The Dornoch Area Community Interest Company

Company Registered in Scotland: Registration No 327565

MINUTE OF DIRECTORS MEETING 27th September 2016

Present Joan Bishop (JB), Anne Coombs (AC), James Dillon (JD), Cllr Jim McGillivray (JMcG), Alison MacWilliam (AMcW)

Apologies: Jacqui Hamblin (JH), Steven Mure (SM), Lucy Williams (LW)

|  |  |  |
| --- | --- | --- |
| **Item** | **Point of Information/Discussion/Decision** | **Action** |
| 1. Minute of Meeting 30th August | 2 changes noted. Proposed, AMcW seconded JMcG |  |
| 2 Matters Arising not covered elsewhere | 1. A9 signs progressing. 2. Acorn Signs:- A949 sign, footpath and You are Here signs will arrive next week. 3. Embo path grass cutting-JMcG (Embo Trust) to arrange for bill to DACIC 4. High Street Awards. Dornoch is a finalist in the ‘Rising Star’ category and on line voting will be important. The judges will visit Dornoch in November. LW to advertise and promote voting once it starts. |  |
| 3. Membership & Stakeholder applications | New members confirmed as: Carol Mackay as representative of Carnegie Tea Room & Deli and Lynne Mahoney replacing Sue Higgins as representative of Historylinks Museum. |  |
| 4. Plan for AGM | 1. The board formally approved the Annual Accounts for year ended 31 March 2016 2. Directors due to retire by rotation at AGM are Anne Coombs and Alison MacWilliam. 3. A notice of the AGM to go into the NT, and to all members by email (or post if no email address), with nomination papers also in Library and Service Point. Nominations to be in by 18th Oct. 4. 10% (23) members required to attend for the AGM to be quorate. |  |
| 5. 2016 Year Plan October | 1. A9 signs see above. 2. New Year Programme DACIC items – Concert, Treasure Hunt and Loony Dook. Morven Urquhart to be approached re Concert, Lucy Wright re Treasure Hunt and ESRA & Jimmy Melville re Loony Dook. 3. A meeting will be held with the Business Group Advisory Panel on 10th October and a Brainstorming session with the full business group prior to AGM. 4. A training/handover session is planned in December with Purple Frog for the website. 5. DACIC plan for 2017. The possible alternative budget plans were discussed. We will need to increase the income from the business group or other sources to meet the full plan (Social Media, Visitor Centre, Ambassador, leaflets and fixed costs). This will be discussed at the BG meeting. The amount of reserves will be clearer at the end of 2016. |  |
| 6. Whisky Festival | 1. Help for Gala Tasting on 29th October arranged. 2. On-line booking live, but slow uptake at present. However the Castle is full with an international audience. 3. A second blogger has been appointed. 4. The leaflet is in circulation. 5. Banners have been purchased and one put up in Visit Scotland, Inverness. |  |
| 7. Visit Scotland Growth Fund | 1. I-Know centre will be the system in 2017 and will have implications for staffing of the Service Point/Visitor Centre in 2017. |  |
| 8. CCF | 1. Further leaflets to be considered if funds allow. Cycling now reduced to £1.7k net, others to include Donald Ross, Carnegie and Thomas Telford trails. 2. Final visitor numbers for August were 7001, an overall increase of 20% from February compared to 2015. 3. Business Group to be encouraged to submit Survey Monkey figures when the town is quieter. |  |
| 9. Financial Statement | The financial statement was presented by JB and accepted by the Board. Signed Annual Accounts to be returned to Mackay and Co. The Board was content and approved the signing off of CIC34 form. |  |
| 10. MDO Report | LW sent in her report. During the month she has been concentrating on the Whisky Festival. She also sent out the Survey Monkey to members and prepared more short film clips. The Board was pleased with the continued increase of social media success. |  |
| 11. AOCB | JB reminded the Board of the automatic enrolment duties and provision of pensions. JB will ask the accountants to clarify the requirements. |  |
| 12 DOM | Tuesday 22nd November at Royal Dornoch Golf Club 7-9pm. |  |