



DORNOCH & DISTRICT COMMUNITY ASSOCIATION

14 MAY 2018

**Draft minute of meeting of Dornoch & District Community Association (DADCA)
held on Monday, 14 May 2018 at The Carnegie Courthouse Tearoom, Dornoch at
7.30pm**

PRESENT

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

APOLOGIES

Dave Gibson (co-chair),

ITEM		ACTION
1.0	FIBRE FEST REPORT	
	<p>CM welcomed Jill Barnes to the meeting.</p> <p>Jill provided a verbal report on the recent Fibre Fest.</p> <p>JB began by stating that it had been a “really, really good weekend”. A lot of people had been in but due to an event in Edinburgh there were fewer stallholders than expected but this gap had been filled.</p> <p>It had been decided that Fibre Fest would take place on the 8th, 9th and 10th March 2019 in order to avoid any clash with the lambing season.</p> <p>Kim pointed out that she had done well with a £350/£400 profit.</p> <p>History Links had taken over £200 from the catering they had provided on the Sunday.</p> <p>The tutors had enjoyed the event with every class being fully subscribed. The feedback from the town had been very positive as local businesses had benefitted from the influx of people who had attended the event.</p> <p>It was decided that the quilt exhibition would not be held in the Cathedral again due to the cold.</p> <p>However, it was apparent that there was a lack of venues for classes. KT suggested the school but JB thought it was too far out. CM suggested the Council Chambers but this was hindered by the fact that it did not have disabled access. JMcG suggested using the UHI venues of Ross House or the Burghfield.</p> <p>Depending on the final venues available classes may start on the Friday, next year. This would be the tenth anniversary year. JMcG said he would contact Donald MacBeath, the Principal of North Highland College, regarding the possibly of using the UHI venues.</p> <p>JB then moved on to discuss the Summer exhibition/gallery. This runs from the 2nd to 16th June 2018. It was apparent that the Struie Room needed painting again. This seemed to be due to people pushing things against the wall. JB thought she could go in on Wednesday, 30 May to paint the wood paneling as parts of it were cracking but she may be moving that day. PR offered to help. CM stated she would try to get a painter in to do the work.</p>	<p>JMcG</p> <p>CM</p>

	<p>KT is to move boxes.</p> <p>KT is sorting out the internet with BT as well as the access code as there is currently no code. It was noted that 4G is available at the Social Club. All transactions are carried out on a tablet using iZettle.</p> <p>JB asked who it was that everything went through regarding allocations to the account. KT said that it went through the DADCA bookings website. KT could forward on relevant details as a type of receipt.</p> <p>KT is to write a letter to the local MP regarding the broadband situation.</p> <p>CM thanked JB on behalf of the Board for her attendance at the meeting and her report.</p> <p>JB left the meeting at 8pm.</p>	<p>KT</p> <p>KT</p> <p>KT</p> <p>KT</p>
2.0	APOLOGIES	
	Apologies had been received from DG. It was noted that members of the Festival Week were not able to attend the meeting.	
3.0	MATTERS ARISING	
3.1	Induction Hearing Loop (Item 1.1 on minute of 12 March 2018) This had moved forward.	
3.2	Car Boot Sales (Item 11 on minute of 12 March 2018) KT reported that £248.44 profit had been made at the last car boot sale with the traders being “pretty happy” with the way things had gone. The July car boot sale was looking busy. APM pointed out that that a strong email had been written by Colin Thompson about subsidised weddings.	
3.3	Community Markets (Item 2 on minute of 12 March 2018) APM stated that PR has a van which can accommodate all the tables. APM had noted that the quality of the products/merchandise of the 28 stalls was improving year on year. In future, if the weather is good, then more tables and chairs would be put out.	
3.4	Hogmanay Street Party (Item 14 on minute of 12 March 2018) It was noted that the insurance had increased from £1000 to £1500. It was also re-affirmed that the volume should be louder.	

3.5	<p>Christmas Lights (Item 15 on minute of 12 March 2018) The Community Council is taking over the running of the Christmas lights. Michael Banks has been thanked for all his diligent work over the years.</p> <p>The issue is trying to get people involved as it takes two weeks to lay out the lights.</p>	
3.6	<p>Bins (Item 17.2 on minute of 12 March 2018) KT reported that everything was now in order with this matter.</p>	
3.7	<p>Letters of support for JR and PR (Item 17.3 on minute of 12 March 2018) Letters of support for the pottery project of JR and PR would be forwarded by CM and KT.</p>	CM/KT
4.0	<p>MINUTES</p> <p>CM asked for any comments regarding the minute of the Board meeting of 12 March 2018. As no further comments were forthcoming the minute was then approved as an accurate record of fact having been proposed by VM and seconded by KT.</p>	
5.0	<p>KEYSTONE AND RELATED MATTERS</p>	
5.1	<p>Directors' Induction Pack Final approval was give for the Directors' Induction Pack. APM stated that these should be printed out and signed by each Board member at a meeting. KT said she would get copies made.</p>	KT
5.2	<p>Consolidation of booking terms and conditions This had now been done by KT. A change in the discount for affiliated members had seen a reduction from 25% to 20%.</p>	
5.3	<p>Updating of Articles This had now been done by KT. The quorum for a general meeting had now been reduced from ten to six people.</p>	
5.4	<p>Annual Return to Companies House The Companies House Return is up-to-date (29 March 2018).</p>	
5.5	<p>OSCR Summary KT is to provide an OSCR summary.</p>	KT
5.6	<p>Data Officer KT is Data Officer.</p>	
6.0	<p>AGM This item is to be dealt with later.</p>	

