

DORNOCH HERITAGE SCIO
Minutes of the Meeting of the Board of Trustees
Tuesday 11th February 2025

1. **Present:** Andrew Senior (Chair), Alison Davies (Co-Chair), Jerry Bishop, Fiona McKinlay (Minutes).
Apologies: David Bell, Fiona Hampton, Richard Hickson
In Attendance: Lynne Mahoney, Peter Wild
2. **Declarations of Interest**
None
3. **Minutes of meeting held on 4th December 2024**
The minutes of the previous meeting were approved.
4. **Matters Arising**
 - a: *VIP Official Opening:* - it was agreed that AD will invite Lord John Thurso to perform the opening ceremony, offering any convenient Saturday in April.
 - b: *Post Excavation Programme:* - AD has written to request a timescale for receipt of the report.
5. **Financial Reports**
 - a: *Museum Financial Reports*
JB presented an overview of the current financial position. He proposed adding the annual membership fee to the list of museum entry fees. JB also proposed inviting local businesses to an open day so that they can see what we have to offer and can recommend a visit to the museum to their clients. Thursday, 27 March, noon – 7pm, was agreed for this event.
 - b: *Heritage Hub Finances*
JB gave an update, including the projected financial position at the end of the project. He will contact the National Lottery to discuss the funds that have not yet been drawn down. The Project Evaluation will be carried out by an external party. AD will follow this up.

JB is currently working on display boards to acknowledge and thank those who made donations. He is also working on a map for the touchscreen system that will display all the schools in the area. All outstanding decoration work is in hand and the defibrillator will be installed shortly. There are snagging issues to be addressed before the retention sum is released.
6. **DHSCIO Business Plan**
JB presented a 5 year financial projection. RH will provide the narrative in due course. A meeting is to be held in the coming weeks, attended by AD, AS, JB and FM, to discuss the projection in more detail.

7. Sub Committee and Curator Reports

- a: Museum Committee Report:* - the latest draft minutes had been circulated. Since then, a waiver of the fee for the use of the Community Room by the Dornoch Tapestry Group has been agreed, and 28th March has been agreed as the opening date for the museum.
- b: Curator Report:* - Report dated 7th January circulated.
- c: DHS Committee Report:* PW advised that the Burns Supper in January had been a great success despite the adverse weather. There are three talks remaining on the winter programme. PW advised that his committee are keen to pursue the online membership management system.

8. Governance

- a: New Board Members:* - AD has discussed with Jim McPherson of UHI the possibility of his facilitating an approach to a student, perhaps in their post graduate year.
- b: Change of Charity Name:-* members are to be invited to a General Meeting to discuss a resolution to change the name of the charity to Dornoch Heritage Society. AD presented a draft invitation letter which was approved by the Board. It was noted that OSCR requires a 6 week notice period to approve any proposed changes. A further resolution to recruit international members will also be proposed and the Board agreed that the subscription fee should be the same. AD will liaise with RDGC in respect of identifying potential international members. Amendments to the constitution will be circulated prior to the GM.
- b: Membership Records:-* JB is working on the installation of the 'membermojo' program.
- c: Bank Accounts:* It was proposed that the BoS Historylinks Museum account should receive membership fees directly via 'membermojo'. Fees paid to the Dornoch Heritage Society bank account would be transferred to the museum account, the reverse of the current procedure, to provide much-needed stability in the balance of that account. AD raised the need for a General Purposes fund for the museum and it was proposed that the DHS bank account could be used for this with all fundraising monies being ringfenced for this purpose. The Board agreed to take this forward subject to the agreement of both Sub Committees.

9. AOCB

- a: BID/Proposed Highland Council Visitor Levy:* - as this proposal will not impact directly on the museum, it was agreed that a formal response will not be submitted.
- b: Accreditation:* - it is hoped that feedback will be received very soon.
- c: VE/VJ Day Events:* AS will attend the meeting on 3rd March as the VJ Day events are to be held in Dornoch on 15th August this year.
- d: Legacies:* AD will liaise with Gordon Lawson who has agreed to provide advice on the wording of a reminder for the website, newsletters, etc., regarding the leaving of gifts in wills.

10. Curator Job Review

AD is overseeing this process and will report to the Board in due course.

11. Date of next meeting

As per the agreed schedule, the next meeting will be held on 8th April 2025 at 10.30am in the Historylinks Museum Community Room.