The Dornoch Area Community Interest Company

Company Registered in Scotland: Registration No 327565

MINUTE OF DIRECTORS MEETING 22nd November 2016

Present Joan Bishop (JB), James Dillon (JD), Cllr Jim McGillivray (JMcG), Alison MacWilliam (AMcW), Neil Hampton (NH), Lynne Mahoney (LM)

Apologies: Jacqui Hamblin (JH), Steven Mure (SM), Lucy Williams (LW), Anne Coombs (AC)

Attending: Lou Rollason (LR)

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| **Item** | **Point of Information/Discussion/Decision** | **Action** |
| 1. Welcome to the new directors Neil Hampton, Lynne Mahoney and Gordon Sutherland
 | The new directors were welcomed to the board.1. Election of Office Bearers
	1. JB to remain as chair in the meantime
	2. NH will consider in longer term
	3. JMcG to remain as Vice Chair
	4. JD to remain as treasurer
	5. JH to remain as secretary
	6. To review after 6 months
	7. Minute duties to be rotational
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| 1. Minute of Meeting 27th September
 | Proposed, AMcW seconded JMcG |  |
| 1. Matters Arising not covered elsewhere
 | 1. A9 signs still progressing but no final permission received yet. Attempt to get MP/MSP’s involved. Installation provisionally booked 12th – 15 Dec.
2. Discussion of road closure of Dornoch Bridge for repairs. Business Group to be advised of closure times.
3. Acorn Signs: - Complete. One more finger to be ordered for footpath. £100 expenditure agreed to raise sign height on A949.
4. High Street Awards: - AMcW & LM to attend ceremony in London. Being a finalist has helped to raise Dornoch’s profile. Thanks given to the Council (via JMcG) for the clean up on Judge’s visit.
5. Visitor Centre Numbers:- Up by 32% to end of October
6. Dornoch Hogmanay Street Party: Lack of First Aiders. Have 4, require 8. NH will check with RDGC first aiders.
 | JBJBJBAMcW, LMNH |
| 1. Membership & Stakeholder applications
 | 1. Resignation from Jane & Warwick Harrison noted.
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| 1. 2016 Year Plan November/December
 | 1. A9 signs - discussed above
2. New Year Programme plan – DACIC items discussed
	1. Cathedral Concert – Morven Urquhart arranging
	2. Treasure Hunt – Lucy Wright setting questions – not yet received.
	3. Loony Dook – Kate Robinson & Annie Macdonald on food (ESRA reply awaited)
3. Training/Handover Purple Frog 12-13 December: Monday afternoon time scheduled for Lucy. NH and GS will attend Tuesday am.
4. Business Group Planning Day – reschedule in January after poor turnout prior to AGM. This will be a day where people can come and go as they please. Date to be confirmed.
5. DACIC Plan for 2017 – budget & staffing –
	1. No funding from VisitScotland (VS) to THC next year, so extra hours requested from DACIC in Visitor Centre
	2. Contact VS to follow up (JB)
	3. Work out VC hours to address most visitors e.g.11 – 3 suggested. LR to review busy times and report back.
	4. JB to follow up with Fiona Morrison (SSE) re Beatrice Fund as possible route to assist with extra staffing costs.
 | JB/LWJBLRJB |
| 1. Whisky Festival 2016
 | 1. Review:
	1. Difficult to discern numbers at Gala due to mixed ticket sales – estimate of 80 full price and 50 at half price
	2. “On the day” sales procedure needs to be better organised next year.
	3. BBQ not a success due to food selection. Castle to address this next year.
	4. Lost £6k (ignoring staff costs) of which £3k is grant assisted by HIE. All events need to have part of ticket price to central pot next time.
	5. MFR worked well at driving local market for Gala Tasting.
	6. A March date was suggested at the review meeting, but the subsequent feedback from visitors was to keep October date

 * 1. Need more bed nights for event to grow. In particular more involvement from the Royal Golf Hotel would assist.
1. Follow up:
	1. Meeting date to be set by NH with HIE in early Jan. Including JB, Melissa Anderson (Links House), Eric deVenny (Eagle), Michael Hanratty (Carnegie Whisky Cellars), Colin, Philip & Simon Thompson (Castel Hotel).
	2. HIE has suggested that employing a specialist company might be the key to taking the event to the next level.
 |  NH |
| 1. VisitScotland
 | 1. I-Know centre & staffing in 2017: Requires knowledge about funding before we can follow up.
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| 1. CCF
 | 1. CCF final spend
	1. JB to review likely split between capital and revenue when A9 signs are completed and ask for transfer between the two if required.
	2. Purple Frog Cycle Leaflet agreed for extra revenue funding:
	3. I phone 6 – Not required. Use Android phones in VC.
	4. Web cam – Will be ordered, to be installed by Hogmanay.
2. Leaflets – Anne Coombs has plans for Donald Ross, Carnegie & Telford. Jerry Bishop has offered to lay these out. Donald Ross is nearest completion if required for CCF expenditure.
3. Survey Monkey March-November priority for CCF report. Chase Business Group for returns. Then go to once yearly reporting.
 | JBACJB/LW  |
| 1. Financial Statement
 | JB presented the latest statement. Some cheques are still to be cashed for Whisky Festival by distilleries. Contributions from Carnegie Whisky Cellars and Castle Hotel to be confirmed. |   |
| 1. Coul Links
 | The board has sent a letter of support to Todd Warnock, recognising the significant economic benefits that the proposed development will bring to the area.  |  |
| 1. Planned maintenance closure of Royal Dornoch Golf Club in 2017
 | The course is shut for two days every September with no obvious problems. GS had reviewed green fee income for last year which showed very little difference compared to the week before and the week after the maintenance. The dates are fixed each year at the start of the year and every effort will be made to ensure the information is shared. This might also be an opportunity for a non-golfing event.  |  |
| 1. MDO Report
 | LW away – No report. LR Working on Social Media & late night shopping promotion in her absence. |  |
| 1. Lord Dunlop Visit
 | Lord Dunlop, Parliamentary under Secretary for Scotland is visiting on 9th December, following our progress as a finalist in the Great British High Street Awards. Plans for the 90 minute tour are underway. | JB |
| 1. The Oyster Shed, Skye
 | Paul McGlynn would like to set up an outlet in Dornoch, but there don’t seem to be any available premises. The ex Gifted shop was suggested, but it is apparently let again, although no evidence of a new tenant as yet. |  |
| 1. Structure & regularity of meetings to be reviewed
 | Business Group planning meeting to be daytime meeting 10-4. The main events will be pencilled in and BG members advised when copy required etc. AMcW agreed to co-ordinate Music in May and GS Food & Drink leaflets.If dates work in Country & Western Festival could perhaps move down to the Links (e,g, when course is closed)? JB indicated that her level of commitment would reduce this year, after 3 very hectic years. | JB/LWAMcW, GSNH |
| 1. DONM
 | Tuesday 17th January at 7pm at the Royal Golf Club |  |