

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

MINUTE OF DIRECTORS MEETING 29th September 2015

Present: Jenifer Cameron (JC) (in the Chair), Joan Bishop (JB), Alison MacWilliam (AMcW), Anne Coombs (AC), Morven Urquhart (MU), Cllr Jim McGillivray (JMcG), Jacqui Hamblin (JH)

Apologies: Steven Mure (SM), Lucy Williams MDO (LW)

Item	Point of Information/Discussion/Decision	Action
1. Election of Office Bearers	JC was returned as chair, but indicated that she did not intend to serve the full year. JB indicated she would be willing to take over as chair when required, if relieved of her other duties. JMcG will continue as vice-chair. JH agreed to take on the Treasurer's role, subject to reviewing the scope with JB. JB will remain as Secretary.	
2. Directors Skills Audit	The new directors SM and JH are asked to complete the skills audit and then any gaps for the board as a whole can be identified and new members recruited to fill the vacancies.	
3. Directors Annual Register of Interest	All directors are asked to complete & return this form to JB	
4. Other duties	MU remains as Membership Secretary, but would prefer to concentrate on events. MU co-ordinating New Year programme. JC co-ordinating Whisky Festival. Website maintenance JC & LW. Mobile App maintenance JB & AMcW. Annual Map review & adverts AC. Local Dornoch website JB & JH (subject to scope). Business Group Advisory panel JC,JB,AC,MU, JMcG. It is hoped that SM will take a lead in the Business Group. Court House sub-committee JB,MU,AC. VisitScotland grant JC, CCF Grant JB.	
5. Directors Induction	JB to arrange date with JH and SM	
6. Minute of Meeting 25 th August	Approved by AMcW, seconded by AC	
7. Matters Arising	<p>JB has chased Acorn Signs, but is still waiting for a reply re cost of changing 1 mins to 1 min of 5 signs.</p> <p>The Walking Festival was enjoyed by those who attended (138) but was a very poor result compared to the effort in marketing & organising required.</p> <p>JC has misunderstood the requirements for the self-catering filter and the revised quote to meet the documented requirements is £1950 rather than £900.</p>	
8. Website Maintenance	<p>JC outlined additional costs relating to the website, out with the current marketing campaign. These relate to repairs after hacking, ensuring the latest patches are applied to WordPress etc. PF provided a quote of £425 per month based on 5 hours at £85/hour (£5100 pa). This would be reviewed after 3 months and amended to reflect usage. The alternative to this was to "pay as we go" meeting each month's costs. A similar quote was provided for the Mobile App at £467.50 per month for a minimum of 6 months (£5610 pa). JC reminded the board that a decision had earlier been taken not to have a management fee for the app but to have a "pay as you go" arrangement and an allowance is in the CCF budget to cover this for 2016. As we have no guarantee of the membership income for next year, it was therefore decided to accept that we would be billed for costs as they occur, rather than opting for a monthly payment, at this stage, but subject to on-going review.</p>	

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

9. DOMN	Tuesday 27 th October 7-9pm in the Council Chamber.	
---------	--	--