

**DRAFT MINUTE
13 FEBRUARY 2017****Draft minute of meeting of Dornoch & District Community Association (DADCA)
held on Monday, 13 February 2017 at The Carnegie Courthouse Tearoom, Dornoch
at 7.30pm**

Present Carol Mackay (co-chair), Patrick Murray, Jill Barnes, Jimmy Melville, Kim Tewnion Dave Gibson (co-chair), Jim McGillivray, Linda Robichaud (minutes secretary)

APOLOGIES Viki Mackenzie, Donald Goskirk,

ITEM		ACTION
1.0	WELCOME, APOLOGIES AND INTRODUCTION	
	<p>Carol Mackay welcomed everyone to the meeting.</p> <p>Apologies had been received from Viki Mackenzie and Donald Goskirk.</p> <p>The meeting began with a suggestion for Leigh McAffer to be invited to join the Board with a view to Leigh being involved in Festival Week.</p> <p>It was noted that Dyanne Hercher had stepped down from the Board.</p> <p>CM asked for Board members to think of any suitable candidates to join the Board.</p> <p>It was decided that if there were no positive suggestions for new Board members at the next Board meeting then social media would be used to advertise the vacancies.</p> <p>Mr Henderson was suggested as Board member by JM and JM is to invite Mr Henderson to attend the March 2017 Board meeting.</p>	<p>DG</p> <p>ALL</p> <p>JM</p>
2.0	MINUTES	
	CM asked for any comments regarding the minute of the Board meeting of 9 January 2017. As no comments were forthcoming the	

	minute was then approved as an accurate record of fact having been proposed by Jim McGillivray and seconded by Jill Barnes.	
3.0	MATTERS ARISING	
3.1	New arrangements for completion of tasking hitherto completed by JMS	
	KT and JMS had met regarding the transition period following JMS stepping down from the Board. It had been a productive meeting and JMS had generously offered to be available for further assistance. KT is to generate a booking form in a web format. It was noted that JMS was still, kindly, checking emails.	KT
3.2	Community market liaison	
	Sarah Whealing has been contacted about the markets and matters are moving ahead.	
3.3	Possibility of additional admin resource	
	It had been noted that Lucy's time at DADIC was coming to an end and that this could provide DADCA with an opportunity to obtain some admin assistance if it was able to be funded. CM is to meet with Joan and Jerry to discuss this matter.	CM
3.4	New Build – architectural options	
	CM is to call Raymond Angus and let him know the current situation regarding the new build. RA would also be informed of changes to the Board. CM will also speak with Sandy Anderson.	CM
4.0	FUNDING APPLICATIONS	
4.1	Discretionary Fund	
	DG had obtained a quote of £1,800 for a new dishwasher, fully installed. It was decided that the Discretionary Fund should be approached for £1,500 with DADCA providing the balance of £300.	DG
4.2	LEADER	
	DADCA currently has an outstanding application with LEADER. CM had contacted LEADER and ascertained that DADCA could apply and amend the application for the current building. However, it may be better to generate a new application which would include an expression of interest, scoping and a project plan. The minimum application amount is £5,000 with the maximum award due to rise to 90% from 50% for a capital project. CM had spoken to Paula Betts and was informed that an expression of interest could go in by the beginning of April. May is the next assessment panel.	CM/DG/ APM

	<p>APM, CM and DG had met and the options discussed for the LEADER application were: renovating toilets and disabled access or upgrading of the car park or both options consolidated under the one heading.</p> <p>DG pointed out that access issues would have to be assessed by a professional with this area of expertise. JM suggested that this “upfront” cost of a professional could come from the Discretionary Fund.</p> <p>CM remarked that Paula Betts had stated that an organisation cannot apply for a “want” but must apply for a “need”.</p>	
5.0	FORTHCOMING ACTIVITIES 2017	
5.1	Planner	
	<p>CM and DG provided the Board with a large format printout of the planner. CM was to confirm with Mark Fraser the date of the Book Fair.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> i) the 22nd April is the first car boot sale ii) the dates of the community markets have been agreed with Sarah iii) The bonfire night is to take place on the 4th November due to the 5th November falling on a Sunday <p>KT’s initiative for a “May Day Festival” is to take place on Monday, 1st May. Allsorts will put the programme together and the event will include a bonfire in the evening.</p> <p>KT is to ask Dyanne Hercher if “Hercher’s”, who provide sideshow entertainment, could be involved in the event.</p> <p>As all Board members were happy with the calendar the next step is to hand over the information to Jerry Bishop who will put together a leaflet.</p>	<p>CM</p> <p>KT</p> <p>CM</p>
6.0	MEMBERSHIP APPLICATIONS	
6.1	Membership applications	
	<p>There were no membership applications.</p> <p>It was decided that booking forms would now include an invitation to join DADCA.</p>	KT
6.2	Affiliated Group applications	
	There were no affiliated group applications.	

