wild vegetable plants in Braille. A copy is housed in the Library for the Blind and another in the herbarium. Mr Dold presented a guest seminar on biodiversity to the Rhodes Anthropology Honours class and facilitated a field trip for the same class. Mr Dold took a group of Botanical Society members to the Lady's Slipper Reserve (Port Elizabeth) for a day outing. Mr Dold and Dr Cocks (ISER, Rhodes University) presented an exhibition of photographs and artefacts entitled Imithi yesiXhosa at the Somerset East Museum. The exhibition was opened by the Mayor of Somerset East on 4th September and will be open for six months.	Mr Dold presented four workshops over two days at the Grahamstown Flower Festival. The workshop was entitled AmayezesiXhosa: medicinal and useful plants of the Eastern Cape. Tony Dold spent a day advising members of the Chata community near Keiskammahoek on a forest rehabilitation project that aims to attract nature tourism to the village. As part of the Inkubeko Nendalo programme Mr Dold and Dr Cocks (ISER) facilitated a field trip to Dassie Krantz forest for 550 grade ten learners from the 7 participating schools during the last school term of 2009. Tony Dold provided a number of photographs for an international conservation initiative called the ARKive project that uses wildlife images to increase awareness of the need for biodiversity conservation. Tony Dold also provided photos for JSTOR Plant Science website hosted by Aluka. Tony Dold took the Rhodes Anthropology Honours class of 12 students on a field trip to Ndlambe village as part of the bio.	Mr Cimi provided information to 18 learners from 2 schools during the reporting period. The Inkubeko Nendalo programme run by Mr Dold and Dr Cocks (ISER) started with its first term lessons in February. A total of 585 learners from 7 schools were taught in 17 lessons during the term. Mr Dold presented a 7-day series of lectures and two practicals to the 2010 second year botany class of 32 students. The course, entitled Botanical Inventories, teaches students how to collect and present good quality herbarium specimens and how to use the herbarium to identify the specimens. In conjunction with the course is a weekend field excursion to the Zuurberg to give the students an opportunity to collect and prepare specimens.

Sub-Programme 2.8: Herbarium Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Institutional support	Rhodes University	We are grateful to Prof Nigel Barker of Rhodes Botany Department for funding this from his research account. A total of 495 specimens were mounted by students.	Mr Dold presented a 2nd year semester course to Rhodes Botany students entitled: Plant Specimen Collecting & Herbarium Practice including a weekend field excursion to the Zuurberg to collect specimens. Mr Dold presented a guest seminar (bio-cultural diversity) and field trip to the Rhodes Anthropology Honours class. Rhodes University Botany Department funded a custom built herbarium cabinet	Tony Dold took the Rhodes Anthropology Honours class of 12 students on a field trip to Nd-lambe village as part of the bio cultural diversity module.	Prof Barker (RU Botany Department) has employed a part-time assistant, Mr Carl Cloete, to help with the processing of Mr Ralph Clark's Sneeuweberg specimens collected for his PhD research. More than 8000 specimens are being mounted and labelled for incorporation into the herbarium. We welcome Mr Cloete to the herbarium and thank Prof Barker for his generous support.
Pest management	Insect free environment	Ongoing daily cleaning and freezing of specimens	Ongoing daily cleaning and freezing of specimens to control insect pests	Ongoing daily cleaning and freezing of specimens to control insect pests. As part of an ongoing insect pest control programme the herbarium has begun using Vapona insect repellent placed in all the specimen cupboards and storage cupboards. It is the first time that the herbarium has used Vapona and the success of the product will be monitored carefully.	Ongoing daily cleaning and freezing of specimens to control insect pests. The newly applied Vapona insect poison was monitored carefully during the quarter and found to be ineffectual. It is suggested that a full fumigation be carried out in 2011.
Public service	Numbers and comments in visitors book/	178 individual visitors; 389 learners from 12 schools	163 individual visitors; 516 learners from 16 schools	200 individuals visited the herbarium during the reporting period.	134 individuals visited the herbarium during the quarter. Mr Dold identified 25 living plants for a PhD student from Fort Hare Pasture Science department, a number of medicinal plants for Mr Blow (traditional healer), a number of weeds for Mr Mledle (Working for Water), plants for the Border Rural Committee (East London), Van Stadens Wildflower Reserve, the Agricultural Research Council (ARC), Cape Nature, Sundays River Citrus company, Nelson Mandela Metro, DEDEA, and Coastal and Environmental Services.

Sub-Programme 2.8: Herbarium Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Staff training	Courses offered by Rhodes as well as ongoing in-house capacity building	Ms Nkwinti attended a 4 day computer course at Rhodes University.	Mr Dold continued implementing an in-house informal training module with Mr Cimi and Ms Nkwinti	Mr Dold continued implementing an in-house informal training module with Mr Cimi and Ms Nkwinti	Mr Dold continued implementing an in-house informal training module with Mr Cimi and Ms Nkwinti. Mr Dold spent time with volunteer Ms Gxekwa teaching her to mount specimens correctly
Reporting	Quarterly reports	herewith	1	1	1
	Annual Reports				

MUSEUM PROGRAMME 3: PUBLIC PROGRAMS

Sub-Programme 3.1: Education and Mobile Museum

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
To facilitate quality lessons to the learning community of Grahamstown and its districts within a 100 km radius	The number of learners reached by the service	3 759 learners	3 759 learners	3 045	1885 learners
To enable teachers and learners with educational information in the form of gallery visits , or supplying visual resources in the form of a loan service and /or advice.	The number of teachers and learners counted at the front desk and in loan service register.	3 visitors.	2 visitors	3 visitors: Liesl Knott; Ms Sarah Handon, Mr E Riddin and Mr Leo Goosen	PGCE Senior Group: 25 Elexolweni Shelter: 4
To offer lessons to local and township schools unable to reach the Museum in the form of a teaching outreach	The number of schools and learners	292 learners	819 learners	150 learners for Mandela Day	60 learners for community workshop
To offer the Grahamstown learning community a media communication of programmes offered in the form of an annual booklet	One printed booklet, distributed to schools in January/ February each year	400 printed and distributed to ca 70 schools.	0		1

