

Board Meeting Minutes

Date & Time	Thursday 21 st March 2024 at 7pm
Location	The Dornoch Hub
Attending (Board)	Luke Watson LW (Chair), Jim McGillivray JM , Paula White PW , Emily Teagle ET , Paddy Murray PM
Apologies (Board)	Glen McGill GM (Vice Chair), Emma Smith ES
Guests	

	Item	Lead														
1.	Minutes of board meeting 15 th February for approval Unable to approve as JM was the member who attended previous meeting. <table border="1" style="margin-left: 20px;"> <tr> <td>Proposed</td> <td></td> </tr> <tr> <td>Seconded</td> <td></td> </tr> </table>	Proposed		Seconded		NA										
Proposed																
Seconded																
2.	Review of actions See attached DACIC Board Meeting Action Log for full details. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th colspan="2" style="text-align: center;">Summary</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">New</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">Live</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">Closed</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">Extended</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">No longer applicable</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">On Hold</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Summary		New	5	Live	2	Closed	9	Extended	3	No longer applicable	0	On Hold	0	ALL
Summary																
New	5															
Live	2															
Closed	9															
Extended	3															
No longer applicable	0															
On Hold	0															
3.	The Dornoch BID Update <ul style="list-style-type: none"> LW gave an update on talks between DACIC and The BID. The BID wishes to work closely with DACIC going forward. The BID asked if it would be possible for DACIC to continue to manage Visit Dornoch whilst they set up and hire staff. LW submitted 3 proposals the details of which can be found in the DACIC Board Report. The BID have chosen the option below for the period of 3 months with an option to extend for another 3 months, which is to be confirmed at the end of the second month. <table border="1" style="margin-left: 20px;"> <tr> <td> Operation and management of website, VisitDornoch.com: <ul style="list-style-type: none"> Management of domain hosts Updating site content including all current accommodation listings Management of all enquiries both from businesses and members of the public Update of events “What’s on” </td> </tr> <tr> <td> Operation and management of Visit Dornoch mobile App: <ul style="list-style-type: none"> Management of App Updating App content Update of events “What’s on” </td> </tr> <tr> <td> Operation and management of all Visit Dornoch social media channels: <ul style="list-style-type: none"> Management of Facebook and Instagram Ensuring new professional content including, Dornoch business updates are posted on a regular basis Creation of regular paid advertisement to drive footfall </td> </tr> </table>	Operation and management of website, VisitDornoch.com: <ul style="list-style-type: none"> Management of domain hosts Updating site content including all current accommodation listings Management of all enquiries both from businesses and members of the public Update of events “What’s on” 	Operation and management of Visit Dornoch mobile App: <ul style="list-style-type: none"> Management of App Updating App content Update of events “What’s on” 	Operation and management of all Visit Dornoch social media channels: <ul style="list-style-type: none"> Management of Facebook and Instagram Ensuring new professional content including, Dornoch business updates are posted on a regular basis Creation of regular paid advertisement to drive footfall 	LW											
Operation and management of website, VisitDornoch.com: <ul style="list-style-type: none"> Management of domain hosts Updating site content including all current accommodation listings Management of all enquiries both from businesses and members of the public Update of events “What’s on” 																
Operation and management of Visit Dornoch mobile App: <ul style="list-style-type: none"> Management of App Updating App content Update of events “What’s on” 																
Operation and management of all Visit Dornoch social media channels: <ul style="list-style-type: none"> Management of Facebook and Instagram Ensuring new professional content including, Dornoch business updates are posted on a regular basis Creation of regular paid advertisement to drive footfall 																

	<ul style="list-style-type: none"> Management of all enquiries both from businesses and members of the public 	
	Staffing at 12.5 Hours per week (All digital activity runs throughout the year and is not limited to season.)	
	Quarter Cost Exc VAT	£3,073.56
	Annual Cost Exc VAT	£11,759.57
4.	Existing Projects/Activity DACIC Board Report distributed to directors on (07/02/24)	
5.1	<p>DACIC Summary:</p> <ul style="list-style-type: none"> Items to bring to the attention of board None Actions and Approvals None Additional discussions None 	LW
5.2	<p>The Hub:</p> <ul style="list-style-type: none"> Items to bring to the attention of board None Actions and Approvals Vacant shop space: Board discussed the options and agreed to advertise shop space on monthly leases only. There was also a wider discussion which identified the need review the use of the whole area at the front of the now that the Visitor Centre will cease to exist from April. Action for all board member to think of viable options. <p>Complaint of noise from tenant: The issue of noise travelling from room to room was discussed including the options of added a new door between the gallery and the 2 front offices. As it is not guaranteed to reduce the sound and the cost of full sound proofing in not feasible not action is to be taken. LW will deal we any future complaints from the tenant in question.</p> <ul style="list-style-type: none"> Additional discussions None 	PW
5.3	<p>Grants:</p> <ul style="list-style-type: none"> Items to bring to the attention of board None Actions and Approvals None Additional discussions None 	PW
5.4	<p>Dornoch Community Transport:</p> <ul style="list-style-type: none"> Items to bring to the attention of board 	GM

