

Board Meeting Minutes

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| Date & Time | Thursday 16 th January 2025 |
| Location | The Dornoch Hub |
| Attending (Board) | Luke Watson LW (Chair), Glen McGill GM (Vice Chair), Jim McGillivray JM , Emily Teagle ET , Paula White PW |
| Apologies (Board) | Paddy Murray PM , Iona Currie IC |
| Guests | |

| | Item | Lead | | | | | | | | | | | | | | |
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| 1. | Minutes of board meeting 31/10/24 for approval <ul style="list-style-type: none">Unable to approve moved to <table><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><tr><th colspan="2">Summary</th></tr><tr><td>New</td><td>4</td></tr><tr><td>Live</td><td>0</td></tr><tr><td>Closed</td><td>25</td></tr><tr><td>Extended</td><td>6</td></tr><tr><td>No longer applicable</td><td>6</td></tr><tr><td>On Hold</td><td>0</td></tr></table> | Summary | | New | 4 | Live | 0 | Closed | 25 | Extended | 6 | No longer applicable | 6 | On Hold | 0 | LW |
| Summary | | | | | | | | | | | | | | | | |
| New | 4 | | | | | | | | | | | | | | | |
| Live | 0 | | | | | | | | | | | | | | | |
| Closed | 25 | | | | | | | | | | | | | | | |
| Extended | 6 | | | | | | | | | | | | | | | |
| No longer applicable | 6 | | | | | | | | | | | | | | | |
| On Hold | 0 | | | | | | | | | | | | | | | |
| 3. | Existing Projects/Activity DACIC Board Report distributed to directors on (12/01/25) In addition to the update provided in the board report the following items are to be discussed <ul style="list-style-type: none">Microsoft Teams Access for Directors<ul style="list-style-type: none">LW went through the Microsoft Teams system demonstrating what can be accessed. Board to notify LW which email address they would like to use and LW will send them an inviteNew Calendar System<ul style="list-style-type: none">LW went through new calendar system for all DACIC and local events, this is for DACIC Director, and staff use. Calendar function on website has been switched off. A copy of the calendar will be produced and sent to directors along with agenda and board report.Update of Hub activities Managers' Report: November and December 2024 General Update <ul style="list-style-type: none">Thank you for your patience in waiting for this report. November and December were busy months, but we're thrilled to share that the Christmas Market at the end of November was a huge success! It brought the community together, and the feedback from attendees and stallholders has been wonderful.Iona has been added to Companies House. | LW | | | | | | | | | | | | | | |

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| | <ul style="list-style-type: none"> - Looking ahead, we're excited to be working on plans for food markets, which will kick off in April 2025. These markets will bring more vibrancy to the area and offer great opportunities for local producers. <p>Room and Space Hire</p> <ul style="list-style-type: none"> - We're pleased to see continued use of our rooms and spaces by regular groups such as: Triage, Hidden Hearing, CASWA, Citizen Advice Bureau, and Dornoch BID. - Income: Regular room hire: £565.84. Grant-funded room hire (coffee mornings and workshops): £475. <p>Tenants and Leases</p> <ul style="list-style-type: none"> - Empty Spaces: G3: Shop, the shop is getting refurbished just now and we hope to have it open for business soon. G11 & G12: Plans are underway to transform these offices into an IT suite. F9: This small first-floor office has some noise issues, so we're considering using it as a storage space or for internal office needs. F17: We're developing this space into a Business Hub, which will be available for daily or weekly hire. - Renewals: Rising Light Therapies' lease is up for renewal in April 2025. We'll be in touch with them shortly to confirm details. - Tenant Engagement: In December, we hosted a Christmas get-together for our tenants. Four tenants attended, and it was a lovely opportunity to connect and share festive cheer. <p>Workshops and Activities</p> <ul style="list-style-type: none"> - We ran 12 workshops in November and December, with a total of 72 attendees. These included a mix of cooking, drawing and painting, creative writing, and crafts. - Looking ahead, we've already booked 28 more sessions for the coming months, so there's plenty to look forward to! <p>Building and Maintenance</p> <ul style="list-style-type: none"> - Hostel Updates: The hostel has had a refresh, with new vinyl flooring installed and all the bedrooms repainted. A small section of the kitchen floor needed replacing, but it's now ready for use again. We've hired a new cleaner to keep the hostel in tip-top condition. - Hub Updates: The toilet on the ground floor (next to MI Architect and Rising Light Therapies) has been refurbished, with a new floor and vinyl fitted. <ul style="list-style-type: none"> • Extension on the lease of the current community transport vehicle | |
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| | <ul style="list-style-type: none"> - The board is reminded that the lease for the current Dornoch Community Transport vehicle is set to conclude on 31st March 2025. Given the success of the pilot project, we are actively pursuing several avenues to secure a new vehicle and ensure the continuation of this valuable service. These include applying for grant funding and exploring the potential to obtain a vehicle through The Sutherland Resilience Initiative (SRI). - However, the timescale to secure a new vehicle remains a significant concern. Any pause in the service would negatively impact the community, particularly those who rely on it for essential travel. To mitigate this risk, we have explored the possibility of extending the current lease with Novuna Vehicle Solutions. The company has provided two options, a 6 or 12month extension, both at the same monthly cost but this is an increase from the original lease. - A longer extension may increase overall costs; therefore, I recommend pursuing the 6-month extension. This timeframe should provide sufficient opportunity to finalise arrangements for a new vehicle while ensuring the continuity of the transport service. - Board approvals to proceed with this 6-month extension • Dornoch MUGA Membership <ul style="list-style-type: none"> - LW went through the advantages of offering membership in addition to pay as you play. - As LW only sent all the documents 15/01/25 it was suggested that directors use between now and the next meeting to fully review before deciding to approve • Establishing the Dornoch Pickleball Club <ul style="list-style-type: none"> - As LW only sent this document 15/01/25 it was suggested that directors use between now and the next meeting to fully review before deciding to approve | |
| 4. | <p>Safeguarding</p> <ul style="list-style-type: none"> - No new or ongoing safeguarding concerns or risks since our last board meeting | NA |
| 5. | <p>Community Update</p> <ul style="list-style-type: none"> • Community Council – JM updated board, the council has reduced in numbers and may wish to gain new member shortly. The Place Plan has now been outsourced before it goes out to public consultation. • DADCA - JM updated board. Still looking for a new home for the pool table in the community centre. • The BID – LW informed board there would be a meeting on all groups to discuss 2025 events 22nd January at 7pm • Embo Trust – JM updated board on the electricity contact changes and the money this will save | NA |
| 8. | <p>Upcoming Events</p> <ul style="list-style-type: none"> • Refer to new calendar | NA |
| 9. | <p>AOB</p> <ul style="list-style-type: none"> • LW raised that he is yet to hear anything relating to the matter of the Scrubland and car park opposite Spar which THC would lease for 100 | ALL |

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| | <p>years for £1. JM would take this as an action. LW also asked if THC will just sell the land for £1, JM will push for this.</p> <ul style="list-style-type: none"> • LW made the board aware that the football group will no longer be playing at the MUGA and have moved to the astroturf pitch in Tain. • JM asked if the F9 office could on occasion be used by the Secretary of The Sutherland Sports Council. Board have agreed. | |
| 10. | <p>Next Board Meeting Date/Time/Location</p> <p>Both Emily and Paddy will not be available at the next meeting and so it has been suggested to move it to Thursday 27th February at 7pm</p> | NA |