Sub-Programme 3.2: Exhibitions

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Effective administration and management of the Exhibitions department	National Arts festival	- Preparation of venues included painting of green gallery and Blue planet gallery. - Screens and tables to venues. - Setting up of exhibitions at History Museum. - General co-ordination of all 11 exhibitions hosted by the Albany Museum - Poster design for x2 exhibition, banners for Natural Science Museum - Advertising of spaces for next year - Clearing and cleaning of venues	- Invoices to be sent out - Queries of selected artists addressed - Meeting with National Arts festival selection committee - Venue allocation	- Invoices to be sent out - Queries of selected artists addressed - Meeting with National Arts festival selection committee - Venue allocation	- Invoices out - Queries and confirmation of selected artists addressed - Meeting with Ismail Mohamed, ECPG Arts and culture section - Venue preparation started - Attend to e-mail queries
	Science festival	- Venues prepared for exhibitors at Science festival - General co-ordination of events at the Museum - Co-ordination of custodians and Sci-friends - Clearing and cleaning of venues	- Telephonic discussions to allocate venues for the next Science festival - E-mail discussions to finalize venue allocation - Concepts formalized to get the Museum more involved with the Festival	- Telephonic discussions to allocate venues for the next Science festival - E-mail discussions to finalize venue allocation - Concepts formalized to get the Museum more involved with the Festival	- Tables and chairs to selected venues - Venue setup - Oversee delivery of exhibition material - Attend to queries and urgencies of exhibitors - Meeting to brief staff about timetable and Festival setup - Manning of different venues during festival - Manning of venue after hours - History Museum -Nine exhibitions hosted - Natural Science Museum- Seven workshops hosted and two exhibitions all with different programs - Fort Selwyn hosted one workshop with daily programs - Observatory Museum hosted one workshop with daily programs

Sub-Programme 3.2: Exhibitions Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
	Venue hire	• Fort Selwyn- prepared and cleaned for 2 private functions • Preparation of the Rennie-wing for 8 private workshops and two internal events • Venues rented and advertised for festival	• Venues advertised and booked for rental • Venues prepared for rental, and cleaned afterwards • Fort Selwyn- 3 bookings • Rennie wing 1 booking - Venues allocated for end of Year Student show - Sharc Aids Benefit - Auction held • Venue preparation • Foyer and Grahamstown gallery transformed to host exhibition on Craft and Phase 1 of "Loss" - Opening function	None this quarter	• Fort Selwyn rented out for two events • Attending to rental payment and deposit return • Venue check after event • Cleaned and cleared venue for the two functions • Fort Selwyn prepared for Scifest
Present and design informative quality exhibitions	-Number of visitors to the museum -Outreach project -Education program	• Artworks from our collection listed • Artist and community involvement under discussion.	• Exhibition unpacked and layout designed • Banners prepared and installed • Freestanding information panels constructed and placed • Display case cleaned and placed • Assisting with opening function, opening layout and general organization	• Selection of object form different departments all with blue as element • Moving and cleaning of display cases • Painting of plinths • Installation of porcelain collection • Hanging of artworks • Collection and installation of selected artworks • Labels designed and printed	• Exhibition extended for Science Festival • Positive feedback from visitors

Sub-Programme 3.2: Exhibitions Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
			• Ayanda Maselana has curated and hung the show to co-inside with the Luthuli and Mandela exhibition • Panels installed • Venue preparations • Conceptualization and research • Curation of objects and paintings on display • Selection of Objects from our collection • Collection of Artwork • Installation of Artworks, objects and media • Cleaning and placement of cases • Opening function • Screening of "the Language we cry in" on the opening night • Venue preparation • Conceptualization and research • Curation of objects and paintings on display • Plinths selected and painted • Collection of objects and artworks • Hanging of exhibition • Moving of display cases and cleaning • Opening function • Research in Process • Themes being selected • List of possible Objects being formalized	• All items removed from walls and cases • Paintings back to art store • Artefacts returned to different departments • Display cases, chairs, screens moved back into storage and other venues	

Sub-Programme 3.2: Exhibitions Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Design and construct permanent exhibitions	(2010 proposal) Visitors to museum Outreach project and outcomes Workshop History Museum	• Gallery needs complete refurbishing		• Full assessment of gallery space • Possible solution for an upgrade without financial complications • Research	• Conceptualization of new exhibition • Colour Selection, lights and treatment of walls • Design display cases, order Perspex and oversee building • Selection of Photographs, text and layout of display panels. • Outsource printing • Travel to Adelaide, layout of room, installation of display panels and installation of artefacts, lighting and touch ups. • Opening of exhibition
Preservation of building and signage of the Albany Museum	Albany Museum Complex Accessibility and disability in the museum environment	• New designs complete • Letterheads changed, Documents and other • Banners designed and printed for Science Museum • Pull up banners being designed • Weekly meetings held • Ramp to History building under construction • Stairs to Science Museum marked • Exhibition labels planned to include Braille	• Thabang Tshobeni designed tear drop banners for the Museum as well as a pull-up banner • Design approved and printed • Banners used for the Opening of the Luthuli Mandela exhibition • Meetings ongoing • Exhibition labels to include Braille • Visit to the blind library • Blind visit to museum - Poster design	• Hessian Panels removed from walls. • Walls treated and sanded • New colours applied to walls and pillars • Reception area repainted	• Walls fixed and treated • Holes filled and sanded • Undercoat applied and two layers of topcoat applied • Exhibition boxes and plinths given a new coat of paint • Floors tiled

Sub-Programme 3.2: Exhibitions (Taxidermy) Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Maintain refurbish specimens on display	Monitor specimens in Mammal gallery, Bird Hall and Children's gallery	- All specimen checked - No fumigation this term	- Specimen inspection weekly - Rat traps set out - Treatment of infected specimen	- Full assessment of gallery space - Possible solution for an upgrade without financial complications - Research	- Research into techniques - Day to day interaction with public queries - Daily administration and supervision office and workshop - Clean and keep dust free - Arrange separate storage areas for Mammal and bird collection - Mobile Museum boxes stored
Assess the condition of specimens in the collection stores	Organize storeroom, reassess different species	- Bird store room unpacked and each specimen checked for infestation - Store room fumigated - All birds repacked			- Boxes stored according to categories in new store room - Boxes cleaned - Specimen treated - Loan book updated - Outstanding boxes collected
Effective administration of taxidermy department	Create functional workspace	Whole workshop cleaned and cleared	- Research into techniques - Day to day interaction with public queries - Daily administration and supervision - Construct armatures for mould making - Fumigation of workspace - Casts to be made - Skin to be treated	- Specimen inspection weekly - Rat traps set out in mammal gallery and children's gallery - Treatment of infected specimen - Traps loaned from RU Zoology dept - Progressive taxidermy	