		<p>None</p> <ul style="list-style-type: none"> • Actions and Approvals <p>Use of St Finnarr's Donation: All boards approve the use of the £1000 for the EV charger for the HUB. We are also waiting for the result of the RDGC Community Fund and we will also be submitting a request for funding to the council.</p> • Additional discussions <p>LW update the board on a meeting with the Sutherland Community Trust where there was a discussion about the community transport as expansion on current transport schemes is a recommendation of the full transport review that has taken place. The details of this should be available in the next month of so.</p> 	
5.5		<p>The Dornoch MUGA:</p> <ul style="list-style-type: none"> • Items to bring to the attention of board <p>MUGA Progress Update: LW gave the board an update on the progress of the MUGA over the last month.</p> <ul style="list-style-type: none"> • MUGA was connected to mains power. • Automated door system and floodlighting was connected and is fully tested through the Clubspark system. A power outlet was also installed allowing us to use equipment to clean the courts in the future. • Test events for Tennis and Basketball took place. Feedback was very positive, but we were asked to explore windbreakers around the court to reduce the effect of the wind when playing. • Taster Tennis coaching sessions for adults have been arranged for 28th March and Kids 20th April. • The MUGA will open with a soft launch to the public on 1st April, offers the full MUGA for football and basketball, as well as Tennis. Pickleball will start in May. • Actions and Approvals <p>Installation of wind breakers: LW asked the board for approval to purchase windbreakers</p> 	LW

		<p>for the MUGA. Looking to purchase the cheaper option to see if it works and then could look an option that displays logo and look at local businesses to sponsor. Board approved.</p> <ul style="list-style-type: none"> Additional discussions <input type="text" value="None"/>	
5.6	Dornoch Coach and Car Park:	<ul style="list-style-type: none"> Items to bring to the attention of board <input type="text" value="None"/> <ul style="list-style-type: none"> Actions and Approvals <input type="text" value="None"/> <ul style="list-style-type: none"> Additional discussions <input type="text" value="None"/>	LW
5.7	Dornoch South:	<ul style="list-style-type: none"> Items to bring to the attention of board <input type="text" value="None"/> <ul style="list-style-type: none"> Actions and Approvals <input type="text" value="None"/> <ul style="list-style-type: none"> Additional discussions <input type="text" value="None"/>	LW
5.8	Visit Dornoch	<ul style="list-style-type: none"> Items to bring to the attention of board <input type="text" value="None"/> <ul style="list-style-type: none"> Actions and Approvals <input type="text" value="None"/> <ul style="list-style-type: none"> Additional discussions <input type="text" value="None"/>	LW
6.	New Projects and Activities - To Start in April 2024		
	6.1	<p>New Project/activity</p> <ul style="list-style-type: none"> Purpose Outcome Cost Additional discussions Approval? Actions 	Project/Activity Lead
7.	<p>Financial Update</p> <ul style="list-style-type: none"> Profit and Loss distributed to directors 18th March 2024 <input type="text" value="None"/> <p>Actions and Approvals</p> <input type="text" value="None"/> <p>Additional discussions</p> <input type="text" value="PM approved of the new layout of the P&L report."/>		LW/PW
8.	<p>Community Update</p> <p>DADCA: PM update board on progress of selling the plots and raising funds for a new community centre. LW made a suggestion of exploring a number</p>		ALL

	<p>of community groups coming together in partnership as this would allow us to explore additional large-scale grant fundings. PM would like to explore this option and has agreed to send LW his original plan and timescale and explore brings events forward.</p>																			
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>29th March</td> <td>Social Club</td> <td>Indoor Market</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date/Time	Location	Description	29 th March	Social Club	Indoor Market													LW
Date/Time	Location	Description																		
29 th March	Social Club	Indoor Market																		
10.	<p>AOB</p> <p>Dornoch Place Plan: JM explain the requirement for Dornoch to produce and submit a Place Plan by the August deadline. JM had already approached LW with the idea of DACIC taking the role of coordinating with all relevant stakeholders to create the plan. JM also had suggested Louise Rollason be employed to complete the project and her salary to be covered through The Common Good Fund. Board approves and LW will discuss with Lou produce a proposal for The Community Council.</p> <p>Shortbread Showdown: LW updated the board on David MacDonald’s (Chef at Oversteps Care Home) success in winning the title of the best traditional shortbread at the highland finals of the Shortbread Showdown. David has also been invited to the last indoor community market to sell his shortbread to raise money for the home. LW explained that the home were planning to do a takeaway food event also to raise funds but the owners of the home have said they can’t use the homes kitchen. PM has offered the potential use of the social club and JM the use of Embo’s which also has a lot of kitchen equipment from when it was a café. LW will take both overs to David.</p> <p>Message from Joan Bishop: “My thanks to those who contributed to my retirement collection. Isla and I looking forward to the special spa day - she has suggested we go for my 70th birthday! Thank you for co-ordinating the collection. Like the party, the collection was a complete surprise! I was delighted with flowers and the book token from the board, so have been amazed and grateful at the generosity of the retirement party and collection.”</p>	ALL																		
11.	<p>Next Board Meeting Thursday 18th April 2024 at 7pm in The Dornoch Hub</p>	NA																		