

DORNOCH HERITAGE SCOTTISH CHARITABLE INCORPORATED ORGANISATION (DHSCIO)

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES, HELD ON 26TH SEPTEMBER 2017

PRESENT ~ Jerry Bishop (Chair), Tony Rundle (Secretary/Treasurer), John Barnes, Alison Davies and Elizabeth Oakes.

1. MINUTES OF MEETING HELD ON 8TH AUGUST 2017

The minutes of the meeting of the Board held on 8th August 2017 were confirmed as a correct record.

2. MATTERS ARISING

a) HMF "Our Collective Future" Project: JBi commented on the meeting which had been held the previous day between himself, AD, TR and Robert Livingston, one of the consultants conducting a survey of HMF member-museums. The meeting had been very positive, and highlighted major differences in members' governance and administration arrangements. In this connection, JBi referred to inquiries which he had made concerning the future insurance of museums in the Highlands, given that this function was, in future, not to be handled by Highland Council.

b) Charity Checkout (CC): Further to consideration by the HL and DHS sub-committees, the Chair reported that there was broad agreement to proceed with this arrangement. However, there remained the question of utilising CC to handle the SCIO/DHS membership administration, and this was being investigated. AD suggested that, in the first instance, CC could be used to deal with new memberships, and she also mentioned the availability, through CC, of bespoke web pages which could raise funds for specific projects.

c) New Computers: JBi stated that the new desk-top and laptop computers had been purchased, and payment of the MGS grant was imminent. A problem had been identified regarding the transfer of certain MS software to the new desk-top, and it was **agreed** that JBi be authorised to purchase two sets of MS Office software from TT Exchange.

3. FINANCE

a) Financial Up-date: Members considered up-to-date summaries of Museum and Heritage Society Income & Expenditure. There was general agreement that the Museum was enjoying a very profitable season, although the reasons for this were possibly many and varied.

b) FIT Payments: TR reported that, further to the large back-payment received in June 2017, a payment of £600.96 had been received the previous day, and two more quarterly payments were anticipated before the end of the 2017/18 FY.

c) Gift Aid: The Board noted that this scheme was on course, with regular admission/donations being made at the Museum. Members of the SCIO/DHS had also been circulated, and the collection of declarations was in progress.

4. SUB-COMMITTEE UP-DATES

a) Historylinks Museum:

- Curator & Seasonal Assistant: JBi up-dated members on the position regarding the Curator's absence, and also reported that the Seasonal Assistant would be leaving in early October ~ as the Museum would be opening seven-days-per-week during

October, and a number of key-holders would be absent, there would be a need to consult further with the volunteer pool regarding manning.

- Position of Treasurer: Members discussed an approach which had been made to a retired accountant, and it was reported that this was a possible course of action. It was also suggested that the post be given some publicity, including through VG-ES, and that the potential vacancy be mentioned at the DHSCIO AGM. JBi mentioned that, if the matter was not resolved by the end of the year, consideration might have to be given to him shadowing the post.
- Archiving: Reference was made to the re-organisation of the archive/artefacts store, and it was **agreed** that enquiries should be made of the Curator as to the position with ordering of materials. It was to be hoped that the project would be completed before the end of the year.
- Transformation Project: The Chair circulated an up-dated version of the proposed programme for internal and external work at HL, to be carried out prior to the 2018 spring re-opening. He referred to the decision to defer the Museum Extension project for 12 months, in view of the amount of other competing work. In this connection, it was reported that a £3,200 grant had been approved for the renovation of the Town Trail panels. JB asked that arrangements be made to liaise with Ken Roger, regarding the development of the web-site.

b) Dornoch Heritage Society:

- Coming Events: EO reported that Stuart Campbell would be visiting Dornoch on 30th and 31st March 2018, to give a talk, and also conduct a Finds Day. There were currently 200 members of the SCIO/DHS.

5. ANNUAL GENERAL MEETING ~ ARRANGEMENTS

a) Level of Annual Subscription: It was **agreed** that the AGM be recommended to make no change in the level of annual subscription.

b) Trustees' Annual Report: The Board considered a draft agenda and Trustees' Annual Report, and JBi was authorised to make any such minor amendments as he deemed appropriate.

b) Trustee Recruitment: It was noted that John Barnes would be standing down, both as a member of the Museum s/c, and as a Trustee, and it was suggested that Brian Munro be approached, subject to him standing down from one of his sub-committee posts.

c) Sub-committee Members: It was suggested that William Sutherland and Annie MacDonald be approached.

6. ACQUISITION OF MUSEUM SITE

AD asked if, notwithstanding the decision to defer the Museum Extension project, some progress could be made regarding the valuation of the Museum site. JBi stated that the District Valuer had quoted a sum of £950 to carry out a valuation, and he undertook to approach Keith Bowman of Torrance Partnership, hopefully to undertake a more informal valuation.