Sub-programme 3.3: Technical Service

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Maintenance of museum grounds	Grounds maintained to high standards	Pavements cleaned; Grass cut; Beds weeded; Rubbish collected; Sweeping of pathways; Watering.	Pavements cleaned daily. Grass cutting at Nelm, History and Albany Museum. Cleaning outside of Fort Selwyn and Provost	Pavements cleaned daily at the Albany and History museum. Sweeping of leaves inside the museums. Cleaning and cutting of grass at Nelm, Fort Selwyn and Provost.	Pavements cleaned daily at the Albany and History museum. Sweeping of leaves inside the museums. Cleaning and cutting of grass at Nelm, Fort Selwyn and Provost.
Maintenance of museum buildings	Number of buildings maintained	New Pathway at History Division for disabled usage; New ramp at History for same;	Constructing of Paving at Albany Museum. Renovation of new boardroom. Painting of ceiling in drawing room in Observatory Museum. Check lights in all the museums and replaced it when necessary.	Tiling of maintenance toilets and the corridor. Checking of Lights in all museums and replaces it when necessary.	Fixing of broken window at the Observatory museum in the diamond room. Checking of Lights in all museums and replaces it when necessary.
Assistance with major public programs	Number of major programs assisted	Unpacked classrooms and prepared galleries before and after Sci Fest; Set classrooms for Education sessions; Rennie Wing cleaned for Yoga and other users; Rennie Wing set up for HIV Candlelight service; Venue set up for Arts Festival	Venue set up for Arts Festival. Assisted setting up the Mandela and Classification Exhibition. Setting up classroom for Education Sessions. Setting up Rennie Wing for meetings and public programmes.	Setting up classrooms for Education Sessions and Rennie wing for public programmes. Setting up venue for Sci-Fest .Helping setting up Exhibitions for Sci- Fest.	Setting up classrooms for Education Sessions and Rennie wing for public programmes. Setting up venue for Sci-Fest .Helping setting up Exhibitions for Sci- Fest.
Render maintenance assisted to museum departments	Number of departments assisted	Shelving for Geology department; Continuation of reconstruction to Earth and Space gallery; Assisted Administration with a driver when needed; Assisted Education Department when needed.	Shelving for Geology department; Continuation of reconstruction to Earth and Space gallery; Assisted Administration with a driver when needed; Assisted Education Dpt. when needed.	Assisted Administration with a driver when needed; Assisted Education, Exhibition Department when needed.	Assisted Administration with a driver when needed; Assisted Education, and Exhibition Dept. when needed.

Sub-programme 3.4: Library Service

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Ensure that the library functions optimally	Render a library function to all departments and stakeholders	Not met.	Not met.	Not met.	Not met.

Sub-programme 3.5: Communications and Marketing

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Develop a Communications & marketing strategy for the Museum	A communications & marketing strategy document	Departmental heads informed of the communication and marketing strategy, including branding.	Info has been collated into a draft.	Communication strategy completed. Marketing strategy drafted – awaiting responses from HoDs The two strategies to be combined to form one comprehensive Communications and Marketing Strategy Document	Copy is ready and will be tabled in the next BoT meeting in April.
Production of the museum annual report	Timeous design, editing and printing of the annual report	2007 / 2008 and 2008 / 2009 Annual Reports compiled, edited and printed.	2007 / 2008 and 2008 / 2009 Annual Reports compiled, edited and printed. 2009 / 2010 Annual Report compilation in progress. Two quarters have been compiled, i.e. April – June 2009 and July – September 2009.	Completed 3rd Quarterly Report completed.	4th Quarterly Reports received, compiled and edited. Final draft of the Annual Report is progress, to be released in mid – April 2010 (due to submission of the 4th Quarterly Report in April).
Design and printing of business cards for the museum	Number of senior staff members issued with business cards	The new manager has been issued with business card. Other senior staff members have been informed of the news business cards which will only be printed when requested. Most of them are still in possession of the lot printed a year ago (2008).	Senior staff members (HoDs) have been informed of the news business cards which will only be printed when requested. Most of them are still in possession of the lot printed a year ago (2008).	Process ongoing. Entomology and Custodians requested business cards. Printing in January.	Business Cards printed and issued for Drs Fred and Sarah Gess in Entomology, and all the seven Custodians.

Sub-programme 3.5: Communications and Marketing Cont:

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Create a bulk email database of all outside stakeholders	The number of email entries on the database The size of the facebook group	E-mails are being collected. Company Profile created on Facebook.	E-mails are being collected. Company Profile created on Facebook and Twitter. Joining Followers and Fans are being monitored.	Collection and verification of authenticity of e-mails continues. Members joining very slow. Other interested members / friends rejected, their identity unknown.	Ongoing process. Face Book monitored. Unknown friends declined membership.
Production of an electronic Newsletter	The number of editions produced	The April issue of the Elephant's Child has been produced and put online.	Electronic issue of the Elephant's Child has been produced and put online.	September (Vol. 33 No 3) completed and December (Vol. 33 No. 4) on final stage (polishing layout).	4 electronic editions of Elephant's Child published (March 2009, June 2009, September 2009, Dec 2009)
Design, edit and print the museums strategic plan	Timeous submission of the strategic plan	Input for the strategic plan submitted. Senior staff members given quarterly reporting tool which is in line with strategic plan.	Input for the strategic plan submitted. Senior staff members given quarterly reporting tool which is in line with strategic plan.	Completed.	Task completed.
Redesign of the website	A communications & marketing strategy document	Departmental heads informed of the communication and marketing strategy, including branding.	Sitemap of the new-look website populated. Content to be discussed with relevant departments.	Process ongoing – website 70 % completed. Still waiting for content from researchers.	New design is at about 90%. Departments taking time to submit content.

Sub-programme 3.6: Visitor Services

Measurable Objective	Performance Measure	Quarter One Actual Achievement	Quarter Two Actual Achievement	Quarter Three Actual Achievement	Quarter Four Actual Achievement
Render a customer service to all museum visitors	The number of visitors to the museum	3 680	13 462	3895	9 320
Manage the sale of tickets and books at the museum	The number of tickets sold	8 451	15 000	10565	6 655

VISITORS STATISTICS: April 2009 – Mar 2010

Months	History	Natural Science	Observatory	TOTAL
April	360	497	572	1429
May	1060	177	288	2717
June	103	547	332	982
July	4087	7480	579	12246
August	706	252	258	1216
September	326	447	433	1206
October	856	441	671	1968
November	170	333	387	890
December	141	419	278	1123
January	360	222	378	960
February	529	497	303	1329
March	2543	3918	785	7166
Total	11241	15230	5264	31735



ANNEXURE: PUBLICATIONS

Publications:

Forster, C.A., Farke, A.A., McCartney, J.A., De Klerk, W.J., and Ross, C.F. 2009. A "Basal" Tetanuran from the lower Cretaceous Kirkwood Formation of South Africa. *Journal of Vertebrate Paleontology* 29(1):56-64.

de Moor F.C. 2009 Apr. Aquatic Beetles under the microscope, *The Elephant's Child* 33(1): 2-3.

McIlleron G. and de Moor F.C. 2009 Jun. Some techniques for recording flight activity and wing-beat frequency in Trichoptera (Insecta). Oral presentation Abstract 35 pg 18. In: Programme & Abstracts 13th International Symposium on Trichoptera University of Lodz, Bialowieza, Poland 22-27 June 2009.

Gattonliat, J-L, Barber-James, H.M. and Monaghan, M.T. (2009). New species and generic delimitation of the Afrotropical Baetidae (Ephemeroptera) genera Bugilliesia and Cheleocloeon. *Aquatic Insects* 31(3): 167-186.

