

DORNOCH HERITAGE SCOTTISH CHARITABLE INCORPORATED ORGANISATION (DHSCIO)
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON 18TH AUGUST 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: The minutes of the meetings of the Board held on 13th July 2020 and 28th July 2020 were confirmed as a correct record.

2. COMMITTEE REPORTS:

a) Historylinks Museum: AD reported that the Museum was continuing to operate successfully, with no major difficulties encountered by staff. It was hoped to hold a final 'Outdoor Cooking' workshop in connection with the Longhouse Project, and a number of Facebook events to replace the cancelled project conference. JBi referred to the intended publication of the project's booklet. AD also stated that it was hoped to hold some out-door YCC events, prior to the onset of colder weather.

It was noted that there had not been any bookings for exclusive museum tours, but the online ticket sales system was working well.

b) Dornoch Heritage Society: PW stated that Society membership cards were in the process of being distributed. He advised members that the Katherine Gray dress would be removed from display during September, and re-introduced in the spring of 2021. In this connection, AD reminded the Board that an application would again be submitted to MGS for a specialised display cabinet for the dress. JBi reported on the present position regarding the possible acquisition and display of the Town's Charter, and its civic regalia.

3. FINANCE:

a) Finance Up-date: Members considered summaries of the Museum and Heritage Society's income and expenditure, together with an overview of current projects. The Chair reported on details of footfall during the 30 days since re-opening. Noted.

b) Wages & Job Retention Scheme: The Chair stated that it was not intended to submit any further applications for funding under the Government's Job Retention Scheme.

c) Membership Applications: TR submitted eight applications for membership which had been received since the 13th July meeting of the Board. It was **agreed** that these applications be approved.

d) Telephone & Broadband Contract: JBi advised members that the Museum's current contract for telephone and broadband services would expire in January 2021, and he circulated details of current charges and alternative suppliers. It was **agreed** that he be authorised to pursue the matter of a new contract with Plusnet Unlimited, and that the existing contract with BT be allowed to lapse.

4. EXTENSION PROJECT: The Chair reported on the present position regarding Phase 2 of the Museum's Extension Project. Following the decision taken at the 28th July meeting of the Board, he had contacted Duncan MacDonald and a meeting had been held on site with the sub-committee overseeing the project. It was hoped that a preliminary design could be available for consideration by 18th September.

5. GOVERNANCE:

a) SCVO Good Governance ~ Action Plan: AS reported on the various elements of this plan which required attention, with particular reference to the formulation of a Social Media Policy, and the need to liaise with LM regarding Risk Assessment.

JBi stated that, as part of obtaining a security certificate for the web-site, it had been necessary to draw up a Privacy Policy, which he submitted for the Board's approval. It was **agreed** that the Privacy Policy be adopted.

It was also **agreed** that a) the format of the various policy documents be standardised, b) they be stored in a centralised place in the Museum's computer system, and c) adopted policies be made available for public inspection through the HL web-site.

b) Succession Planning:

i) DHSCIO & Museum Treasurer: JBi reiterated that, as and when a replacement was found for the Chairship of the SCIO, he would be willing to take on the role of Treasurer.

ii) SCIO Trustees: NTR ~ consider at next Board meeting.

iii) Committee Members: NTR ~ consider at next Board meeting.

c) Museum Policy Status: Members considered an up-dated paper detailing the current status of the various policy documents, together with proposals for revision.

6. SECURITY ALARM SYSTEM: PW asked what the current position was concerning the up-grade of the Museum's alarm system. Members were advised that, subject to the need for any emergency repairs, it would be prudent to postpone any major change to the system until this could be incorporated in the planning of the new extension.

7. DATE OF NEXT MEETING: Tuesday 22nd September at 2 p.m.