

Board Meeting Minutes

Date & Time	Thursday 17 th July 2025
Location	The Dornoch Hub
Attending (Board)	Luke Watson LW (Chair), Glen McGill GM (Vice Chair), Jim McGillivray JM , Emily Teagle ET , Iona Currie IC , Paula White PW
Apologies (Board)	
Guests	

	Item	Lead														
1.	Minutes of board meeting 19 th June for approval <table><tr><td>Proposed</td><td>JM</td></tr><tr><td>Seconded</td><td>ET</td></tr></table>	Proposed	JM	Seconded	ET	NA										
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Seconded	ET															
2.	Review of actions <ul style="list-style-type: none">A complete review of the memorandum and articles of association is currently on extendedLW has completed the members database. There are gaps in the database for some old members. The suggestion is to request members to update their details when sending AGM invitations at the end of the year, rather than contacting individuals separately.A tablet was set up by PW and is being used to collect information from new members.PW has added relevant national days to the calendar, and significant work has been done to upload minutes and documents. See attached DACIC Board Meeting Action Log for full details. <table><tr><th colspan="2">Summary</th></tr><tr><td>New</td><td>5</td></tr><tr><td>Live</td><td>1</td></tr><tr><td>Closed</td><td>7</td></tr><tr><td>Extended</td><td>1</td></tr><tr><td>No longer applicable</td><td>0</td></tr><tr><td>On Hold</td><td>0</td></tr></table>	Summary		New	5	Live	1	Closed	7	Extended	1	No longer applicable	0	On Hold	0	LW
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3.	Existing Projects/Activity DACIC Board Report distributed to directors on (14/07/25) In addition to the update provided in the board report the following items are to be noted, actioned or discussed <ul style="list-style-type: none">DACIC’s Articles of Association: Discussion on the need to amend the Articles of Association to specify a named organisation for asset transfer, as required by Children in Need and FUNDA for a £15,000 grant over three years for crafts for kids. Current Articles only mention 'an organisation.' Changes to the Articles require Scottish Government and member approval. DTAS advised that the requirement to go to the Scottish Government is outdated but necessary due to current Articles. Two options: amend the asset lock clause and seek member approval, then deal with the Scottish Government if issues arise, or notify the Scottish Government first and await their response before proceeding.	NA														

	<p>There is hesitancy to proceed without Scottish Government approval due to ongoing land negotiations (e.g., with DADCA for a new community centre) and the Thompson Brothers.</p> <p>Board agreed on JM suggestion to contact the local MSP (Marie Todd) for advice and support regarding changes to Articles of Association.</p> <p>LW to action</p> <ul style="list-style-type: none"> • Proposal: Public Engagement and Communications Assistant: Proposal to recruit a new staff member to improve community engagement and communications, due to increased workload and funding. The role is for 20 hours per week, Monday to Friday, 10 a.m. to 2 p.m., at £14 per hour, on a 12-month fixed-term contract. Board agreed to proceed with recruitment, aiming for a start date by September 2025 • Dornoch Pickleball Club MUGA Steering group dismantled and an interim board to be established for the pickleball club. Once established the club will pay a monthly rent to DACIC for use of the court. • Changes to financial reporting Explanation of changes to financial reporting, moving from class-based to project-based accounting in QuickBooks. Each grant-funded project (e.g., £38,000 for the car, £16,000 for kids workshops) will be tracked as a separate project for clearer reporting. Transition to project-based accounting is underway; Paula is finalising the setup. 	
4.	<p>Safeguarding</p> <ul style="list-style-type: none"> - No new or ongoing safeguarding concerns or risks since our last board meeting 	LW/GM/PW
5.	<p>Community Update</p> <ul style="list-style-type: none"> • Community Council Closure of Local Service Point :Discussion on the closure of the local service point, to be replaced by a telephone in the library. Concerns raised about data used to justify closure, lack of face-to-face service, and the impact on vulnerable residents. LW Suggestion to request more detailed usage data and propose an extension (e.g., three months) to monitor actual footfall and service use before final decision on closure. LW agreed to draft an email to Alison Clarke, but emphasised it would be more powerful coming from the community council. • DADCA Update on the community centre moving to public consultation, with discussions about forming a sub-committee and negotiating land use, as well as referencing flood risk assessments. • The BID Meeting with BID regarding the proposal to set up a charitable arm called 'We Are Dornoch', with concerns raised about the necessity and optics of forming a new charity. DACIC suggested working in partnership with existing organisations instead of forming a new charity. BID is now arranging meetings with DADCA and others. LW emphasised BID's mandate should prioritise increasing business revenue or reducing costs but acknowledged community assets could be beneficial. 	NA

	<ul style="list-style-type: none"> Embo Trust <p>No new Developments</p>	
6.	<p>Upcoming Events</p> <ul style="list-style-type: none"> Review of July and Aug 2025 Events <p>Discussion about Festival Week activities, including family pickleball, pram race logistics, and the need to borrow cones for event management. Action to check with Paddy about the availability of cones</p> <p>Food and drink market to be held on 26th July 2025, setup from 09:30 or 10:00.</p>	NA
7.	<p>AOB</p> <ul style="list-style-type: none"> Hub Shop Initiative: Discussion about the fully funded trial shop project, its purpose to let businesses experiment with a training location, and expectations for participants. Details on how participants are responsible for their own advertising, with guidelines provided, and the use of social media and local platforms to promote the opportunity. Details on how participants are responsible for their own advertising, with guidelines provided, and the use of social media and local platforms to promote the opportunity. Discussion about logistics for the Christmas market, including stall allocation, pricing (£10 per stall), and whether to give preference to previous participants or trial shop users. Preference will be given to previous participants for stall allocation at the Christmas market; stall fee is £10. Clarification on the level of business support available, noting that while there is no formal training, some assistance (e.g., poster design, setup help) is provided, and referrals to Business Gateway or Highland Council are possible. PVG (Protecting Vulnerable Groups) Checks and Compliance: Discussion on the need for all board directors to undergo PVG checks due to legislative changes, and the process for submitting documentation. All board directors to complete PVG checks and submit necessary documentation. 	ALL
8.	Next Board Meeting Thursday 21 st August 7pm at The Dornoch Hub	NA