Molapisi, M. April 2009. Masizame traditional dancers growing. *The Elephant's Child: Official newsletter of the Albany Museum*. 33 (1): 5

TweddleD., Bills, R., Swartz, E., Coetzer, W., DaCosta, L., Engelbrecht, J., Cambray, J., Marshall, B., Skelton, P.H., Darwall, W.R.T., Smith, K.S. 2009. *The status and distribution of freshwater fishes*. IUCN publication.

GESS, F.W. 2009. The genus *Quartinia* Ed. André 1884 (Hymenoptera: Vespidae: Masarinae) in southern Africa. Part III. New and little known species with incomplete venation. *Snelling Festschrift. Journal of Hymenoptera Research* 18(2): 243-281.

Gess, S.K. and Gess, F.W. in press. *Pollen wasps and flowers in Southern Africa*. South African Biodiversity Institute, Pretoria.

Way-Jones, MF. 2010. ECHO Talk (2007): "Military Road built by Andrew Geddes Bain" *Annals of the Grahamstown Historical Society*. 36:31-43.

Way-Jones, MF. 2010. "Visit to Methodist Sites in Grahamstown." *Annals of the Grahamstown Historical Society*. 2007. 36:48 - 52.
Berggren, L. "If these quilts could talk" in *Grocott's Mail* 26 March 2010 p 21.

Conference and Presentations:

Mntonintshi, P. "General Report on Service Medals". SAMA National Conference. Port Elizabeth 9 September 2009.

Sibawu, N. "The Release of Mandela." Talk on the Anniversary. 11 February 2010.

Binneman, J. 2009. My moments in Eastern Cape archaeology. Presented to the The Ancient History Society of Port Elizabeth at the Nelson Mandela Metropole University. Port Elizabeth, 4 May 2009.

Binneman, J. 2009. The significance of plant material from archaeological contexts: subsistence to the preservation of the 2 000 year old Kouga mummy. Presented to the Grahamstown Botany Society at the Botany Department at Rhodes University. Grahamstown, 6 May 2009.

Binneman, J. 2009. Moments in Eastern Cape Archaeology. Presented to the University of the 3rd Age in Port Alfred. Port Alfred, 28 May 2009.

Binneman, J. 2009. Archaeology of the Tsitsikamma region: origins of modern people and activities. Presented to the Eastern Cape Mountain Club in Port Elizabeth. Port Elizabeth, 25 October 2009.

Binneman, J. and Booth, C. 2009. The heritage act and archaeology at museums. Presented at the South African Museums Association in Port Elizabeth. Port Elizabeth, 8 September 2009.



Booth, C. 2009. Rock Art Conservation: Experience in the Eastern Cape. Presented at the Workshop on Rock Art Conservation Treatment and Interventions, Southern African Rock Art Project, the Getty Conservation Institute in collaboration with SAHRA, Living Landscape Project, RARI and Cape Nature, Clanwilliam, Western Cape, 13-29 August 2009.

Booth, C. 2009. Pigments of Rock Art Paintings. Presented at the Workshop on Rock Art Conservation Treatment and Interventions, Southern African Rock Art Project, the Getty Conservation Institute in collaboration with SAHRA, Living Landscape Project, RARI and Cape Nature, Clanwilliam, Western Cape, 13-29 August 2009.

Booth, C & Mbatha, S. 2009. Assessment and Treatment of Charcoal Graffiti at Elands Bay Cave, Verlorenvlei, Western Cape Province. Presented at the Workshop on Rock Art Conservation Treatment and Interventions, Southern African Rock Art Project, the Getty Conservation Institute in collaboration with SAHRA, Living Landscape Project, RARI and Cape Nature, Clanwilliam, Western Cape, 13-29 August 2009.

Booth, C. 2010. Rock Art of the Koonap River Valley and the Winterberg, Eastern Cape Province. Presented at the Department of Archaeology, University of Cape Town, Cape Town, 1 March 2010.

Norton, L., Tafforeau, P., Rubidge, B. & De Klerk, W.J. Use of synchrotron microtomography to examine tooth replacement patterns in a tapinocephalid dinocephalian. Society of Vertebrate Palaeontology, Conference – Bristol, UK. Sep 2009

Rubidge, B., Angielczyk, K., De Klerk, W.J. Jirah, S., Atayman, S., Norton, L., Abdala, F. and Mason, R. Gondwana perspective on middle Permian Synapsid radiations. Society of Vertebrate Palaeontology, Conference – Bristol, UK. Sep 2009.

de Moor F.C. 2009 Jun. The distribution of Trichoptera in the tributary streams of the Doring and mainstream Olifants Rivers, Cederberg, South Africa with implications for conservation. Oral presentation Abstract 44 pg 23. In: Programme & Abstracts 13th International Symposium on Trichoptera University of Lodz, Bialowieza, Poland 22-27 June 2009.

de Moor F.C. and Barber-James H.M. 2009 Jun. The distribution of Trichoptera and Ephemeroptera in the tributary rivers of the Doring and mainstream Olifants Rivers, South West Cape, South Africa and implications for conservation planning. Poster presentation abstract 45 pg 23. In: Programme & Abstracts 13th International Symposium on Trichoptera University of Lodz, Bialowieza, Poland 22-27 June 2009. Previously presented at XXIII International Congress of Entomology. 6-12 July 2008.

de Moor, F.C. and Bellingan T. A. 2010 Jan. A survey of macroinvertebrate diversity of eleven rivers in and around the Tsitsikamma National Park, Eastern Cape, South Africa. Final Draft Report for the Tsitsikamma Steering Committee. 75pp + 7 Figs + 18 Tabs. + Appendices 129 pp. Presented at Nature's Valley, 23 February 2010.

Bellingan T.A., de Moor F.C. and Villet M.H. 2009 Jul. Biotic signatures of rivers in and around the Tsitsikamma National Park based on Trichoptera. Proceedings of the 16th Entomological Congress. Organized by the Entomological Society of Southern Africa hosted by the Department of Conservation Ecology and Entomology Stellenbosch University. 5-7 July. Abstracts O.8 pg. 14.

Bellingan T.A., de Moor F.C. and Villet M.H. 2009 Aug. Biotic signatures of rivers in and around the Tsitsikamma National Park based on Trichoptera. Oral presentation. At: Working together for a living landscape. Fynbos Forum Programme. 4-7 August. Paper Abstracts Pg 52.

Bellingan T.A. 2009 Aug. Tsitsikamma's short-lived ancients. Nature's stories. Nature's News. Issue 26: 6-7.

