

**DORNOCH HERITAGE SCOTTISH CHARITABLE INCORPORATED ORGANISATION (DHSCIO)**  
**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES, HELD ON 15<sup>TH</sup> JUNE 2020**

**PRESENT (BY VIDEO CONFERENCING)** ~ Jerry Bishop (Chair), Tony Rundle (Secretary/Treasurer), Alison Davies, Brian Munro, Elizabeth Oakes and Andrew Senior. Peter Wild (in attendance).

**1. MINUTES OF MEETING HELD ON 18<sup>TH</sup> MAY 2020**

The minutes of the meeting of the Board held on 18<sup>th</sup> May 2020 were confirmed as a correct record.

**2. MUSEUM RE-OPENING:** The Chair intimated that it might be possible to re-open the Museum from 15<sup>th</sup> July 2020. In this connection, members considered digests of a paper circulated by MHH setting out operational factors to be taken into consideration in the light of the continuing Covid-19 pandemic. It was **agreed** that, following consultation with members of staff, the matter be referred to the Museum Committee, recommending that its members consider the documents' contents, and have particular regard to ~ a) the adjustment of opening hours (suggested 10.30 a.m. to 3.30 p.m. with a lunch-time closure), b) making both the video displays and the children's' room inaccessible, c) removing appropriate tactile retail items from public display and d) the provision of hand sanitisers and, possibly, disposable gloves.

**3. FINANCE UP-DATES:**

**a) Income & Expenditure Summaries:** Members noted summaries of the Museum's Income and Expenditure to date, together with a financial over-view of current projects.

**b) Wages and Job Retention Scheme:** The Chair reminded members of action which had been taken to furlough staff members, and stated that it would be possible, if necessary, to restore the Curator to part-time working in approximately one week's time. He also detailed the financial implications of a number of varying courses of action related to the Job Retention Scheme.

**4. COMMITTEE REPORTS:**

**a) Historylinks Museum:**

i) Staff Up-date: AD reported that current information was contained in the minutes of the 26<sup>th</sup> May meeting of the Museum Committee.

ii) Digital Activities: The Chair stated that the following initiatives had been completed, or were being progressed ~

The former Image Library site (now the HL Archive) had been comprehensively up-dated.

PDFs of papers relating to the Coul Links public enquiry had been downloaded, and would be submitted for acquisition at a future Museum Committee meeting.

Application was being made to the Beinn Tharsuinn Fund for a grant to finance the conversion of video footage from the above enquiry.

The Curator had prepared and scheduled a considerable number of Facebook posts for publication, prior to her furloughing.

The improvement of the HL's on-line shopping facility was being investigated, and a 'Join Us' link had been placed on the web-site. JBi was also progressing an improved on-line donation process.

**b) Dornoch Heritage Society:**

Membership Drive: JBi stated that the first stage of this project was nearing completion, subject to the imminent re-printing of application forms.

**5. EXTENSION PROJECT:** The Chair reiterated the possible time-table for consideration of the SCIO's application for a grant from the Common Good fund. It was anticipated that, following a meeting of the County Committee, the matter would not receive consideration by the Highland Council until the Autumn.

**6. GOVERNANCE: SCVO Good Governance ~ Effectiveness:** Members considered this section of the SCVO's Good Governance 'Checkup' document. In connection with the recommended production of a Succession Plan, TR asked the Board to consider firm arrangements for the shadowing of his

various financial roles, and suggested that this matter be given further consideration at the next Board meeting. It was **agreed** that a) the shadowing of TR's financial roles be discussed at the next meeting of the Board, b) the following matters required attention: succession planning in general, induction and subsequent training for Trustees, amendment of the Register of Trustees regarding disqualification, and production of a governance calendar, and c) AS amalgamate the various minutes regarding the 'Checkup' document, for discussion at the next meeting.

**7. FUND RAISING POLICY:** AD submitted a draft policy for discussion by members. It was **agreed** that this policy be adopted, subject to the amendment of the sentence regarding inappropriate grant sources as agreed, and the insertion of a provision for the Board to consider the ethical appropriateness of a source on a case by case basis.

**8. MUSEMS HERITAGE HIGHLAND:** JB stated that the SCIO had been invited to join MHH. It was **agreed** that this matter be placed on the agenda of the next meeting of the Museum Committee.

**9. DATE OF NEXT MEETING:** 13<sup>th</sup> July 2020 at 2.00 p.m.