

**DORNOCH HERITAGE SCOTTISH CHARITABLE INCORPORATED ORGANISATION
(DHSCIO)**

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON 2ND JUNE 2017

PRESENT ~ John Barnes (Chairman), Jerry Bishop, Alison Davies, Elizabeth Oakes and Tony Rundle.

1. MINUTES OF MEETING HELD ON 4th April 2017: The Minutes of the meeting of the Board held on 4th April 2017 were confirmed as a correct record.

2. FINANCE REPORT:

a) Approval of 2016/17 Accounts: The Board considered the SCIO's accounts for the FY 2016/17, together with a final draft of the Annual report. It was **agreed** that the accounts be approved, and that, subject to minor amendments to the Annual Report, the Chairman and Treasurer be authorised to sign the relevant sections of the Report & Accounts, for submission to the Independent Examiner.

b) Financial Year to-date: The Treasurer circulated Income & Expenditure statements in respect of Historylinks Museum and the Dornoch Heritage Society. It was noted that both organisations were in a strong financial position and, particularly, that the Museum's performance for April and May 2017 compared very favourably with the same period in 2016.

c) FIT Payments: Members were reminded that, following the repayment of the MGS loan, it had been confirmed that the Museum would be eligible for FIT payments. However, possibly due to a quarterly payment pattern, no FIT payments had yet been received.

d) Gift Aid: JBi stated that, following amendments to the description of the charity on the OSCR web-site (see 5a), he had now submitted an application to HMRC for gift aid registration. It was hoped that gift aid might be reclaimable on museum admissions and member subscriptions.

e) Charity Checkout: AD reported on this organisation, which would handle the SCIO's on-line fundraising through a bespoke web-page. The organisation would also process any gift aid which might be claimable on such donations. The overall cost of the service would be £360 p.a. plus a processing fee of 5% on payments. It was **agreed** that this matter be further discussed when the HMRC gift aid registration is complete.

3. STAFFING/HR:

a) Curatorial Cover: Reference was made to the Curator's wider family circumstances, which might necessitate a prolonged period of absence in the near future. Members were in agreement that she should not have any additional concern regarding her employment position during such absence, and JBi suggested that a seasonal administrative assistant be appointed for the summer period. It was **agreed** a) that a seasonal assistant be recruited, subject to a maximum gross cost of £2,500, and b) that the Chairman be authorised to formalise the post's working pattern.

b) Project Management: The Chairman reported that the Curator had someone in mind to oversee the Fish Tales project in her absence, that person already being closely involved.

c) Trustee Recruitment: JBi suggested that, in view of JB's intention to stand down from the Board at the AGM, some consideration might be given to the recruitment of new Trustees. He suggested Dr. Jim Macpherson (UHI), who had expressed an interest. Reference was also made to Brian Munro and Peter Wild. In this connection, JBi reiterated the need to modify the SCIO's constitution, to allow for an increased number of Trustees, and to remove the bar on Trustees sitting on both sub-committees. It was **agreed** that Dr. Macpherson's name be put forward at the AGM, and that further consideration be given to the other proposed candidates.

d) Volunteer World Host Customer Service Training: Members were advised that, for the Museum to obtain recognition, at least 50% of staff/volunteers would be required to receive training to World Host standard. It was **agreed** that the Chairman be authorised to pursue arrangements with the Caithness Chamber of Trade for the training of appropriate staff and volunteers.

4. EXPANSION PROJECT: The Chairman reported on discussions which had taken place with officials from the Scottish Land Fund (SLF), a member of the HC's Asset Transfer team and the Ward Manager concerning the possible transfer of ownership of the Museum site and building. The Community Asset Transfer team had provided him with guidance notes, and he stated that there were certain requirements which would necessitate amendment or clarification of parts of the SCIO constitution. These related to there being a clearer definition of the area served by the charity, at least 50% of the membership being resident in the Dornoch area, the membership level not falling below 30, and a need to increase the number of Trustees, at least 50% of which should be resident in the Dornoch community. (Note These constitutional matters are discussed in more detail in the following minute) JBi also referred to the desirability of contacting **DTAS** (Development Trusts Association Scotland) with regard to the provision of design and marketing advice. It was **agreed** that JBi be authorised to progress discussions related to the land transfer, to make a SLF application, and to make an initial approach to DTAS.

5. SCIO CONSTITUTION:

a) "Name Charity is known by" ~ Amendment of OSCR entry: JBi confirmed that OSCR had accepted an amendment to the charity's description, in that "The name the charity is known by" now reads as Historylinks Museum.

b) Defined Community: Members discussed whether this should be restricted to the IV25 post-code area or, alternatively, the area set out in the Museum's Acquisitions Policy. It was **agreed** that this be investigated further.

c) Trustees ~ Number & Location: Further to 3c, the Chairman proposed that the constitution be amended to provide for the number of Trustees to be increased to eight. With regard to the discussions with the SLF et al, he suggested a further amendment clarifying that not less than 50% of the Trustees should be resident within the defined area.

d) Membership ~ Minimum Number & Location: In connection with the SLF requirements, a further amendment would be needed, to specify that the number of

members should not fall below 30, and that at least 50% of the membership should be resident in the Dornoch community.

e) Sub-Committees ~ Organisation & Membership Restrictions: JBi referred to the current situation whereby Trustees were restricted to membership of only one of the SCIO's two sub-committees which, he felt, was detrimental to the most effective use of resources. He suggested that this restriction be removed from the constitution.

It was **agreed** that the Chairman be authorised to draft alterations to the SCIO's constitution to incorporate the amendments discussed above (5c to 5e), with a view to the amended constitution being submitted to OSCR and, subsequently, to the next Annual General Meeting.

6. IT STRATEGY:

a) Access to web/e-mail/password information: Members discussed the advantages of secure storage of this type of information which, nevertheless, should be organised so as to be readily accessible to authorised users.

b) IT Asset Register: JBi reported that he was in the process of completing an asset register of the SCIO's IT equipment.

c) PC Up-grade: It was **agreed** that JB be authorised to make an application to MGS for a grant for the purchase of a replacement (desk-top) tower unit, and also a lap-top computer.

d) Museum Wi-Fi Access: It was noted that museum visitors could now access a Wi-Fi hotspot. In this connection, it was reported that the Museum's broadband limit was now frequently exceeded, and it was **agreed** that this should be changed to "unlimited". It was also suggested that the possibility of transferring to fibre optic broadband be investigated.

e) E-mail Handling: The Chairman referred to the current situation whereby incoming e-mails from certain sources were re-distributed to five members of the Museum sub-committee. On occasions, this led to co-ordination problems. JB explained the original reasoning behind this arrangement, and it was **agreed** that the current arrangement be re-organised. It was also suggested that an alternative to MS Outlook be investigated.

f) Membership Engagement: The view was expressed that the members' newsletter should be published on a regular basis, and more frequently, if necessary with less content. It was noted that Graeme Muckart had undertaken to provide copy.

g) Website Maintenance: JBi stated that Ken Roger now had full access to the website, and a meeting would be held in the near future to discuss progress. JB mentioned that he had been up-dating details of the Roll of honour

7. OUTREACH ~ LOCAL SCHOOLS: AD stated that there had been a delay in connecting with the local school/s regarding co-operative projects, but it was hoped that this had now been overcome.

8. DATE OF NEXT MEETING: Tuesday 8th August 2017 at 2 p.m.

It was also **agreed** that the SCIO's 2017 Annual General Meeting should be held on Tuesday 17th October ~ venue and time to be decided.