Barber-James, H.M. 2009. A preliminary phylogeny of Prosopistomatidae (Ephemeroptera) based on morphological characters of the larvae, and an assessment of their distribution. In: Staniczek, A.H. (ed). International Perspectives in Mayfly and Stonefly Research. Proceedings of the 12th International Conference on Ephemeroptera and the 16th International Symposium on Plecoptera, Stuttgart 2008, Aquatic Insects, 31, Supplement 1, 1-739. ISSN 0165-0424. pp. 149-166.

de Moor, F.C. and Bellingan, T.A. 2010 Feb. Rivers of the Tsitsikamma mountains. Powerpoint presentation on Results of a two-year survey. Presented at Final Tsitsikamma Rivers Steering committee meeting at Nature's Valley, 23 Feb 2010.

de Moor, F.C., Barber-James H.M. and Weeks D.A. 2010 Mar. The Albany Museum's Freshwater Invertebrate Collection data – SABIF Migration. Poster presented at. SABIF funded projects initiated in 2008. SANBI collection data handover meeting 25 March 2010.



Barber-James, H.M. 2010. *When is a species a species?* In: *Talkshops 24 and 28 March 2010. SciFest Africa 24-30 March 2010 Pp. 23 and 28.*

Way-Jones, MF. "Once upon a time...." 4 part lectures to U3A May – August 2009.

Way-Jones, MF. "Merriman Trail" Talk for Grahamstown Historical Society 17 October 2009.

Way-Jones, MF. "The History of the Grahamstown Training College" Talk for GTC students in Rhodes Chapel 12 December 2009.

Way-Jones, MF. "Environmental Controls: The Digital Data Logger" SAMA EC Cradock. 10 March 2010.

Way-Jones, MF. "Oatlands House" Talk for Grahamstown Historical Society 13 March 2010

Consultancy reports

Binneman, J. and Booth, C. 2010. *A phase 1 archaeological impact assessment (AIA) for the proposed upgrading of the N2 highway between Coega and Colchester as well as the construction of the new Sundays River Bridge, and four borrow pits, Nelson Mandela Metropolitan Municipality, Port Elizabeth, Eastern Cape Province.*

Binneman, J. and Booth, C. 2010. *A phase 1 archaeological impact assessment (AIA) for the proposed 20mw wind farm on three alternative sites: erf 121, Driftsands (site alternative 1), Bushy Park farm, remainder of erf 26, as well as portions 5, 6 and 7 thereof (site alternative 2) and Rietfontein farm, erf 594, Van Stadens East (site alternative 3), Nelson Mandela Metropolitan Municipality, Port Elizabeth, Eastern Cape Province.*

Binneman, J. and Booth, C. 2010. *a phase 1 archaeological impact assessment (AIA) for the proposed construction and upgrading of the new Glenhurd road as well as the construction of the Baakens River Bridge, Nelson Mandela Metropolitan Municipality, Port Elizabeth, Eastern Cape Province.*

Binneman, J. and Booth, C. 2010. *A phase 1 archaeological impact assessment (AIA) for the proposed Motherwell NU 31 housing development, portion 2 of 316, Uitenhage, Nelson Mandela Metropolitan Municipality, Port Elizabeth, Eastern Cape Province.*

Binneman, J. 2009. *A letter of recommendation (with conditions) for the exemption of a full phase 1 archaeological heritage impact assessment for the proposed construction of a pipeline on remainder of erf 1814 (commonage), Graaff Reinet, Camdeboo Municipality, Eastern Cape Province.*

Binneman, J. 2009. *A letter of recommendation (with conditions) for the exemption of a full phase 1 archaeological heritage impact assessment for the proposed bulk drainage for the Mayfield phase 2 housing project, Grahamstown, Makana Municipality, Cacadu District Municipality, Eastern Cape.*

Binneman, J. 2009. *A letter of recommendation (with conditions) for the exemption of a full phase 1 archaeological heritage impact assessment for the proposed quarry on portion o of the farm Grassridge 227, Nelson Mandela Bay Municipality, Cacadu District Municipality, Eastern Cape Province.*

Binneman, J. 2009. *Desktop study for archaeological sites in the Hankey/Patensie area.*

Binneman, J. and Booth, C. 2009. *A letter of recommendation (with conditions) for the exemption of a full phase 1 archaeological heritage impact assessment for the proposed Butterworth Black Granite Quarry Site, Area 3228, Ac3 Maseleleni, Mnquma Municipality, Amathole District Municipality, Eastern Cape Province*

Binneman, J. and Booth, C. 2009. *A letter of recommendation (with conditions) for the exemption of a full phase 1 archaeological heritage impact assessment for the proposed mining of gypsum on a portion of portion 1 (Thorndale) of the farm east of Gous Kraal, No. 257, division of Jansenville in the magisterial area of Ikwezi, Cacadu District of the Eastern Cape Province.*



Binneman, J. and Booth, C. 2009. A letter of recommendation (with conditions) for the exemption of a full phase 1 archaeological heritage impact assessment for the proposed hard rock quarry on portion 14 of the farm Waggie No. 110, Paterson, Sunday's River Valley Municipality, Alexandria District, Eastern Cape Province.

Binneman, J. and Booth, C. 2009. A letter of recommendation (with conditions) for the exemption of a full phase 1 archaeological heritage impact assessment for the proposed dolerite mine on portions 3 and 61 of farm No. 648, Wilsonia industrial area, East London, Amathole District Municipality, Eastern Cape Province.

Binneman, J. and Booth, C. 2009. A letter of recommendation (with conditions) for the exemption of a full phase 1 archaeological heritage impact assessment for the proposed mining of dolerite on erf No. 702, Port St John's District,) O.R Tambo District Municipality, Eastern Cape Province.

Binneman, J. and Booth, C. 2009. A letter of recommendation (with conditions) for the exemption of a full phase 1 archaeological heritage impact assessment for the proposed sand mine on portion 20 of farm Strandfontein No. 442, District of Humansdorp, Eastern Cape Province and the proposed sand mine on portion 1 (Lemoenfontein) of the farm Die Woud No. 500, District of Humansdorp, Eastern Cape Province.

Binneman, J. and Booth, C. 2009. A letter of recommendation (with conditions) for the exemption of a full phase 1 archaeological heritage impact assessment for the proposed sand mine on portion 1 (Lemoenfontein) of the farm Die Woud No. 500, District of Humansdorp, Eastern Cape Province.

Binneman, J. and Booth, C. 2009. A letter of recommendation (with conditions) for the exemption of a full phase 1 archaeological heritage impact assessment for the proposed weathered dolerite (sabunga) mine on portion 1 of farm No. 800, Gonubie, East London, Amathole District Municipality, Eastern Cape Province.

Binneman, J. and Booth, C. 2009. Phase 1 archaeological heritage impact assessments for the proposed development of 14 borrow pits in the Amahlati Local Municipality, Amathole District Municipality, Eastern Cape Province.

Binneman, J. and Booth, C. 2009. A letter of recommendation (with conditions) for the exemption of a full phase 1 archaeological heritage impact assessment for the proposed sand quarry on farm No's 1323 and 1286, Kayser's Beach, Amathole District Municipality, Eastern Cape Province.

