

**DRAFT MINUTE
9 JANUARY 2017****Draft minute of meeting of Dornoch & District Community Association (DADCA)
held on Monday 9 January 2017 at The Social Club at 7.30pm**

Present	William Sutherland (part) (chair), Carol Mackay, Patrick Murray, Judi Sutherland (part), Jill Barnes, Jimmy Melville, Dave Gibson, Viki Mackenzie, Donald Goskirk, Jim McGillivray, Linda Robichaud (minutes secretary)
APOLOGIES	Dyanne Hercher, Kim Tewnion

ITEM		ACTION
1.0	WELCOME, APOLOGIES AND SUMMARY OF CURRENT POSITION	
	<p>William Sutherland welcomed everyone to the meeting.</p> <p>Apologies had been received from Dyanne Hercher and Kim Tewnion.</p> <p>WMS began the meeting by summarising the current position regarding the new build. There had been a second refusal from the BL for funding in December 2016. Everything that could have been done had been carried out to support the project. Drawings had been redrawn, evidence of deprivation had been furnished and a business survey had been conducted. A presentation had also been given to Helen from the BL a month ago. WMS pointed out that that the priorities of the BL had changed with an emphasis on reducing inequality and deprivation.</p> <p>WMS then informed the meeting that he would be stepping down from the Board after nine years with regret.</p> <p>It now remained for WMS to supervise the appointment of the new chair.</p> <p>Jimmy Melville queried if the vice-chair “steps up” to the position of chair. There was apparently nothing in the constitution to this effect.</p>	

	<p>CM then put forward the following proposal having been in prior discussion with DG. CM proposed that she and DG should jointly share the role of chair. This meant that, depending on individual commitments, they would cover for each other. WMS asked for any comments on the proposal followed by a request for a show of hands in favour of the proposal. All members present were in favour with WMS and JMS abstaining.</p> <p><i>CM then took over the role of chair for the rest of the meeting.</i></p> <p>WMS had sent a press release to the Northern Times that day i.e. on the 9 January 2017. This had been sent to Mike Merrit who was not the usual point of contact.</p> <p>VM took a picture for the press release.</p> <p>APM then paid tribute by saying that WMS had nothing to regret and that DADCA would be eternally grateful for the hard work and what he had achieved.</p>	
2.0	ELECTION OF NEW CHAIRMAN AND OTHER OFFICE BEARERS	
	See item 1.0 on this minute.	
3.0	NEW ARRANGEMENTS FOR COMPLETION OF TASKING HITHERTO COMPLETED BY JMS	
	JMS had given the transition considerable thought and offered to be available to assist during the process.	
3.1	Hall bookings and invoicing	
	JMS had prepared a tutorial using screen grabs up to the 11 February and was happy to tutor on it. JMS stated that the process works quite smoothly and that it takes two or three days a month.	
3.2	Community market liaison	
	JMS has a spreadsheet from Joan Bishop. Sarah Whealing has contacted Joan about the markets. The trailer is part of the community market. Thirty tables are to go in the trailer (talk to Yvonne Ross). The trailer is currently at the Fire Brigade's premises.	
3.3	Car boot sale liaison	
	JMS stated that she had been the point of contact and the sole contact. This procedure was proving to be very efficient and advocated that one person should continue to have this role. A Google spreadsheet was available.	
3.4	Oversight of building and grounds maintenance	
	Darren is to take on more responsibilities by carrying out small repairs and organising the appropriate action for larger issues. Alan Lockie currently does the grass cutting and weed killing. Darren could now organise these tasks.	

	invite Marlene to the next Board Meeting in relation to Festival Week as DH had resigned from the FW committee.” The minute was then approved as an accurate record of fact having been proposed by CM and seconded by DG.	LR
5.0	MATTERS ARISING	
5.1	Festival week (item no 3.1 on board meeting minute 14 November 2016)	
	APM is to catch up with Marlene to invite her to the next meeting. This is in the context of Festival Week as DH is no longer involved with this event.	APM
5.2	New Build – architectural options (item no 4.1 on board meeting minute 14 November 2016 and item 4.2 consultancy support – Sandy Anderson)	
	CM is to liaise with WMS and catch up with Raymond Angus and let him know how we are placed. RA would also be informed of changes to the Board. The same approach is to be taken with Sandy Anderson.	CM/WMS
5.3	Adverts CM had placed adverts for the community market and St Andrew’s Fair.	
5.4	Funders update (item no 4.4 on board meeting minute 14 November 2016).	
	CM and DG are to consider the funding position.	CM/DG
5.5	Quote for new dishwasher (item no 3.2 on board meeting minute 14 November 2016).	
	DG is to provide a quote.	DG
5.6	Current building maintenance update (item no 7.2 on board meeting minute 14 November 2016)	
	The safety light in the kitchen is to be checked. Dave has cleaned the gutters.	
6.0	FUTURE PREMISES OPTIONS	
	DG began by asking in what direction the board thought they are going. Over the next six months the board would continue to make the social club work. DG asked if the Board would like he and CM to come back with a strategy. APM suggested a deadline of three months for DG and CM to formulate a strategy which would include an option to purchase the meadows. DG stated that there was a need to recruit more board members. JB informed the board of her intention to leave. DG also suggested that	ALL DG/CM

