

Dornoch And District Community Association

Minutes of Board Meeting - 25th August 2015 - 7.30pm – Dornoch Social Club

PRESENT

Jerry Bishop(JB), Jill Barnes (JillB), Dave Gibson (DG), Louise Irving (LI), Rachael Jack (RJ), Carol Mackay (CM), Viki MacKenzie (VM), Paddy Murray (PM), Terry Robinson (TR), Judi Sutherland (JS), William Sutherland (WS), Kim Tewnion (KT).

APOLOGIES

Lesley Connor (LC), Jimmy Melville (JM).

MINUTES OF LAST MEETING

The minutes of the meeting of 14th July 2015 were presented. It was noted that Paddy Murray had been present. This was corrected. Otherwise, the minutes were taken as read by the Board.

MATTERS ARISING

As previously agreed, DADCA will donate £300 and the Cinema Group £500 towards the Court House Tourist centre upgrade appeal. JB proposed widening the appeal to DADCA members to help support this initiative, donations for which would attract gift aid. PM suggested reserving for larger donations when implementing this. It was agreed to set-up a specific appeal on DADCA website, incorporating a Gift Aid option.

Action: **JB, PM, CM**

MEMBERSHIP

The on line membership application system has been running for two weeks, generating 60 applications. Of these 4 are duplicates, 4 are existing members and 1 is out-with IV25 area. The 51 remaining applications were approved by the board and it was agreed to send an email welcoming the new members.

Action: **KT**

This highlighted public interest out-with the IV25 area. JS suggested a 'Friends of DADCA' be considered. All members to consider how this may develop and email ideas for the next meeting.

Action: **ALL**

VOLUNTEER ROLES

JB presented a summary of Director's volunteer roles:-

Digital contact to members

Action: **KT**

Bookings

Action: **JS**

Treasurer

Action: **PM**

Secretary

Action: **DG**

Community Market

Action: **RJ**

Social Media

Action: **CM**

Car Boot Sales

August

Action: **JillB**

September

Action: **RJ/KT**

October

Action: **JB**

RJ reported that she had found a replacement coordinator for the Community Gardens to act for her in her absence and that she was working on a similar replacement for the Community Markets.

TRAINING COURSES

JB reported on a course *Raising Money Through Social Media* at a cost of £99. It was agreed to fund travel costs and course fees for Carol Mackay.

Action: **CM**

BOOKINGS/EVENTS

JS reported that July had fewer events as normal, but that 5 days of occupation by emergency services and subsequent cancellation of the Car Boot Sale had resulted in total takings of £498.

New:

- Following an incubation period, the Ceilidh Dancing group will affiliate and pay for their hall bookings. JM has raised £607 to date, some to remain ring fenced for Armistice refreshments.
- Philip Paris will present his play 'Casting Off' on October 2nd
- Car Boot Sale – August 29th already has 27 bookings
- JS reported that a training company is planning a series of bookings in the Struie Room.

Updates:

- JB reported that the 2015 Book Fair raised £790
- JB reported that the DACIC Walking Festival will take place over 25 - 27 September 2015. On 26th September DADCA will keep the kitchen running following Car Boot Sale to provide refreshments for the sponsored walk. Walkers registering for DADCA will not incur the £10 registration fee. The promotion of the sponsored walk to be promoted on the DADCA Website and Facebook page.

Action: **VM, KT**

FINANCE

PM submitted a report to the meeting. The main changes were movement of funds between sub-committees and the new build fund. *See papers attached.*

KEYSTONE POLICY REVIEW

Section 5 Working with Users: it was noted that some of the forms in the Keystone folder were older than those in use. After some discussions it was agreed to overhaul the working with Users documents. JS offered to assist JillB and PM in reducing the number of forms required. JB offered to lay out any new forms in a DADCA house style.

Action: **PM, JillB, JS, JB**

SOCIAL CLUB

JB reported the Baby Changing Unit now in place. Wall area needs painting in magnolia.

Action: **LI**

JS reported that the external painting (by Michael Allen) will start next week.

Action: **JS**

Bar flooring. Quote received for £1,000 + VAT for linoleum from J&I Carpets. It was agreed to obtain further quotes. Youth club (Yvonne Ross) & Flowers and Fairs (Barbara Morrison) to be asked if they will contribute towards the cost.

Action: **JS**

JB reported that he has applied to the SSE Resilience Fund for £3,770 to help purchase a generator and pay for electrical work to provide off-grid power for the Social Club. If successful, DADCA will install an outside unit to house the generator. Bid outcome expected in September.

JS mentioned updating the Social Club DL brochure. JB estimated cost less than £100. Both parties agreed to progress the new brochure.

Action: **JS, JB**

NEW BUILD

JB reported that verbal agreements have been achieved with the owners of the land at Meadows Park required for the project.

Brodies LLP have been instructed to work with Colin Milligan and reach an agreement on the land owned by the Trustees which is acceptable to Big Lottery, to allow our application to be submitted.

Similarly, Nigel Jones of Mackenzie Cormack will work *pro bono* with Colin Milligan to reach an agreement with Sutherland Estates.

WS reported that he is working on the Big Lottery application form.

JB reported that he has been in contact with Raymond Angus (Architect) to seek updated project costs and additional 3D images to use for the consultation brochure.

JB reported that there is a meeting arranged for Friday 29th August with Polly Chapman and Brian Weaver of HiSEZ to assist with work on the Business Plan. This support is being made available and paid for by the Big Lottery Fund.

JB circulated an updated Action Plan outlining the work to be done for the Big Lottery funding application and possible sources of the missing funds. The District Valuer had submitted a quotation for £1,350 + VAT to value the building. It was agreed to obtain a competitive quote before proceeding.

CONSULTATION 3

CM reported an approach to the Dornoch Academy to assist in the third round of consultation. Following an initial meeting with Mr Dugan there is a proposal to enlist Head Girl and Head Boy Connor to identify pupils to help. There are plans to stage a play and make a movie, in addition to producing a scale model of the new building.

Action: **CM**

It was agreed that the consultation must focus on meeting Big Lottery specifications, and that the month of October would be set aside for the process. Initially paper copies will be delivered door to door with pre-paid envelopes to return the consultation papers. The process will be replicated digitally using Survey Monkey. WS stressed the need to ask open questions as opposed to closed ones requiring only yes/no answers. However, it was agreed that a yes/no question to indicate support for the project would probably still be required by the Trustees.

It was further agreed to book the Main Hall on 21st November for a Lottery Bid Launch Party event.

SUB COMMITTEE REPORTS

Art & Craft Group: no report

Community Gardens: RJ reported on rental income from garden plots

Dornoch Cinema: JB reported that we are in receipt of a new projector from the BFI

Neighbourhood Cinema fund.

Festival Week: LI reported on a successful and enjoyable week. Most events were very well supported. Although no final figures available yet, the feeling is the event 'broke even' due to increased prize money and investments in equipment and materials.

Flowers and Fairs: JS reported that the car windscreen needs replaced.

Fibre Fest: Plans are in place for next year's event (11-13 March 2016).

Tennis Club: Dormant

Youth Cafe: To be approached re. donation to new flooring in Pool room.

AOCB

WS to work with MP Trustees on information brochure, process flow chart and consultation response form.

Meeting Closed

21.45hrs

Next Meetings

8th September 2015 - 7.30 pm – Social Club

Then 13th October, 10th November & 8th December