

## Board Meeting Minutes

<b>Date &amp; Time</b>	Thursday 15 <sup>th</sup> February 2024 at 7pm
<b>Location</b>	The Dornoch Hub
<b>Attending (Board)</b>	Luke Watson <b>LW</b> (Chair), Glen McGill <b>GM</b> (Vice Chair), Jim McGillivray <b>JM</b> , Emma Smith <b>ES</b> , Paula White <b>PW</b>
<b>Apologies (Board)</b>	Emily Teagle <b>ET</b> , Paddy Murray <b>PM</b>
<b>Guests</b>	

	Item	Lead														
1.	Minutes of board meeting (date) for approval <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Proposed</td> <td style="width: 50%; text-align: center;"><b>ES</b></td> </tr> <tr> <td>Seconded</td> <td style="text-align: center;"><b>JM</b></td> </tr> </table>	Proposed	<b>ES</b>	Seconded	<b>JM</b>	NA										
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2.	Review of actions See attached DACIC Board Meeting Action Log for full details. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th colspan="2" style="text-align: center;">Summary</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>New</b></td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;"><b>Live</b></td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;"><b>Closed</b></td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;"><b>Extended</b></td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;"><b>No longer applicable</b></td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;"><b>On Hold</b></td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Summary		<b>New</b>	8	<b>Live</b>	2	<b>Closed</b>	3	<b>Extended</b>	1	<b>No longer applicable</b>	0	<b>On Hold</b>	0	ALL
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3.	The Dornoch BID Update <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Dornoch BID Company Ltd was setup on 1/02/24 with the following nominated people appointed as directors. Gareth Dixon, Gavin Ferguson, Yvonne Fraser, Mark Grant, Ginny Knox, Kyle MacKay, Rob Smith and Suzie Venny.</p> <p><b>JM</b> as also been asked to represent The Highland Council on the new board and provided an update on the BID boards first meeting held on Tuesday 13<sup>th</sup> February 2024. Ginny Knox has been appointed Chair, an appointment welcomed by the DACIC board. There is also a desire from the new BID to work together with DACIC, including potential use of the HUB. The DACIC board agree in the desire to work collaboratively for the new BID board, ensure that the BID is successful. Yvonne Fraser also stood down from the board. <b>LW</b> would welcome a meeting as soon as possible with the BID to finalise plans for the handover of Visit Dornoch and how we can work together going forward. <b>JM</b> will pass this to their Board.</p> </div>	LW														
4.	Existing Projects/Activity DACIC Board Report distributed to directors on (07/02/24) <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 10%; text-align: center;">5.1</td> <td style="width: 60%;">           DACIC Summary:           <ul style="list-style-type: none"> <li>Items to bring to the attention of board               <div style="border: 1px solid black; padding: 5px; margin-left: 20px;">                 DACIC Website Proposal – Presented to Board                   Advantages of moving to Microsoft 365 Business – Presented to Board               </div> </li> <li>Actions and Approvals               <div style="border: 1px solid black; padding: 5px; margin-left: 20px;">                 Recruitment of new directors: <b>LW</b> recommended that we postpone any recruitment or onboarding of new directors               </div> </li> </ul> </td> <td style="width: 30%; text-align: center; vertical-align: top;"><b>LW</b></td> </tr> </table>	5.1	DACIC Summary: <ul style="list-style-type: none"> <li>Items to bring to the attention of board               <div style="border: 1px solid black; padding: 5px; margin-left: 20px;">                 DACIC Website Proposal – Presented to Board                   Advantages of moving to Microsoft 365 Business – Presented to Board               </div> </li> <li>Actions and Approvals               <div style="border: 1px solid black; padding: 5px; margin-left: 20px;">                 Recruitment of new directors: <b>LW</b> recommended that we postpone any recruitment or onboarding of new directors               </div> </li> </ul>	<b>LW</b>												
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		<p>until April 2024. By this time, we anticipate completing our initial priorities, allowing us to assess the need for additional directors effectively. Also, when the need arises for new directors due to resignations or to introduce specific skills required for project development, I suggest implementing a standardised recruitment process. This process will ensure transparency and efficiency in selecting suitable candidates. Board Approved.</p> <p>DACIC Website Proposal – Following the proposal from <b>LW</b> the board have approved the creation of a new DACIC.org.uk website.</p> <ul style="list-style-type: none"> <li>Additional discussions</li> </ul> <p>None</p>	
5.2		<p>The Hub:</p> <ul style="list-style-type: none"> <li>Items to bring to the attention of board</li> </ul> <p>Coding Club: The Coding Club has been paused for no more than 2 weeks to engage with school and P6/7 students to increase numbers.</p> <p>The Creative writing has had to be cancelled due to no bookings.</p> <ul style="list-style-type: none"> <li>Actions and Approvals</li> </ul> <p>Future of shop and storage area: Board discussed and decide on direction of Shop and Storage room, especially need to consider the impact the BID not doing a visitor centre would have. Board agreed that for the time being leases of no more than a month are given and that any future plans would depend on whether The BID continue to use the HUB as a visitor centre.</p> <p>Board discussed going forward how do we decide what workshops, clubs and activities to set up, how long to we run or repeat and how do we evaluated there success. It was agreed that a new survey needs to go out via social media to see what workshops/courses the community want. <b>ES</b> would also like to engage mothers at the school via a survey, <b>PW</b> suggested a QR code for mobile response. <b>LW</b> can achieve this through Forms.</p> <ul style="list-style-type: none"> <li>Additional discussions</li> </ul> <p>None</p>	<b>PW</b>

