

Board Meeting Minutes

Date & Time	Thursday 18 th January 2024
Location	Conference Room at the Hub
Attending (Board)	Luke Watson LW (Chair), Glen McGill GM (Vice Chair), Jim McGillivray JM , , Emily Teagle ET , Emma Smith ES
Apologies (Board)	Paddy Murray PM , Margaret McLeod MM , Paula White PW
Guests	

	Item	Lead				
1.	Minutes of board meeting (date) for approval <table border="1" data-bbox="344 604 756 674"> <tr> <td>Proposed</td> <td>JM</td> </tr> <tr> <td>Seconded</td> <td>GM</td> </tr> </table>	Proposed	JM	Seconded	GM	NA
Proposed	JM					
Seconded	GM					
2.	Introduction and agreement of new format for future board meetings and agreement of meeting cycle. <div data-bbox="344 743 1219 1478" style="border: 1px solid black; padding: 5px;"> <p>LW introduced the example agenda (LW to send out to board, along with the template for minutes) and highlighted the following changes:</p> <ol style="list-style-type: none"> Adding Action Update section. These will be actions taken from previous meetings. All actions from board meetings will be logged and updates given to determine status. Once an action is closed or cancelled it will no longer be discussed. The Dornoch BID Update. This will be a temporary item until Visit Dornoch is handed over at which point Dornoch BID will form part of Community updates. A Board Report will be completed by the leads, summarising the months activities, developments and any actions and approvals required. The report will be sent to all directors at least 1 week before the Monthly Board Meeting. Report will be for directors to read and then ask any questions to the respective lead. Leads will highlight points that require either action or board approval during the meeting. New Projects and Activities. Introduction of any new projects or activities for board approval. <p>Discussed the community update and agreed that The Dornoch Community Council, DADCA, Embo Trust and The Dornoch BID will be updated monthly, other updates will be on an ad hoc basis depending on activity. All present agreed to new format</p> </div>	LW				
3.	Initial Priorities (Jan 24 to March 24) LW submitted the following as the main priorities to be completed by the end of quarter 4. <ul style="list-style-type: none"> Review of all Visit Dornoch associated activities and assets to ensure a smooth transition to The Dornoch BID Company <div data-bbox="435 1654 1219 1885" style="border: 1px solid black; padding: 5px;"> <p>LW updated the board on the review currently being conducted highlighting the work required to the dornoch.org.uk website the chance the location and name of the booking calendar for the social club. LW has also put all staff that work on Visit Dornoch at risk of redundancy, but consultation process cannot be started until the new board for BID are in place and we have agreement on their plans for Visit Dornoch.</p> </div> Rebranding of DACIC, including launch of new website. 	LW				

