

DORNOCH HERITAGE SCOTTISH CHARITABLE INCORPORATED ORGANISATION (DHSCIO)
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON 29TH SEPTEMBER 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 meeting of the Board held on 18th August 2020 were confirmed as a correct record.

2. 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. TR advised that the 2019/20 Annual Report & Accounts had been approved by VGS, and submitted to OSCR.

b) Hampshire Trust Bank ~ Investment: The Chair reported that the capital and accrued interest had been re-invested for a period of one year.

c) Membership applications: TR stated that there had not been any applications for SCIO membership since the August meeting of the Board.

d) Water Rates ~ Exemption: JBi advised members that a recent application for exemption from water rates had been refused, on the grounds that the Museum was carrying out retail activities.

e) Staff Employment: AD reported that CS' contract with HL had been extended to enable her to work two days per week during the winter season to assist in the substantial work-load. An application was being made to MGS for a Recovery & Resilience grant, and the DHS had agreed to underwrite this expenditure, should it become necessary.

3. COMMITTEE REPORTS:

a) Historylinks Museum: AD referred members to the minutes of the most recent HL committee meeting. She particularly mentioned the committee's consideration of the Museum's extension plans, and arrangements being made for the conclusion of the existing Longhouse project. With further reference to the MGS grant application, AD stated that its basis would be research, during the winter, into a collection of guided walks, an archive audit, a summer continuation of SLH activities, work associated with the accreditation process, new exhibitions for the 2021 season, and development of Facebook activity.

b) Dornoch Heritage Society: EO stated that no meetings of the Committee had taken place other than an e-mail consultation regarding financial assistance to HL. JBi suggested that the conclusion of the SLH project might be of interest to Society members, and he intended to publish a members' newsletter in the near future. He emphasised the importance of engaging members during the winter season, in the absence of the usual programme of talks.

4. EXTENSION PROJECT:

Initial Design Drawings: Floor plans and elevations provided by the architect had been circulated to Board members, together with an amended floor plan designed by the Chair. An alternative eastern elevation and roof layout had been suggested by PW.

After detailed discussion, it was **agreed** that the architect be advised of the following suggested amendments ~

a) the extension's floor plan be amended in line with JBi's proposals;

b) the number of windows in the southern elevation be reduced to one, with the remaining window being moved slightly to the east;

c) the eastern façade of the extension be amended in general accordance with PW's suggestions, but that no alteration be made to the proposed roof design;

d) the upper levels of the southern walls be changed to match the roof levels;

It was also **agreed** that, subject to discussion and agreement with the architect, appropriate amended plans and elevations be included in the up-coming members' newsletter for comment.

5. GOVERNANCE:

a) Policy Documents: AS reminded members that he had recently circulated draft papers regarding a Communications Strategy and a Social Media Policy. It was **agreed** that these documents be considered at the next meeting of the Board, subject to members' input in the interim. The Chair thanked him for the work carried out on these and other policy documents.

AD stated that a Job Description of volunteers would be drawn up during October.

b) Succession Planning: The Chair reported that it would be prudent to include an appeal for volunteers and committee members in the next newsletter, with some detail included as to potential duties.

6. ANNUAL GENERAL MEETING: Consideration was given to the arrangements to be made for the 2020 AGM, having particular regard to probable restrictions imposed by the ongoing Covid-19 pandemic. It was **agreed** that ~

a) the possibility of holding the meeting via Zoom be taken into account;

b) that members be advised, in the next newsletter, of the date of the meeting (24th November 2020 at 7 p.m.), and asked to register their attendance in advance, so as to achieve certainty regarding numbers involved.

7. CALENDAR: The Board was advised that preliminary design work had been undertaken regarding the production of a SCIO calendar for 2021, utilising appropriate images from the Museum's archives. JBi explained the costs involved, and a suggested retail value. It was **agreed** that this initiative be approved.

8. DATE OF NEXT MEETING: Tuesday 27th October 2020 at 11 a.m.