

**DRAFT MINUTE
10 JULY 2017**

Draft minute of meeting of Dornoch & District Community Association (DADCA) held on Monday, 10 July 2017 at The Carnegie Courthouse Tearoom, Dornoch at 7.30pm

Present	Carol Mackay (co-chair), Jimmy Melville, Patrick Murray, Donald Goskirk, Jim McGillivray, Kim Tewnion, Linda Robichaud (minutes secretary), Peter Rowland (volunteer), Jaen Rowland (volunteer), Jill Barnes (part).
APOLOGIES	Vicki Mackenzie, Dave Gibson

ITEM		ACTION
1.0	WELCOME AND APOLOGIES	
	Carol Mackay welcomed everyone to the meeting. Apologies were noted from Vicki Mackenzie and Dave Gibson.	
2.0	MINUTES	
	CM asked for any comments regarding the minute of the Board meeting of 8 May 2017. As no comments were forthcoming the minute was then approved as an accurate record of fact having been proposed by KT and seconded by CM.	
	<i>Please note that the sequence of the agenda was prioritised but all items were covered. The order of the minute is as per the agenda.</i>	
3.0	MATTERS ARISING	
3.1	Terms and Conditions of Hire and Use of Social Club (Item 3.2 on Minute of 8 May 2017) The new charge structure had now been implemented.	
3.3	Dornoch BRIG (Item 3.3 on minute of 8 May 2017) JMcG stated that he hoped things were happening "behind the scenes".	
3.4	Challenge 25 poster (Item 3.4 on minute of 8 May 2017) APM had put up the poster at the hatch.	
3.5	Keystone - Keyholders policy (Item 5.1 on minute of 8 May 2017)	CM

	A door code was still required for the projection room door. APM had spoken with Ernie who had been happy with the idea of putting a code on the door.	
3.6	<p>Keystone – Policy for internet usage and computer assets (Item 5.3 on minute of 8 May 2017) CM will edit the terms and conditions received and will refer to them on the website.</p> <p>VM is to get the login details for the DADCA website in order to act as administrator.</p>	<p>CM</p> <p>KT</p>
3.7	<p>Current building – maintenance update (Item 11.1 on minute of 8 May 2017) The Struie Room had been painted but JB pointed out that there was still some “chipping”.</p> <p>Jimmy Anderson has made a start on his “to do list”. CM is to speak with Jimmy to see how things are coming along.</p> <p>As DG was away CM would follow up on the items relating to the front door lock and the deteriorating door at the bar.</p>	<p>CM</p> <p>CM</p>
3.8	<p>Former police station (Item 12.0 on minute of 8 May 2017) CM is to check with J McG re situation.</p>	CM/ JMcG
3.9	<p>Car boot sales (Item 13.00 on minute of 8 May 2017) In order to advertise the car boot sales JB recommended that two simple banners be purchased at a cost of £35 each. One banner to be positioned at the bottom of Schoolhill and the other on the social club itself. The text should be straightforward i.e “Car boot sale this Saturday”. JB is to provide details of the supplier of the banners to CM.</p>	CM/JB
3.10	<p>Markets (Item 16.1 on minute of 8 May 2017) The issues regarding charities and the markets had been resolved.</p>	
4.0	KEYSTONE	
4.1	<p>Safety, health, environment and fire (SHEF) arranged outside the hall for events/activities It was decided that changes should be made to the presented document. The changes included:</p> <ul style="list-style-type: none"> • Item 1.1 – include “as safe as reasonably practicable” • Item 1.4 to be substituted/removed • Item 3 – text to reflect “chairs CM and DG” • The risk matrix is to become a narrative <p>It was noted that the policy should be reviewed annually.</p> <p>It was decided that CM should speak to Sarah about the markets in the context of this document and Marlene regarding Festival week.</p>	CM

	<p>KT pointed out that more support was required for Festival Week. At present it was only Marlene and Louise who were believed to be onboard. CM is to meet with Marlene and Louise before Festival Week and help them “hand the baton over”.</p> <p>It was decided that the Members of the Board should think of suggestions as to who should join the Festival Week committee.</p>	<p>CM</p> <p>ALL</p>
5.0	FUNDING APPLICATIONS	
5.1	<p>LEADER There was a requirement to meet with Catriona Hill.</p> <p>JMcG pointed out that in order to move matters forward, DADCA required a farm code and a business reference number. Also, any lease regarding ground would have to be in place. JMcG is to set these processes in motion as the SRDP bid is coming in for LEADER and the above codes are required.</p> <p>CM pointed out that she and DG had spent three or four months considering LEADER and the social club. It had proved difficult for DG and CM to co-ordinate their time. They will, however, continue to progress the Police Station but the priority is to improve the current social club building. It was anticipated that the Police Station would involve a slow process.</p> <p>CM pointed out that the “community” had the first option on the future of the old police station. It appeared that Police Scotland was “in no rush” to move matters forward regarding the building. DADCA, however, will be kept in the loop.</p> <p>KT stated that there was a new fund available - not Awards for All - which may be able to finance a feasibility study. KT is to find out more.</p>	<p>JMcG</p> <p>CM/DG</p> <p>KT</p>
5.2	<p>Discretionary fund £900 had been received from the discretionary fund. CM would now source a good price for the new dishwasher before a purchase was made.</p>	CM
6.0	MEMBERSHIP APPLICATIONS	
	<p>There had been no membership applications.</p> <p>There had been one new affiliated group membership application. This was for the “Fat burn extreme” group which was approved.</p>	
7.0	DIRECTOR VACANCIES	
	<p>JB, as of this evening, is stepping down from the Board after many years of diligent service. She will, however, continue to assist with</p>	