	<p>LW submitted the new DACIC logos, produced by Mario Moens which incorporate the same colours as The Hub as this logo won't be changed straight away. JM asked if the text for the other project such as MUGA could be aligned to the left or D of DACIC and GM highlighted that this text should also not be italic. LW asked if GM could ask Mario to complete the changes.</p> <p>In regard to new website LW informed the board that the domain DACIC.org.uk has been secured and he has had a conversation with Val McLennan from Digital route regarding a website design. She will put a proposal together for board review and approval.</p> <ul style="list-style-type: none"> 2024/2025 Budget <table border="1" data-bbox="440 638 1221 705"> <tr> <td>LW, PW and PM to complete aiming for submission and approval at March's board meeting.</td> </tr> </table> Review and potential update of Memorandum and Articles of Association <table border="1" data-bbox="440 779 1221 911"> <tr> <td>LW, GM to review and submit findings and recommendation to the board at April's board meeting. Focus is on ensuring the Memorandum and Articles of Association fit DACIC with the transfer of Visit Dornoch and introduction of the BID.</td> </tr> </table> Creation of 2024/2025 Plan <table border="1" data-bbox="440 947 1221 1014"> <tr> <td>To discuss once more is known on direction of new BID board and completion of budget.</td> </tr> </table> 	LW, PW and PM to complete aiming for submission and approval at March's board meeting.	LW, GM to review and submit findings and recommendation to the board at April's board meeting. Focus is on ensuring the Memorandum and Articles of Association fit DACIC with the transfer of Visit Dornoch and introduction of the BID.	To discuss once more is known on direction of new BID board and completion of budget.						
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4.	<p>Dornoch BID Transition Update</p> <p>LW has emailed Neil Hampton to request an update and time frame for the installation of the new Dornoch BID board. He has informed me that 8 Directors have been successfully nominated across a wide range of business sections. Neil copied in Lindsay Ferries and Shona MacDougall to provide addition information has they will be advising the new board going forward as Neil steps back. LW has not received any additional updates.</p> <p>JM has been asked to be the BIDs Highland Council representative. LW ask JM if he could get any additional updates in particular the names of the new directors and a timescale of when they might be in a position to meet and discuss Visit Dornoch.</p>	LW								
5.	<p>Existing Projects/Activity</p> <table border="1" data-bbox="342 1455 1144 1934"> <tr> <td data-bbox="342 1455 495 1633">5.1</td> <td data-bbox="495 1455 1144 1633"> DACIC Summary: <ul style="list-style-type: none"> Member update <table border="1" data-bbox="594 1528 1130 1562"> <tr> <td>No new member</td> </tr> </table> Board update Governance and Policies </td> <td data-bbox="1144 1455 1221 1633">LW</td> </tr> <tr> <td data-bbox="342 1633 495 1934">5.2</td> <td data-bbox="495 1633 1144 1934"> The Hub: PW submitted update via email <ul style="list-style-type: none"> Tenants and Room Hire <table border="1" data-bbox="594 1734 1130 1801"> <tr> <td>All offices booked, new tenant in F15 moving in this month.</td> </tr> </table> <p>Cooking club Dornoch Academy discontinued, from January, due to staff shortage suggestion to speak to Charles to</p> </td> <td data-bbox="1144 1633 1221 1934">PW</td> </tr> </table>	5.1	DACIC Summary: <ul style="list-style-type: none"> Member update <table border="1" data-bbox="594 1528 1130 1562"> <tr> <td>No new member</td> </tr> </table> Board update Governance and Policies 	No new member	LW	5.2	The Hub: PW submitted update via email <ul style="list-style-type: none"> Tenants and Room Hire <table border="1" data-bbox="594 1734 1130 1801"> <tr> <td>All offices booked, new tenant in F15 moving in this month.</td> </tr> </table> <p>Cooking club Dornoch Academy discontinued, from January, due to staff shortage suggestion to speak to Charles to</p>	All offices booked, new tenant in F15 moving in this month.	PW	
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		<p>discuss funding for tutor to continue this ourselves. Citizen Advice Bureau would like to book community room long-term on Wednesday mornings. New regular booking on Friday evenings, for a crafting club, at the moment in the community room, but they are discussing if they can move into the gallery instead for more space, tbc Homestart and Hidden hearing continue as usual</p> <p>Upcoming items to be aware of</p> <ul style="list-style-type: none"> Lease for Gym to be renegotiated this spring March lease for Busy Bees Cleaning to go up to regular cost (if they don't want to continue on the regular cost, maybe this office can be offered to the BID?) <ul style="list-style-type: none"> The Hostel <div data-bbox="597 976 1128 1213" style="border: 1px solid black; padding: 5px;"> 2 rooms in use by Golf hotel, though 1 is empty at the moment 1 room in use by Dornoch Distillery 1 room used 2 nights a week by GP Photography, Neil Hampton has already been in touch to rent it from March onwards, which I have agreed to. </div> Retail and Gallery <div data-bbox="597 1249 1128 1522" style="border: 1px solid black; padding: 5px;"> GP photography unsure if they are able to continue leasing long-term, I am keeping in touch with them. Gallery is fully booked for this year, apart from January, which is why I have asked Dawn to put her art up for free, only cost 20% commission. </div> Workshops and Activities <div data-bbox="597 1554 1128 1955" style="border: 1px solid black; padding: 5px;"> Youth crafts: running with a new booking system, in which people email tutor for a space and tutor will select the attendees, ensuring everyone gets a turn instead of same bookings every week with kids disengaged with doing crafts. Coding club: numbers still low, new laptops arrived this week, with new advertising we hope to up the numbers. Coffee morning and craft workshops: update by Glen, grant money for coffee mornings and craft workshops received, meeting </div> 	
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		<p>required with tutor and Glen to discuss planning. Creative writing: second block of adult creative writing starts this Friday morning, no update on youth sessions. I will have another meeting with Flora next week to discuss progress.</p> <ul style="list-style-type: none"> Facilities <p>Solar energy 76kwh, total yield since August 2.123 MWh. This is the lowest yield yet, which is understandable with the short daylight hours, they should rise again from now on. Electricity costs have been high, with the cold weather, the gym will be using more, and some of our tenants use electric fan heaters to boost their heating.</p> Staff <p>Lucy on sick leave until end of January, Lou covering social media Due to snow Dawn has missed a couple of days this week PW tested positive with Covid on Monday, should be back to work next Monday. Due to these Hub has been unattended for two days this week.</p> AOB <p>No other update</p> 	
5.3		<p>Grants:</p> <ul style="list-style-type: none"> New Opportunities <p>No new opportunities at this time</p> Submitted and Outcomes <p>Grant money for coffee morning and workshops has come into the bank. Grant money for new laptops for coding club (£400) has come in and has been spent. CRF grant money for transport project is fully spent for this year, report and final claim to be written this month. Highland Council has confirmed grant funding of £5000 per year for the coming 3 years. I would like to discuss ordering a car charger for the Hub, which would make the transport project easier to run for volunteers. Amazon literacy grant funding: we are still in the process of spending the current grant, which is why I don't think we should apply for more funding in the current round. Youth crafts and coding club grant funding, this project is going well and will end in June this year, grant on target to be spent by then.</p> 	PW