5.3	<p>Grants:</p> <ul style="list-style-type: none"> <li>Items to bring to the attention of board None</li> <li>Actions and Approvals None</li> <li>Additional discussions None</li> </ul>	<b>PW</b>
5.4	<p>Dornoch Community Transport:</p> <ul style="list-style-type: none"> <li>Items to bring to the attention of board None</li> <li>Actions and Approvals None</li> <li>Additional discussions None</li> </ul>	<b>GM</b>
5.5	<p>The Dornoch MUGA:</p> <ul style="list-style-type: none"> <li>Items to bring to the attention of board None</li> <li>Actions and Approvals Engage with community to test site: Once site is fully operational <b>LW</b> would like at least 2 directors to volunteer to engage with teams/groups and individuals and arrange test events that will allows us to gain feedback and make any required changes before opening to paying users. <b>LW</b> spoke to <b>ET</b> before meeting and is happy to support. <b>ES</b> also happy to support until lambing season begins. <b>LW</b> has the contact info for teams/groups and will work with <b>ET</b> &amp; <b>ES</b> to get out email and arranging test events.</li> </ul> <p>Sponsorship of Jack Teagle (Inverness Lions): <b>ET</b>, not in meeting approach <b>LW</b> with the following. Jack Teagle <b>ET</b> son plays basket ball for the Inverness Lions who are attending an international tournament in Spain in the summer. They are looking to raise money for the trip and looking for sponsorship, company logos on the back of shirts for £250. <b>ET</b> asked if Visit Dornoch would do like to do this. <b>LW</b> suggests this is a much better fit for the MUGA, using the new logo. The promotional activity would benefit the launch of the new MUGA and advertise the fact that Dornoch now has a Basketball court. <b>GM</b> also would like to see if there is a possibility that the Inverness Lion run remote session here. Board agrees.</p> <ul style="list-style-type: none"> <li>Additional discussions None</li> </ul>	<b>LW</b>

	5.6	<p>Dornoch Coach and Car Park:</p> <ul style="list-style-type: none"> <li>Items to bring to the attention of board None</li> <li>Actions and Approvals To replace the cabin or not: <b>LW</b> explained that the insurance will allow us to claim without replacement and this would be a sensible option as the weather would continue to be an issue without anchoring the cabin. The purpose of the building is also in question as this activity would be cover by the BID going forward if they wish to continue. Board agrees to claim without replacement. <b>PW</b> pointed out that the funding of the building was part of Visit Dornoch so not sure what we can do with the money. <b>LW</b> to investigate.</li> <li>Additional discussions None</li> </ul>	<b>LW</b>
	5.7	<p>Dornoch South:</p> <ul style="list-style-type: none"> <li>Items to bring to the attention of board None</li> <li>Actions and Approvals None</li> <li>Additional discussions None</li> </ul>	<b>LW</b>
	5.8	<p>Visit Dornoch</p> <ul style="list-style-type: none"> <li>Items to bring to the attention of board None</li> <li>Actions and Approvals None</li> <li>Additional discussions None</li> </ul>	<b>LW</b>
6.	New Projects and Activities - To Start in April 2024		
	6.1	<p>New Project/activity</p> <ul style="list-style-type: none"> <li>Purpose</li> <li>Outcome</li> <li>Cost</li> <li>Additional discussions</li> <li>Approval?</li> <li>Actions</li> </ul>	<b>Project/Activity Lead</b>
7.	<p>Financial Update</p> <ul style="list-style-type: none"> <li>Profit and Loss not distributed to directors before board meeting</li> <li>Items to bring to the attention of board <b>PW</b> went through bank balance</li> <li>Actions and Approvals None</li> </ul>		<b>LW/PW</b>

	<p>Additional discussions</p> <p>None</p>																			
8.	<p>Community Update</p> <p>DADCA: <b>JM</b> gave update, point to note is the sale of the plots are proceeding, this will add funding to the new social club building.</p> <p>Embo Trust: <b>JM</b> gave update</p>	ALL																		
9.	<p>Upcoming Events</p> <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Location</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>23<sup>rd</sup> Feb</td> <td>Social Club</td> <td>Indoor Market</td> </tr> <tr> <td>15<sup>th</sup> March</td> <td>Social Club</td> <td>Indoor Market</td> </tr> <tr> <td>8<sup>th</sup> – 10<sup>th</sup> March</td> <td>Various</td> <td>Fibre Fest</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date/Time	Location	Description	23 <sup>rd</sup> Feb	Social Club	Indoor Market	15 <sup>th</sup> March	Social Club	Indoor Market	8 <sup>th</sup> – 10 <sup>th</sup> March	Various	Fibre Fest							LW
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10.	<p>AOB</p> <p><b>GM</b> raised the need for an EV charger at the Hub, volunteers in poor weather have expressed that having this would make things a lot easier. There has also been a timing issue where overnight charges and handover to the next driver have nearly caused delays. <b>PW</b> pointed out the existing grants could cover the approx £1400 cost and although this would leave us short over the first year it would be recovered after this. <b>LW</b> agrees that a EV charger for the Hub should be purchased but not using current funding that would leave the project at a loss, especially when we are currently review budgets and exploring staff salary options. <b>JM</b> and <b>ES</b> agreed with this. <b>LW</b> feels there are other funding options to explore, and <b>JM</b> suggested the Common Good Fund. <b>LW</b> will explore funding options</p>	ALL																		
11.	<p>Next Board Meeting</p> <p>Thursday 21<sup>st</sup> March 2024 at 7pm in The Dornoch Hub</p>	NA																		