7.0	FUNDING APPLICATIONS	
	There was no update to report.	
8.0	MEMBERSHIP	
8.1	Membership applications No applications had been received.	
8.2	Affiliated Group applications No applications had been received.	
9.0	DIRECTOR VACANCIES	
	No applications had been received.	
10.0	CURRENT BUILDING	
10.1	Lock Donald Goskirk is to remove the current lock and replace it with the new one.	DonaldG
10.2	Purchase of mugs CM has purchased the mugs from Nisbets.	
10.3	Electrical work Jimmy Anderson, the electrician, is to be “chased up” for the electrical work he is due to carry out. CM is to get in touch with him on his return from his holiday.	CM
11.0	FINANCE	
11.1	Update - Management accounts APM had provided the customary detailed management accounts prior to the meeting and stated that everything was going “okay”. APM highlighted that: <ul style="list-style-type: none"> • The accounts will be reviewed in June 2018 as the AGM is in September 2018. • The accountants currently being used have been taken over by Goldwells. • DADCA is currently sitting on £78k but not all of this is free to distribute. APM was asked how much the Glebe Field brought in each year. APM replied that this produces about £275 per year.	
11.2	Approval of outgoings A payment of £105 (including VAT) for DACIC membership was approved. A payment of £34.80 was approved for the iZettle chip and pin device.	

12.0	CAR BOOT SALES This had been dealt with under item 3.2 above.	
13.0	BOOKINGS/EVENTS	
	KT reported that Slimming World had cancelled but thought she had someone to fill the gap. It had not been possible to take on the Lairg Learning Centre cookery class as there was no capacity. Overall KT thought that people were “more or less happy”.	
14.0	SUB COMMITTEES	
14.1	Glebe subcommittee Sandy, chair of the Glebe sub-committee, had raised concern about the risk of the irrigation water being used as drinking water. APM asked if the current warning signs were adequate. It was decided that two directors – VM and CM would look at the signage after the meeting.	VM/CM
15.0	AOCB	
15.1	Book Fair CM had met with James, Jane and Madelaine who were very excited about being involved in the Book Fair. The books will have to be sorted and APM said that this task would take five hours with five or six people involved. It was pointed out that the boxes can be heavy and that a wooden slide had been used in the past. CM will email the date to everyone to ask for their assistance at the event. Marion is going to be there. JR pointed out that she had been approached by a Brora group who would like to have a stand to sell books for charity. JR is to email KT regarding this enquiry. KT said she had been approached by an author. Either Allsorts or the Heritage Centre will be providing the catering.	CM JR
15.2	GDPR The GDPR is Europe's new framework for data protection laws – it replaces the previous 1995 data protection directive, which current UK law is based upon. KT has completed an information audit and we have a “lawful basis”. We do not really have sensitive data but do have children’s	

	<p>data. It was decided that KT should delete children from the database.</p> <p>It was decided that Data Protection would be an agenda item for the next Board meeting.</p> <p>KT pointed out that we do not share membership data.</p> <p>It was agreed that the “date of birth” field should be removed from the affiliates data.</p> <p>KT stated, as a general point, that we need to keep GDPR in mind for e.g. affiliated groups.</p> <p>GDPR is to be implemented on the 25 May 2018.</p>	<p>KT</p> <p>KT</p>
15.3	<p>Bookings admin officer</p> <p>CM stated that five applications had been received for the position. CM will move forward on this matter.</p>	<p>CM</p>
15.4	<p>Future relationship of DACIC and DADCA</p> <p>APM pointed out that there would be technical problems if the way ahead was to merge both organisations. DADCA cannot have the same board as DACIC. DACIC is VAT registered and is not a registered charity. DADCA is a registered charity but is not VAT registered.</p> <p>CM suggested that the situation be explored and pointed out that the co-chair DG would, in future, only be in the area around four days a month due to work commitments.</p>	
15.5	<p>The Way Forward</p> <p>Jim McG pointed out that a clear, achievable direction was required.</p> <p>CM said that an option was to go ahead with the social club improvements and get Valerie involved while bearing in mind that DG would not be a director for much longer.</p> <p>It was decided to move forward with Valerie of the Kyle of Sutherland Trust. JMcG is to contact and talk with Valerie. Valerie will then meet with CM. Following this she will be invited to a Board meeting.</p> <p>It was thought that a Commercial Manager may be required (rather than a Development Officer) to move matters forward regarding, for example, the Common Good Fund and HIE. This could happen in a matter of months rather than years.</p>	<p>JMcG/CM</p>

	<p>CM said that a vision was needed and asked if there was a future plan for the Board.</p> <p>Donald G asked if there were any common areas between DACIC and DADCA.</p> <p>KT suggested having separate boards and one person serving several boards.</p> <p>CM is to meet with Joan from DACIC regarding the matter.</p> <p>It was noted that the Curlew project and the DADCA project were going along “side by side”.</p>	CM
15.6	Minutes	
	<p>A member had requested that the minutes of meetings be uploaded to the DADCA website.</p> <p>The secretary is to send the minutes to CM, APM and KT.</p>	LR
	<p>The next meeting will take place on Monday, 11 June 2018.</p> <p>There being no further business the Chair thanked everyone for attending and the meeting closed at 9.00pm.</p>	