Binneman, J. and Booth, C. 2009. A letter of recommendation (with conditions) for the exemption of a full phase 1 archaeological heritage impact assessment for the proposed weathered dolerite (sabungu) mine on portion 3 farm No. 860, Mount Coke, East London, Amathole District Municipality, Eastern Cape Province.

Workshops

"Sensitisation Workshop" by APD facilitated by MF Way-Jones and P Cimi for Albany Museum staff. 5 June 2009.

"Paper Conservation" by MF Way-Jones – two-day workshop for LiSLIG. 9 – 10 February 2010.

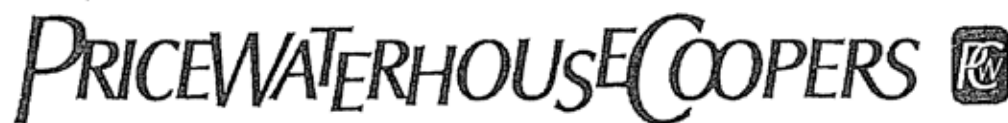
"A day at the Observatory – Measurement" three one-hour workshops for Scifest by Ms N Sibawu. 24 -26 March 2010.

"A day at the Observatory – Time etc" a one-day workshop facilitated by MF Way-Jones. 19 March 2010.

PART 3:

FINANCIAL STATEMENTS





PricewaterhouseCoopers Inc
Reg. no. 1998101 2055121
Ascot Office Park
1 Ascot Road
Greenacres, Port Elizabeth 6045
P O Box 27013
Greenacres 6057
Telephone +27 (41) 391 4400
Facsimile +27 (41) 391 4500
pwc.com/za

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ALBANY MUSEUM - GRAHAMSTOWN

We have audited the annual financial statements of Albany Museum, which comprise the statement of financial position as at 31 March 2010, and the statement of financial performance, changes in equity and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes, as set out on pages 5 to 17.

Trustees' Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the entity-specific basis of accounting, as set out in Note 1 to the Financial Statements. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Basis for qualified opinion

In common with similar organisation, it is not feasible for the entity to institute accounting controls over cash collection from donations and other similar forms of income, prior to initial entry of the collections in the accounting records. Accordingly it is impracticable for us to extend our examination beyond the receipts actually recorded.

Qualified opinion

In our opinion, except for the possible effects of the matters described in the basis for qualified opinion paragraph, the financial statements of Albany Museum have been prepared, in all material respects, in accordance with the basis of accounting described in Note 1 to the financial statements.

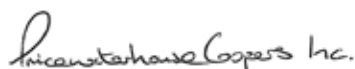


Emphasis of matter

Without qualifying our opinion, we emphasise that the basis of accounting and the presentation and disclosures contained in the financial statements are not intended to, and do not comply with the requirements of South African Statements of Generally Accepted Accounting Practice.

Other Matter - Restriction on Use

The financial statements of Albany Museum have been prepared in accordance with the basis of accounting as described in Note 1 to the financial statements. The financial statements and our auditor's report may not be suitable for another purpose.



PricewaterhouseCoopers Inc

Director: CF Lane

Registered Auditor

PORT ELIZABETH

10 June 2010



ALBANY MUSEUM - GRAHAMSTOWN
STATEMENT OF FINANCIAL POSITION
at 31 March 2010

	Note	2010 R	2009 R
ASSETS			
Non-current assets		2,417,178	2,336,492
Property, plant and equipment	2	1,422,178	1,341,492
Investment property	3	995,000	995,000
Current assets		3,415,187	3,191,052
Inventories	4	13,949	27,304
Trade and other receivables	5	63,494	123,080
Cash and cash equivalents	6	3,337,744	3,040,668
Total assets		5,832,365	5,527,544
EQUITY AND LIABILITIES			
Capital and reserves		5,030,843	4,711,724
Accumulated surplus		2,850,991	2,717,703
Research and development funds	7	53,900	24,308
Departmental project funds	8	879,233	739,961
Special project funds	9	103,486	103,486
Other funds	10	136,902	142,546
Motor vehicle replacement reserve		75,112	52,501
Equipment replacement reserve		4,149	4,149
Revaluation reserve		927,070	927,070
Current liabilities		801,522	815,820
Trade and other payables	11	801,522	815,820
Total equity and liabilities		5,832,365	5,527,544



STATEMENT OF FINANCIAL PERFORMANCE for the year ended 31 March 2010

	Note	2010 R	2009 R
Income		1,289,177	1,454,661
Administration levy - researchers		36,826	54,092
Donation received		130,822	171,717
Interest received		118,343	178,928
Membership fees		511	1,410
National arts festival		650	17,545
Met rentals received		144,095	165,547
Other income		1,039	5,229
Provincial grants		798,600	798,600
Visitor fees		35,680	32,524
Vehicle hire		22,611	29,069
		1,127,901	1,691,522
Expenses		822,471	1,481,555
Overheads	12	822,471	1,481,555
Departmental running costs:			
Administration		37,033	-
Anthropology		4,589	21,566
Archaeology		9,245	19,148
Batho Pele		162	-
Earth sciences		5,639	14,384
Education		3,239	5,626
Entomology		6,369	12,822
Exhibitions		7,006	14,902
Finance		45,741	-
Freshwater invertebrates		10,451	22,306
Genealogy		1,020	1,200
Herbarium		11,653	12,582
Higher vertebrates		-	246
History		13,020	19,941
Ichthyology		5,199	2,789
Library		550	4,022
Maintenance		74,676	16,974
Observatory Museum		4,974	13,532
Education - mobile museum service		6,029	18,344
Public relations		12,570	9,514
Taxidermy		46,265	69
Surplus/(deficit) from normal operations		161,276	(236,861)
Deficit from publications and special projects		(5,377)	(2,462)
Net surplus/(deficit) for the year		155,899	(239,323)



STATEMENT OF FINANCIAL PERFORMANCE for the year ended 31 March 2010

Publications and special projects

Re-sale publications

Income

Publication sales

Cost of sales

Opening stock

Printing and distribution

Closing stock

Net (deficit)/surplus publications

Research publications

Income

SAFA - subscriptions

Annual sales

Cost of sales

Opening stock

Printing and other expenses

Closing stock

Net deficit research publications

Book sales

Income

Plannisphere sales

Cost of sales

Opening stock

Printing and other expenses

Closing stock

Total net deficit

	2010 R	2009 R
	7,928	11,106
	7,928	11,106
	(11,440)	(4,907)
	25,389	30,296
	-	-
	(13,949)	(25,389)
	(3,512)	6,199
	-	560
	-	560
	-	-
	-	(4,935)
	-	-
	-	4,935
	-	-
	-	(4,375)
	-	574
	-	574
	(1,865)	(4,860)
	1,914	6,774
	(49)	-
	-	(1,914)
	(1,865)	(4,286)
	(5,377)	(2,462)



