

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

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON 4TH APRIL 2017

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

1. MINUTES OF MEETING HELD ON 20th February 2017: The Minutes of the meeting of the Board held on 20th February 2017 were confirmed as a correct record.

2. HISEZ BUSINESS PLAN: The Chairman referred to the two recent meetings which had been held under the aegis of HiSez, which had proved extremely valuable in generating ideas and clarifying areas which merited more detailed consideration, particularly governance, and forward planning. JBi stated that the immediate priorities that had been identified should be referred to the appropriate sub-committees for action, and in this connection he mentioned ~

- The need to progress plans for the development of a museum extension, and the importance of establishing a link with the Scottish Land Fund;
- A target which had been set for expansion of Heritage Society membership;
- Urgent action which should be taken to work up a 1918/2018 WW1 project, possibly featuring Donald Mackay of Embo, and the feasibility of obtaining funding for a project-specific employee;
- Assistance from HiSez regarding the formulation of a SCIO business plan.

3. FINANCE REPORT: TR circulated copies of the completed HL and DHS 2016/17 accounts, together with a refined 2017/18 budget guide for the Museum. It was noted that a) the anticipated 2016/17 surplus on the Museum's accounts incorporated the recent MGS grant, from which there had been no expenditure during that FY, and b) it was hoped that HL would enjoy a respectable surplus for 2017/18.

4. CURATOR ~ CONTRACT OF EMPLOYMENT: Consideration was given to amendments which had been identified as necessary to the Curator's Contract of Employment for the FY 2017/18. The following changes (which would equate to an annual salary, based on 218 worked days, of £14,388) were **agreed** ~

- a) Amendment of working hours to six per day (previously seven);
- b) The hourly rate to be changed to £11 (previously £9);
- c) The daily working pattern to be amended to provide for a 30 minute unpaid lunch-break;
- d) Provision be made for the granting of time off in lieu of any hours worked in excess of those contracted;
- e) JBi to consider the introduction of a staff appraisal scheme.

It was noted that, for the time being, and subject to availability, TR would continue to deal with bank paying-in.

5. OFFICE BEARERS: The Chairman reminded the Board that he had previously intimated that he would stand down as Board Chairman and member at the 2017 Annual

General Meeting. However, planned absences during the summer and early autumn now meant that the date of the AGM would be adversely affected, and he accordingly tendered his resignation as Chairman. In accordance with clause 65 of the SCIO constitution, it was **agreed** that Jerry Bishop be elected as Chairman (subject to clauses 67 and 68).

6. FUTURE MEMBERSHIP OF BOARD: AD asked what the position was likely to be regarding existing Board members standing down at the AGM, and the filling of resultant vacancies. TR stated that, although he had considered standing down, there was still a requirement for a SCIO Treasurer, and he had, subject to re-election, agreed to stay on. JB suggested that a replacement be found for PW, as Chairman of the DHS, thus allowing him to become a Trustee as, currently, he was prevented from doing so by clause 97 of the constitution. In this connection, JBi stated that this was an example of the SCIO's constitution restricting, rather than facilitating, the body's effective operation, and he felt that the document merited some amendment. He suggested that additional Trustees might be "non-executive", maintaining a more detached view of the SCIO's performance. He agreed that it would be desirable to arrange for PW to act as a Trustee.

7. DISPLAY CABINET ~ CARNEGIE COURTHOUSE: JBi advised members that an opportunity existed for the Museum to supply appropriate artefacts for display at the Carnegie Courthouse centre, thus generating valuable publicity.

8. GIFT AID: JBi stated that, following his investigation of details of registered charities on the OSCR web-site, it had become apparent that some were described, not only by their statutory titles, but also by "the name the Charity is known by". He suggested that, if this could be proposed to the Regulator as "Historylinks", it might present an opportunity to align the Museum's bank account with its parent charity, thus facilitating registration for gift aid. It was **agreed** that the Chairman be authorised to pursue the matter with OSCR.

9. CATALOGUING: JB advised that he was prepared to continue with the cataloguing of Museum artefacts, but stressed the need for someone to shadow the process, should he be unable to continue. It was suggested that, initially, the Curator be given a refresher course in the process, but it was recognised that a volunteer should be identified and trained as a matter of urgency.

10. DATE OF NEXT MEETING: 2nd June 2017 at 10.00 a.m.