7.0	CURRENT BUILDING	
	<p>SKAS, a user group of the Struie Room, had reported faults with the sockets. Jimmy Anderson had kindly fixed the faults free of charge.</p> <p>CM reported that in the interests of safety the current radiators in the Struie Room should be replaced with modern, flat, electric panel heaters with timers. CM is to obtain quotes from Jimmy Anderson and Mark.</p> <p>CM stated that Richard Mackenzie had offered to visit, at no charge, to see what possibilities the Social Club offered.</p> <p>Jim McGillivray reported that he had been in touch with the police regarding a possible interest in the former police station. JMc is to arrange for keys to allow Board members to visit the property.</p> <p>APM asked that if DADCA were to obtain the property would DADCA be able to sell the property on after a period of time? This seemed to be the case.</p> <p>CM summarised by saying that DADCA needed to address the issues raised by local users e.g. access to kitchen, heating etc. Richard Mackenzie is coming to take an overview of the situation.</p> <p>DG pointed out that while any work was being carried out there was a need to maintain the current level of access.</p> <p>Comment had been made by one of the users of the building regarding bins and lack of towels in the bathroom. This, however, was due to the previous users of the venue who had occupied the room for some considerable time.</p> <p>JM suggested that the mops etc could perhaps be relocated for storage to outside the building.</p> <p>CM and DG had met with Darren and his family members who were currently assisting him in his duties. They were asked to carry out simple tasks while it was safe to do so. The current contract is due for renewal in March 2017 and Darren's family members who have a business will apply in their own right. CM had printed off a contract which was sufficient apart from the fact that it did not specifically itemise the responsibilities. However a clearer picture of responsibilities will be forthcoming. It was decided to keep six month contracts.</p> <p>CM is to set up an account for the purchase of items relating to work carried out under the contract.</p>	<p>CM</p> <p>JM/CM/ DG</p> <p>CM</p>

	<p>APM suggested providing a bonus for work carried out under the contract.</p> <p>Jimmy Melville remarked on the drapes that the Carnegie Hall had in place and asked about redecorating at the Social Club. CM reminded Board members that we must start with a “need” i.e the heating, flooring etc.</p> <p>Jimmy Melville then brought up the topic of the defibrillator. Jimmy is to move this project forward. It was anticipated that the Common Good Fund would be applied to for funding for the project.</p>	JM
8.0	FINANCE UPDATE	
	Accounts update	
	<p>APM gave a summary of the financial situation having distributed details prior to the meeting. APM pointed out that DADCA has £73,000 in the bank and that all parts of DADCA were prosperous.</p> <p>CM asked about the available balance in the New Build fund. APM replied that DADCA has a New Build fund with a balance of £16,642 with the money mainly coming from ourselves but with other groups contributing.</p> <p>CM then asked if this money was available for the upgrade of the building.</p> <p>APM thought that using the John Gordon Trust money would perhaps be a better solution. APM is to take legal advice as to whether the New Build Fund would be able to be used for the upgrading of the building. APM also pointed out that the actual donations were small e.g by Fibre Fest etc. APM is to check if Bonfire Night made a contribution.</p> <p>It was suggested that 50% of revenue could go to the New Build and 50% to the current building and that perhaps Awards for All could be approached for funding.</p> <p>APM asked how we want to market ourselves – how are we going to raise funds? One option would be to say that contributions would go to both the New Build and the current building.</p> <p>CM stated that we needed to be both clear and transparent. As it had been reported in the local paper that we did not get funding we must therefore think about communication and how we move forward with what we say.</p>	APM

	DG and CM are to compose a Press Release/mission statement. This could go to the Northern Times and be distributed through social media. KT will be responsible for disseminating this information through electronic/social media when it becomes available.	CM/DG KT
9.0	BOOKINGS/EVENTS	
	KT had taken three bookings so far and will contact Judi for further training on the booking procedure. KT stated that more streamlining of the system will be put in place over time. It was suggested that perhaps the booking system developed for DADCA could be profitably “rolled out” to other, similar organisations. It was stated that DADCA buys the work and owns the code, the product. KT is to contact Garve to get quotes.	KT KT
10.0	KEYSTONE AND RELATED MATTERS	
10.1	Risk assessment	
	It was decided that the current risk assessment document needed to be brought up to date. DG is to carry out this task for the next Board meeting.	DG
10.2	Data protection policy	
	It was decided that KT would add a request to the membership forms which would ask for consent to have members’ details online.	KT
11.0	SUB COMMITTEE REPORTS	
	It was pointed out that the Festival Committee needed someone to assist due to the volume of work needed to be undertaken. It was decided that DADCA would await the outcome of Lee’s involvement with DADCA.	
12.0	AOCB	
12.1	Request for purchase of Hudl or similar	
	JB pointed out that during the Gallery event Judi’s Hudl had always been used in conjunction with the card reader to take payments. As JMS was no longer on the Board, DADCA now needed to purchase a small tablet for themselves. This was an item that the Book Fair would also use. The Board authorized JB to buy a new device.	JB
12.2	Request for key	
	Jimmy Melville requested a key for the projector room.	
12.3	Visit by CM and DG to former police station	
	Jim McGillvray is to organize the visit to the former police station on either a Friday or Monday.	JMc
12.4	VENUE FOR NEXT MEETING	
	It was decided that the next meeting would be held at the Carnegie Courthouse Tearoom.	

DADCA DORNOCH & DISTRICT COMMUNITY ASSOCIATION

	There being no further business the Chair thanked everyone for attending and the meeting closed at 9.10 pm.	
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