	<p>the Gallery and Fibre Fest. CM thanked JB for her contribution over the years. CM is to organize a departing gift for JB.</p> <p>Jill gave an update on the gallery by stating that it had been a good year with 19 exhibitors.</p> <p>Jill left the meeting at 8.00pm.</p> <p>The issue with iSettle had to be resolved.</p> <p>KT is to invite Neil Dalton to the August Board Meeting.</p> <p>Jane Rowland is to join the Board with Peter assisting.</p> <p>KT is to advertise the director vacancies on the invoices she is sending out.</p>	<p>CM</p> <p>KT</p> <p>KT</p> <p>KT</p>
8.0	CURRENT BUILDING	
8.1	Maintenance update	
	<p>The Struie Room had been painted but JB pointed out that there was still some “chipping”.</p> <p>Jimmy Anderson has made a start on his “to do list”. CM is to speak with Jimmy to see what stage he has reached.</p> <p>As DG was away, CM would follow up on the items relating to the front door lock and the deteriorating door at the bar.</p>	<p>CM</p> <p>CM</p>
9.0	FORMER POLICE STATION	
	This item had been discussed under “matters arising”.	
10.0	FINANCE	
10.1	<p>Approval of year end accounts</p> <p>The year end accounts had been circulated prior to the meeting. APM went through the accounts and answered any questions put to him by the Board. It was noted that there had been a “one off loss” during the year due to legal fees for the Trustees of the Meadows in order for them to obtain permission to sell to DADCA. In the light of subsequent events this had proved to be an academic exercise.</p> <p>APM pointed out that those people who had contributed funds for the new build would have to be informed as to how these funds were now going to be used. APM thought it appropriate that the funds be used for the Police Station. The Board agreed which meant that more money was needed for the existing building. This would have to be advertised in the Northern Times by VM.</p>	

	The accounts were formally approved by the Board and CM thanked APM on behalf of the Board for his hard and detailed work in this exercise.	
10.2	Management accounts APM had provided the customary detailed management accounts prior to the meeting. In summary everything was "ticking along".	
11.0	CAR BOOT SALES	
	APM, JM and KT would all be assisting at the forthcoming car boot sale in July. APM is to do the raffle prizes.	APM/JM /KT
	CM is to advertise it on Facebook. It will be advertised as normal in the Northern Times. It was also commented that to have it mentioned in the local news section of the Northern Times would not attract a cost.	CM
	Jaen and Peter Rowland volunteered to put the tables out the night before.	JR/PR
12.0	BOOKINGS/EVENTS (verbal report by KT)	
12.1	KT reported that due to the nature of the DADCA booking system St Finnbar had, on this occasion, needed to book a different venue for their vestry meeting. KT had apologised for this situation. Everything seemed to be manageable with emails going directly to KT and KT now having a dedicated mobile phone. KT suggested employing an events management and bookings person who could act as a promoter to attract hires. KT pointed out that we charge £12 an hour for hire as compared to £45 to hire the school gym. It was noted that we are still covering our costs. KT stated that she had been looking at various booking systems with varying associated costs e.g £300 or £180 per annum. It was agreed that KT's preferred choice of "Booking Bug" would be purchased by KT. The only downside to "Booking Bug" is that it does not integrate with the calendar of Visit Dornoch. KT is to speak with Joan re calendar before she purchases "Booking Bug". APM reminded the Board that we are paying £105 for renewed membership of DACIC. KT pointed out that the cinema should be charged £27 and yet were getting charged £20. It was agreed by the Board that £27 be charged.	KT

13.0	SUB COMMITTEES	
	Any reference to the sub committees had been made during the meeting and duly minuted.	
14.0	AOCB	
14.1	The Book Fair	
	<p>The Book Fair had been postponed until next year. It was suggested that it be held on alternate years. A sub-committee would be organized for the event next year. It was also anticipated that there would be some form of handover with Mark.</p> <p>There would be a request put out for volunteers and from that a date on which it would held would come. CM is to speak to Mark.</p>	CM
14.2	Allsorts	
	KT asked if Allsorts could attend the market in order to perform. The Board welcomed the suggestion but pointed out that KT would have to contact Sarah for final approval.	KT
	There being no further business the Chair thanked everyone for attending and the meeting closed at 9.15 pm.	