	5.4	Dornoch Community Transport: Update on the last 2 months, majority of trips have been medical related. Given the current weather conditions, a change has been made to ensure that we have full contact details stored were all can access so that we can cancel booking due to safety concerns.	GM
	5.5	The Dornoch MUGA: Still awaiting installation of metre so that the site will have power. EDF delays but if we go with another provider we will lose Scottish Government better rate so will have to wait. Now member of Lawn Tennis Association and have access to Club Spark software. Storage boxes have been ordered.	LW
	5.6	Dornoch Coach and Car Park: No new updates	LW
	5.7	Dornoch South: <ul style="list-style-type: none"> Distillery LW gave update. Solicitors in process of creating lease and other documents, Joan Bishop is supporting in its completion. Non-developed land LW has emailed the new DADCA Chair, Donald Goskirk to arrange a meeting to discuss the leasing of land for a new Social Club. We are looking for available dates. 	LW
	5.8	Visit Dornoch Covered in previous points regards BID	LW
6.	New Projects and Activities		
	6.1	Introduction of Continual Improvement and Development Plan and process. To be sent to all board members.	LW
7.	Financial Update Profit and loss for December and January to be send to board 1 week before next board meeting.		LW/PW
8.	Community Update Updates to start next meeting		ALL
9.	Upcoming Events		LW
	Date/Time	Location	Description
10.	AOB		ALL

	<p>JM raised 2 points for discussion, The Dornoch Burn issues and The Local Place Plan.</p> <ol style="list-style-type: none"> 1. LW couldn't make the Stakeholder meeting on Tuesday 16th January but has discussed with Phil Tomalin and will be at future meetings. 2. LW has suggested that the Place Plan should have input from all groups, DACIC, DADCA, The BID and Community Council. Once the BID board is in place we can engage with all parties to come together and create a steering group to complete a plan by the deadline of September <p>To support with the content of the new website and other brand activity GM has asked that all Directors complete a Bio, GM will send his as an example. Directors to complete by next board meeting</p>	
11.	<p>Next Board Meeting Board agreed that meeting should continue to be held on the 3rd Thursday of every month.</p> <p>Next meeting will be Thursday 15th February 2024 at The Hub</p>	NA