STATEMENT OF CHANGES IN NET ASSETS
for the year ended 31 March 2010

	Accumulated surplus R	Research and development funds R	Departmental project funds R	Special projects funds R	Other funds R	Motor vehicle replacement reserve R	Equipment replacement reserve R	Revaluation reserve R	Total R
Balance at 31 March 2008	2,986,095	21,857	488,251	103,486	165,888	23,432	4,149	927,070	4,720,228
Net deficit for the year	(239,323)	-	-	-	-	-	-	-	(239,323)
Net movement of funds for the year	-	2,451	251,710	-	(23,342)	-	-	-	230,819
Vehicle hire recoveries transferred	(29,069)	-	-	-	-	29,069	-	-	-
Balance at 31 March 2009	2,717,703	24,308	739,961	103,486	142,546	52,501	4,149	927,070	4,711,724
Net surplus for the year	155,899	-	-	-	-	-	-	-	155,899
Net movement of funds for the year	-	29,592	139,272	-	(5,644)	-	-	-	163,220
Vehicle hire recoveries transferred	(22,611)	-	-	-	-	22,611	-	-	-
Balance at 31 March 2010	2,850,991	53,900	879,233	103,486	136,902	75,112	4,149	927,070	5,030,843

Balance at 31 March 2008
 Net deficit for the year
 Net movement of funds for the year
 Vehicle hire recoveries transferred
Balance at 31 March 2009
 Net surplus for the year
 Net movement of funds for the year
 Vehicle hire recoveries transferred
Balance at 31 March 2010



STATEMENT OF CASH FLOWS for the year ended 31 March 2010

	Note	2010 R	2009 R
Cash flow from operating activities			
Cash generated from operations	15	236,933	261,855
Net cash flow from operating activities		236,933	261,855
Cash flow from investing activities			
Purchase of property, plant and equipment		(96,970)	-
Interest received		157,113	233,020
Net cash inflow from financing activities		60,143	233,020
Net increase in cash and cash equivalents		297,076	494,875
Cash and cash equivalents at beginning of year		3,040,668	2,545,793
Cash and cash equivalents at end of year	6	3,337,744	3,040,668



ALBANY MUSEUM - GRAHAMSTOWN
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2010

1. ACCOUNTING POLICIES

The principal accounting policies applied in the preparation of these financial statements are set out below.

1.1 Basis of preparation

The financial statements have been prepared in accordance with the entity specific Accounting Policies detailed below. The financial statements have been prepared under the historical cost convention except as disclosed in the accounting policies below. The policies used in preparing the financial statements are consistent with those of the previous years.

1.2 Income

Income is recognised on the accrual basis. VAT on all other income is considered to be a tax collected as an agent on behalf of the revenue authorities and is excluded from income.

1.3 Property plant and equipment

Land and buildings are regarded as long term assets and are held at cost.

No depreciation has been provided for on buildings as the anticipated residual values are believed to be in excess of the carrying values.

Furniture and equipment at 31 March 1999 are recorded at nominal value.

Property, plant and equipment purchased using research funds are expensed immediately.

All other items of property, plant and equipment are stated at cost and depreciated over periods deemed appropriate to reduce book values to estimated residual values over their useful lives.

Depreciation is calculated on the straight-line basis using the following rates:

Equipment	16.67%
Motor vehicles	20%
Furniture and fittings	16.67%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

Gains and losses on disposals are determined by comparing the proceeds with carrying amount and are recognised in the income statement.

When the carrying amount of an asset is greater than its estimated recoverable amount, it is written down immediately to its recoverable amount.



ALBANY MUSEUM - GRAHAMSTOWN
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2010 (continued)

1. ACCOUNTING POLICIES (continued)

1.3 Property, plant and equipment (continued)

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Museum and the cost of the item can be measured reliably. All other repairs and maintenance costs are charged to the income statement during the financial period in which they are incurred.

1.4 Investment property

Investment property comprises of buildings that are let out to tenants and are not occupied by the Museum. Investment property is carried at fair value, representing the open market determined by external valuers; valuations are performed on a periodic basis. Changes in fair value are recorded in the Revaluation Reserve. No depreciation has been provided on investment property.

1.5 Impairment of assets

Assets that have an indefinite useful life are not subject to amortisation and are tested annually for impairment. Assets that are subject to amortisation are reviewed for impairment whenever event or changes in circumstance indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. For the purpose of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash flows (cash generating units).

Acquired publications are initially measured at cost. Internally generated publications are effectively acquired at no cost and these are initially measured at fair value at the date of acquisition.

Inventory is valued at the lower of cost and net realisable value on a first-in, first-out basis. Net realisable value is the estimated selling price in the ordinary course of business, less applicable selling expenses, if any. Inventory is made up of the following:

- Resale publications
- Research publications
- Genealogy research and book sales

1.7 Cash and cash equivalents

Cash and cash equivalents are carried in the balance sheet at face value. Cash and cash equivalents comprise cash on hand, deposits held on call with banks, and investments in money market instruments.

1.8 Leases

Leases of assets where the Museum assumes substantially all the benefits and risks of ownership are classified as finance leases. Finance leases are capitalised at inception at the estimated present value of the underlying lease payments. Each lease payment is allocated between the liability and finance charges so as to achieve a constant rate on the finance balance outstanding. The corresponding lease obligations, net of finance charges, are included in borrowings. The interest element of the finance lease payment is charged to the Statement of comprehensive income over the lease period. The assets acquired under finance leasing contracts are depreciated over the shorter of the useful life of the asset, or the lease period. Where a lease has an option to be renewed, the renewal period is considered when the period over which the asset will be depreciated is determined.



Leases of assets under which substantially all the risks and benefits of ownership are effectively retained by the lessor are classified as operating leases. Payments made under operating leases are charged to the statement of comprehensive income on a straight-line basis over the period of the lease.

When an operating lease is terminated before the lease period has expired, any payment required to be made to the lessor by way of a penalty is recognised as an expense in the period in which termination takes place.

