

The Dornoch Area Community Interest Company
Company Registered in Scotland: Registration No 327565

MINUTE OF DIRECTORS MEETING 14th April 2014 adopted at Directors Meeting of 19th May 2013

Present Jenifer Cameron (JC) (in the Chair), Cllr Jim McGillivray (JMcG), Joan Bishop (JB), Tommy Mackay (TM), Rachel Jack (RJ), Pat Murray (PM), Stuart Gardiner (SG), Don Nicolson (DN), Di Alexander (DA from item 2)

Apologies: Anne Coombs (AC)

Guest: Di Alexander

Item	Point of Information/Discussion/Decision	Action
1. Nomination of Director	A nomination for Di Alexander to join the DACIC board was accepted. This brings the total number of directors to 10 (11 max).	
2 Minute	JC welcomed the three new directors SG, DN and DA. The minute of meeting 3 rd March 2014 proposed TM, seconded RJ. PM requested minutes in PDF format.	
3. Matters Arising	<p>a. <u>VisitScotland</u>. JC has been in touch with Jamie Conner who is responsible for the Dornoch TIC. When/if the existing arrangement has to change he will consult DACIC to discuss options.</p> <p>b. <u>Court House</u>. It is understood a closing date has been set sometime this month. (<i>Post meeting note 24th April confirmed by Scottish Court Service.</i>)</p> <p>d. <u>Pipe Band</u>. Alastair Rhind (AR) has emailed NPBC to invite to Dornoch in June. AR going to event in Forres 28 June. DACIC reps. welcome to join him. TM to lead preparations for visit, business case etc.</p> <p>f. <u>Service Point Update</u> A 15 month consultation period has started. Cross party group of 10 councillors including Area Chair Cllr Deirdre Mackay and Cllr Hugh Morrison. JB to write to Area Chair offering DACIC support. JMcG had meeting with Vicky Nairn (HC) to review library and potential for service point there. SG to measure up and JB to arrange for CAD drawings of proposal.</p> <p>g. <u>Meeting with Stuart Black</u> Colin Simpson has sent through plans for A9 signs which have reviewed locally, awaiting Community Council sign off this week. JB to run past Scott Armstrong VisitScotland then back to Colin to approach Transport Scotland. JB to follow up with Julie-Ann Bain re summer consultation dates for Caithness & Sutherland Plan (CASp).</p> <p>h. <u>WorldHost training</u> Second course was attended by 12 delegates. Four businesses are now eligible for WorldHost status having trained 50% of staff. Further courses to be planned from October onwards.</p>	<p>TM & DACIC board volunteers</p> <p>JB</p> <p>SG/JB</p> <p>JB</p>
4. Membership Applications	There were no membership applications. All board members asked to encourage friends, family & wider community to sign up. No charge & email updates sent out monthly & invitations to meetings.	All

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5. Business Plan	<p>It was agreed that a documented 3-5 year business plan was needed to send to potential funders etc. JB outlined the main structure of this and free of charge support from Just Enterprise to assist and stress test. JC & JB will work on the outline, but other directors to develop the detail. This includes review of legal structure (is CIC right vehicle), website-social media development (DN), Walk (sub-com), Marketing Strategy (sub-com), Food Event (JC), Pipe Band Competition (TM, JC), Business Engagement (tbc), Finance & Funding (sub-com extra members needed), Navigation Strategy (tbc), Dornoch South (tbc). Directors to consider where best they can help and advise JC. DA was concerned about lack of paid staff and SG warned of volunteer fatigue. The business plan to identify project based support required, so that funding can be sought.</p>	<p>JB All</p>
6. Sub-Committee Reports	<p><u>a. Finance & Funding</u> It was considered that voluntary registration for VAT was not appropriate at this time and that funding applications should include the VAT element of projects. This decision should be reviewed annually. External advice from Just Enterprise confirmed this recommendation and advised the development of a detailed 3-5 year Business Plan. Website renewals are proceeding well with £1300 to date. The draft year accounts were presented. DONM 29/4/14</p> <p><u>b. Walk</u> The route has now been finalised allowing for a 5 mile ‘family’ option ending at the Social Club to meet local demand (transport back to school to be reviewed). Also local groups of at least 10 people registering together will be able to pre-pay at £5 per head. The participating charities are to be contacted monthly to review progress. A boxed advert is to be placed on the website. Detailed map to be provided ASAP for Kisha Black to set treasure hunt. DONM 30/4/14 (request that minute layout in future uses standard format)</p> <p><u>c. Marketing.</u> The Finding Dornoch bid is to be negotiated with the supplier to ensure the lower budget of £30,600 (£25,500 + VAT) is a fixed cost. The funding from HIE to be guaranteed to cover the VAT element and to be released on invoice (i.e. DACIC has funds before paying supplier). Payment on invoice from Ward Discretionary & Common Good also to be confirmed. The billing profile (i.e. staged payments) to be agreed and funders advised. This project must be fully grant funded before award of contract. The marketing sub-committee to conduct day to day dealings with the supplier on behalf of the board. DONM 15/4/14</p>	<p>JB JC</p>
7. AOCB	<p>a. Calico invoice for renewal of Dornoch.org domain approved. RJ to pay</p> <p>b. A list of board members’ contact details to be circulated to all.</p> <p>c. The visitdornoch events page May-June includes Community Markets 7th May and 4th June, Classic Car Tour on 17th May, Dornoch Gallery opening 31 May -14 June, and Book Fair 27-29 June (including an evening with Rosamunde and Robin Pilcher).</p>	<p>RJ JB</p>
9. DONM	<p>Monday 12th May 7-9pm Council Chambers..</p>	