

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

### **MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES, HELD ON 7<sup>TH</sup> NOVEMBER 2017**

**PRESENT** ~ Jerry Bishop (Chair), Tony Rundle (Secretary/Treasurer), Alison Davies, Brian Munro and Elizabeth Oakes. JBi welcomed BM to his first meeting as a Trustee.

#### **1. MINUTES OF MEETING HELD ON 26<sup>TH</sup> SEPTEMBER 2017**

The minutes of the meeting of the Board held on 26<sup>th</sup> September 2017 were confirmed as a correct record.

#### **2. MATTERS ARISING**

a) Acquisition of Museum Site: JBi advised members that, further to minute 6 of 26/9/17, an informal valuation had been received, which was noted. However, it would clearly be necessary to conduct a formal survey, the cost of which had been quoted at £500 plus VAT by Torrance Partnership. JBi had recently advised the SLF that the project was to be deferred, and no objection had been raised by that body. It was **agreed** that formal valuation of the Museum site be postponed for the time being, but that JBi be authorised to make a preliminary approach to the relevant HC department.

b) HMF ~ Our Collective Future: The Board was informed that the next meeting of the Highland Museums Forum would be held on 21<sup>st</sup> November, when this project would be discussed. Other than seeking the clarification of certain financial details, there had not been any feed-back from the consultants following the joint meeting held on 25<sup>th</sup> September (minute 2a of 26/9/17).

c) Charity Checkout: AD reported on the establishment of an account with this organisation, and the addition of a donations link from the SCIO web-site to CC. She suggested that a page could be added to the CC site, as and when appropriate, setting up a crowd-funding facility, and also that the SCIO's web-site might be more dynamic in this context.

Further to discussion concerning the use of CC for processing membership applications, a draft composite application form was considered and, subject to some minor amendments, approved. In this connection, JBi/TR gave members an overview of the EU General Data Protection Regulations (GDPR), which would come into effect in May 2018 and which introduced more stringent data protection requirements. They outlined steps which would have to be taken by HL and DHS to comply.

It was **agreed** ~ a) that the necessary action be taken to comply with GDPR, and b) that a crowd-funding page be added to the SCIO's CC site, as from 1<sup>st</sup> January 2018, in connection with the purchase of garden furniture for the Museum grounds.

#### **3. SCIO BOARD OFFICE BEARERS**

JBi reminded members that there remained a vacancy on the Board, and discussion ensued on a possible candidate.

It was **agreed** nem con that the following office bearers be appointed ~

Chair ~ Jerry Bishop

Secretary ~ Tony Rundle

Treasurer ~ Tony Rundle

#### **4. FINANCE**

a) Financial Up-date: Members noted summaries of the current financial position of Historylinks Museum and Dornoch Heritage Society. It was **agreed** that the preliminary and

subsequent costs of setting up and maintaining the CC account be shown as an expenditure item, and not offset against donations income.

b) Investment of Surplus Funds It was **agreed** that AD be authorised to make enquiries as to the most effective investment of those SCIO funds identified as surplus to immediate requirements. It was suggested that a sum of £20,000 might be an appropriate level of joint reserves.

## 5. SUB-COMMITTEE REPORTS

a) Historylinks Museum:

- Curator & On-going Projects: The Chair reported on the present position regarding the Curator's absence, and possible adjustments which might be made to her working pattern following the resumption of her duties.
- Position of Treasurer: JBi referred to minute 4a of 26/9/17, and stated that a further report would be made to the Museum sub-committee on 14<sup>th</sup> November.
- Transformation Project: Consideration was given to a document giving draft costings and timings of the various elements of this project. It was estimated that the "headline" cost of the project could be £30,000, to be funded from a variety of sources. Of this, approximately £10,000 would be required from Museum funds, £1,435 from DHS funds, and approximately £9,000 from other potential funders (including crowd-funding). It was also suggested that enquiries be made to ascertain whether assistance might be available from the HC Ward Discretionary Fund. It was **agreed** a) that AD explore the possibility of linking an appropriate project with the Tesco blue-token donation system, b) that AD investigate the provision of an art installation, and c) that LM liaise with appropriate local businesses regarding hosted collections.
- Point of Sale System: In connection with the foregoing, JBi/TR reported on a meeting which had been held with a representative of EPS North UK, to discuss the possible installation of a touch-screen point-of-sale system for the Museum. It was considered that such a facility could save museum staff, and the Treasurer, a substantial amount of time in connection with the recording of counter income and stock data. It was **agreed** that the Chair and Treasurer be authorised to progress the installation of this system.
- Museum Security: Members were advised that, in the light of recent vandalism at the Museum site, the police had recommended that PIR security lighting be installed. It was **agreed** to install two lights on the gables, one at the car-park end of the building and one overlooking the garden/labyrinth..

b) Dornoch Heritage Society: No meeting of the Society's sub-committee had been held since the previous Board meeting. Members were reminded that a Coffee Morning would be held on 11<sup>th</sup> November, and that a talk originally scheduled for 16<sup>th</sup> November had been changed to 17<sup>th</sup> November.

**6. ANNUAL GENERAL MEETING**: JBi reported on the recent SCIO AGM which, it was agreed, had been successfully organised and conducted.

**7. DATE OF NEXT MEETING: Tuesday 16<sup>th</sup> January 2018**