

**DORNOCH HERITAGE SCOTTISH CHARITABLE INCORPORATED ORGANISATION (DHSCIO)**  
**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES, HELD ON 18<sup>TH</sup> MAY 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 20<sup>TH</sup> APRIL 2020**

The minutes of the meeting of the Board held on 20<sup>th</sup> April 2020 were confirmed as a correct record.

**2. MATTERS ARISING:** The Chair asked that a reminder be placed in the minutes regarding the following governance matters discussed at the 20<sup>th</sup> April meeting, viz: diversity training, the formulation of a fund-raising strategy, and the production of a Register of Members' Interests. It was also **agreed** that, subject to Members' acceptance of the 'Role of the Trustee' document\* (see 6a below), the existing Register of Charity Trustees pro-forma be amended by the inclusion of a paragraph indicating that the incoming Board Member has read that document\* and agrees to abide by its provisions.

**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) Covid-19 ~ Business Support:** JBi advised members that the financial summaries' forecast & budget figures had been amended in the light of Covid-19 business support measures. A grant had been received by the Museum concerning interruption of business, and he also outlined the financial implications of furloughing both members of staff, taking into account a number of future variables in the Government's Job Retention Scheme.

**4. COMMITTEE REPORTS:**

**a) Historylinks Museum:**

i) Staff Up-date: AD stated that she intended to call a video-conferencing meeting of the Museum Committee on Tuesday 26<sup>th</sup> May at 2.00 p.m.

She reported that LM had been busy up-dating display boards, particularly the WW1 board, which was being reorganised to accommodate WW2 information, and the Longhouse display. LM had also been involved in editing the booklet about the SLP, which had been produced by CS. It was still anticipated that the SLP end-of-project conference, which had been postponed, would be held in the autumn.

AD also reported that the Curator had substantially increased the time devoted to researching items for publication on Facebook which, together with the SCIO website, was an essential method of communication during the lock-down period.

ii) Projects Up-date: It was noted that payment of an MGS grant was imminent, to fund the up-grading of the Museum's Image Library.

iii) Digital Initiatives: It was suggested that some thought be given to creating a virtual tour of the Museum, to be personally conducted by the Curator. The Chair also commented on the recent opening of an account with Vimeo, which was enabling HL to publish videos for Facebook and the website. In this connection, PW was thanked for his re-shoot of the Museum's 'Links Through History' video.

**b) Dornoch Heritage Society:** PW commented on the scheduled talks which had been postponed as a result of the Covid-19 lock-down, and stated that it was hoped that these could be held during the coming winter season.

JBi stated that it was now an appropriate time to consider increasing the Society's membership, and he asked members to approach residents who, in their opinion, were likely to be interested. He agreed to circulate brief details of the existing DHS membership to assist in this.

## **5. EXTENSION PROJECT:**

**a) Stage 2 ~ Application to Common Good Fund:** The Chair reminded members that this application had yet to be considered by the HC, probably by its Sutherland County Committee. However, the timescale for this was uncertain as HC was not holding meetings during the current lock-down period.

**b) Stage 3 ~ SSE Grant Application:** The Chair referred to minute 5b of 20<sup>th</sup> April 2020, and confirmed that, on SSE's advice, the application had been postponed.

## **6. GOVERNANCE:**

**a) Trustee Role Description:** The Board considered a paper produced by AD, setting out in detail the duties and responsibilities of Board members. It was **agreed** that this document be formally adopted.

**b) SCVO Good Governance ~ Control:** The Board considered this section of the SCVO's Good Governance Check-up document. It was **agreed** that the following matters required attention: Risk management policy (AS), Review of contracts, Ethical fund-raising (AD), and Volunteer Job Descriptions (AD/LM).

**7. COUL LINKS:** Reference was made to an article that had been published recently in the NT, concerning the storage, by HL, of documents relating to the recent Public Inquiry, and arrangements for possible public access to them. It was **agreed** that the Chair investigate the matter.

**8. DATE OF NEXT MEETING: 15<sup>th</sup> June 2020 at 2.00 p.m.**