	<p>the board should have a breathing space for a few months to redefine what they do.</p> <p>Jimmy Melville suggested that some of John Gordon's money should be spent now on the social club on items such as curtains.</p> <p>Jim McGillivray brought up topic of car parking e.g. access to the car park from Argyll Street and the option of parking across the road in the former police station.</p> <p>CM asked that board members think about the future e.g the car park, building etc.</p>	ALL
6.0	FUNDING APPLICATIONS	
	<p>CM and DG did not think that that the Board should proceed with the storage building at the new site.</p> <p>Cllr McGillivray mentioned obtaining money from the next round of LEADER. This could be applied to for funding to upgrade the car park (£75k). The LEADER application which had been circulated by WMS is to be redrafted.</p> <p>If the Board were to come up quickly with another project then they could apply to LEADER for something else – suggestions included secondary double glazing or a toilet upgrade. Any ideas were to be sent to CM and DG.</p> <p>DG then clarified the quote for the car park which involves a retar, white lining, four disabled spaces, edging kerbs and drainage.</p> <p>It was pointed out that there was a lot of early year activity within the village which could act as a catalyst for funding.</p> <p>Additional information was to be provided to the Northern Times. CM was happy to talk to the NT and get a proof back. CM and DG will deal with this item.</p>	ALL CM/DG
7.0	FORTHCOMING ACTIVITIES IN 2017	
	<p>CM and DG were to look at planner and bring it to the next meeting.</p> <p>APM suggested collaboration with DACIC. This was decided to be a good idea.</p> <p>Decisions on events/certain dates had yet to be decided e.g:</p> <ul style="list-style-type: none"> • Is Kim having a May Day? 	CM/DG

	<ul style="list-style-type: none"> • St Andrew's Fair date • Book Fair date • Guy Fawkes celebration date due to it falling on a Sunday <p>JB has booked the Gallery dates for the first weekend in June and JB reminded everyone that it does make a little bit of money.</p> <p>Board members were to let CM know of anything to be included in the calendar.</p>	ALL
8.0	MEMBERSHIP	
8.1	Membership Applications	
	This agenda item was deferred until next meeting.	
8.2	Affiliated Group Applications	
	This agenda item was deferred until next meeting.	
9.0	CURRENT BUILDING	
9.1	Maintenance update	
	This had been covered under item three on the agenda.	
	However CM and DG were to meet with Darren who will report to CM and DG.	CM/DG
10.0	FINANCE UPDATE	
	Accounts update	
	APM gave a summary of the financial situation having distributed details prior to the meeting. APM pointed out that DADCA is more than covering its costs and has a surplus of £3,000.	
11.0	BOOKINGS/EVENTS	
	This had been covered earlier in the meeting, under agenda item three.	
12.0	KEYSTONE AND RELATED MATTERS	
	This agenda item was deferred until the next meeting.	
13.0	SUB COMMITTEE REPORTS	
	There were no reports but CM stated that Festival Week was the next event to focus on. JB mentioned that Fibre Fest was up and running with the brochures distributed.	
14.0	AOCB	
14.1	The registered office needs to be changed.	KT
14.2	DG stated that a lot of emails/comments were circulated between meetings. It was agreed that all matters would be decided at a meeting rather than by email.	



DORNOCH & DISTRICT COMMUNITY ASSOCIATION

14.3	Signatories would need to be updated and online banking access given in the light of the new joint Chairs.	APM/CM/ DG
	DATE FOR NEXT MEETING	
	It was decided that the next meeting would be held at 7.30pm on Monday, 13 February 2017. The venue would be confirmed but it would be either the Council Chambers or the Court House. Board members were asked to keep the second Monday of each month free for Board meetings.	ALL
	There being no further business the Chair thanked everyone for attending and the meeting closed at 9.10 pm.	