2. Property, plant and equipment

Year ended 31 March 2010

Opening net book value

Additions

Depreciation for the year

Closing net book amount

Total cost

Accumulated depreciation

Closing net book value

Year ended 31 March 2009

Opening net book value

Depreciation for the year

Closing net book amount

Total cost

Accumulated depreciation

Closing net book value

Land and buildings R	Equipment R	Motor vehicles R	Furniture and fittings R	Total fixed assets R
1,335,058	1	1	6,432	1,341,492
-	86,455	-	10,515	96,970
-	(9,852)	-	(6,432)	(16,284)
1,335,058	76,604	1	10,515	1,422,178
1,335,058	374,052	314,285	57,307	2,080,702
-	(297,448)	(314,284)	(46,792)	(658,524)
1,335,058	76,604	1	10,515	1,422,178
1,335,058	19,577	30,415	14,227	1,399,277
-	(19,576)	(30,414)	(7,795)	-57,785
1,335,058	1	1	6,432	1,341,492
1,335,058	287,597	314,285	46,792	1,983,732
-	(287,596)	(314,284)	(40,360)	(642,240)
1,335,058	1	1	6,432	1,341,492

2.1 Land and buildings comprise

Land at cost

Natural sciences building - situated on erven 3215, 3216 and 321 7 Grahamstown

1820 Settler Museum Building - situated on erf 321 8 Grahamstown

Observatory Museum - situated on erf 7249 Grahamstown - Buildings at cost

Total land and buildings

2010 R	2009 R
37,640	37,640
853,128	853,128
415,020	415,020
29,270	29,270
1,297,418	1,297,418
1,335,058	1,335,058
995,000	995,000
67,930	67,930
927,070	927,070
995,000	995,000

3. Investment property

Building

Cost

Valuation adjustment

Unencumbered



ALBANY MUSEUM - GRAHAMSTOWN

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2010 (continued)

3. Investment property (continued)

Description of freehold land and buildings

"Priest's House", situated on certain piece of land situated in the Municipality of the city of Grahamstown, Division of Graharnstown, being Erf 6381.

independent valuation of freehold land and buildings:

"Priest's House", Grahamstown was valued by Pam Golding Properties registered valuers on 3 August 2006, being the market value of the property on 31 March 2006.

4. Inventories

Resale publications

Genealogy research and book values

Inventory is stated net of provisions for obsolescence.

5. Trade and other receivables

Trade receivables

Other receivables

The carrying value of trade and other receivables approximates their carrying values.

6. Cash and cash equivalents

Cash at bank and on hand

Short term deposits

7. Research and development funds

National research foundation

N.R.F Funds - F.W Gess

N.R.F Funds - S.K Gess

N.R.F Funds - H.M James

N.R.F Funds - F. De Moor

2010 R	2009 R
13,949	25,390
-	1,914
<u>13,949</u>	<u>27,304</u>
2010 R	2009 R
60,921	101,113
2,573	21,967
<u>63,494</u>	<u>123,080</u>
2010 R	2009 R
847,711	713,257
2,490,033	2,327,411
<u>3,337,744</u>	<u>3,040,668</u>
2010 R	2009 R
24,067	603
157	176
1,701	(714)
27,975	24,243
<u>53,900</u>	<u>24,308</u>



ALBANY MUSEUM - GRAHAMSTOWN
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2010 (continued)

8. Departmental project funds

	2010 R	2009 R
Anthropology funds	8,463	14,874
Archaeology funds	157,616	88,339
Archaeology - L Webley	180,356	120,366
Education funds	26,346	27,709
Entomology funds	41,486	56
Exhibitions	9,382	7,700
Freshwater invertebrate funds	98,741	200,756
Genealogy funds	1,708	1,308
Geology/earth sciences funds	100,648	58,832
Herbarium funds	86,111	78,658
History funds	24,409	20,228
Ichthyology funds	130,308	115,817
Library funds	637	637
Maintenance funds	9,680	4,129
Public relations	30	-
Mobile museum	2,850	-
Personnel funds	462	552
	879,233	739,961

9. Special projects fund

	2010 R	2009 R
Umjelo project	103,486	103,486
	103,486	103,486

10. Other funds

Piet Retief gedenk	1,835	1,835
Pocock fund	30,953	30,953
Acquisition fund - Haines bequest	18,155	18,155
E Carey bequest	90,297	95,914
Blue planet gallery fund	4,698	4,698
Planisphere repurchase fund	10,089	10,089
SAFA fund	(478)	(480)
Annals fund	(43,387)	(43,358)
D Sulter bequest	15,000	15,000
Forts and towers project	9,740	9,740
	136,902	142,546

11. Trade and other payables

Trade payables	692,961	718,791
Other current liabilities	108,561	97,029
	801,522	815,820



ALBANY MUSEUM - GRAHAMSTOWN

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2010 (continued)

Included in trade payables is an amount of R577,680 payable to the Makana Municipality. Of this R217,656 relates to interest on the overdue balance. The Makana Municipality and Albany Museum have come to an agreement whereby the interest amount will be written off once the outstanding capital is paid by the museum.

12. Overheads

Audit fees - Current year audit fee
 - Prior year underprovision
 Bad or irrecoverable debt
 Bank charges
 Repairs and maintenance
 Depreciation
 Electricity and water expenses
 Licenses
 Insurance
 Other operating expenses
 Rates

2010 R	2009 R
58,000	28,250
68,306	-
38,190	120,818
10,512	10,405
48,807	131,914
16,284	57,785
207,267	175,585
6,466	2,184
140,171	112,316
228,468	806,125
-	36,173
822 471	1 481 555

13. Related parties

The Albany Museum is administered by a Board of Trustees who have ownership of all the Museum's moveable and immovable property and other assets. However, 1 out of the 16 Board members are appointed by the Eastern Cape Department of Sports, Arts and Culture, and therefore the Department can exert a significant influence over the Museum's financial and operating decisions.

Albany Museum is the beneficiary of the Albany Museum Trust. Per the trust deed, the Museum is entitled to received interest earned on the funds invested by the Trust for the benefit of the Museum. During the year interest income of R126 498 accrues to the Museum as a result of these investments.

14. Taxation

No provision has been made for taxation as the Museum enjoys tax free status.



ALBANY MUSEUM - GRAHAMSTOWN
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2010 (continued)

15. Cash generated from operations

Reconciliation of net profit to cash generated from operations:

Net surplus/(deficit) for the year

Adjusted for:

Interest received

Depreciation

Transfer from funds

Working capital changes

- Decrease in inventories

- Decrease/(increase) in accounts receivable

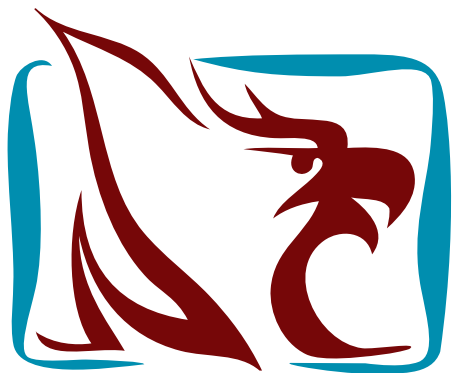
- Increase in accounts payable

Cash generated by operations

2010 R	2009 R
155,899	(239,323)
(157,113)	(233,020)
16,284	57,785
163,220	230,819
13,355	9,765
59,586	(33,522)
(14,298)	469,351
<u>236,933</u>	<u>261,855</u>

16. Commitments

The Museum is committed to contracts for the rental of PABX system, maintenance of lifts and pest control services, these contracts are for an indefinite period and can be cancelled by means of notice to the service providers. The rental charges for these contracts are R6 265 per month, R3204 and R2 884 per quarter, inclusive of VAT, respectively. The PABX system and pest control services leases were cancelled during the current year.



ALBANY MUSEUM

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