

**BID BOARD MEETING, TUESDAY 27<sup>TH</sup> FEBRUARY 2024.**

**NOTES & ACTIONS FROM MEETING.**

**IN ATTENDANCE:** Ginny Knox (**GK**), Kyle MacKay (**KMacK**), Rob Smith (**RS**), Mark Grant (**MG**), Gavin Ferguson (**GF**), Suzy DeVenny (**SD**), Jim McGillvray (**J McG**), Gareth Dixon (**GD**), Lindsay Ferries (**LF**) and Shona MacDougall (**SMacD**).

	<b>ITEM</b>	<b>DISCUSSION NOTE</b>	<b>ACTION</b>
1.	Apologies	None Noted – Full Board in attendance.	
2.	Bank Account	<b>GD</b> Updated Board on work in progress, noting Bank of Scotland had been offline. Now progressing.	
	New Director Progress	<b>GD</b> confirmed he had made contact re Phil T at Distillery and potential interest. Other potential Directors no contact progressed as yet.  BID Board discussed potential appointment of further Director – agreeing to keep Board at 8 members. Current vacancy potentially being filled from Retail category, from Distillery.	<b>All BID Board Directors</b> to progress, asap.
	BID Manager “test market”	This item required to be discussed in tandem with paper as received from Chair, DACIC. <b>LF</b> made observation – better to recruit own staff albeit potential temporary appointment. Note – <b>JMcG</b> declared interest regarding paper from DACIC, as member of DACIC Board. To be discussed later in meeting at Agenda Item 6.	
	P Tomalin, THC Baseline Service Agreement and Common Good Land.	<b>Chair, GK</b> advised that she had spoken with Phil Tomalin regarding both issues. Phil Tomalin agreeing to attend BID Board as THC officer representative. Noting that he would not be available to attend the next two meetings of the BID Board. <b>SMacD</b> reminded the Board of the importance of monitoring the delivery of the Baseline Service Agreement to ensure all BID delivery additional	
3	First BID Levy Demands, Feedback.	Some BID Board members confirmed receipt of Levy demand, with other Board members still to receive. <b>LF</b> highlighted that THC had the ability to provide a weekly analysis of Levy payments – which would be of use to the Board. Potentially utilising Clare Bruce to contact Ros Wheeler at THC. It was agreed that <b>GF</b> would contact Ros Wheeler at THC for this weekly analysis. The BID Board noted that to date no adverse reaction to BID Levy demands noted.	<b>GF</b> to contact Ros Wheeler at THC for weekly Levy Payment Analysis.

4.	Money/Budget Situation.	<b>GF</b> provided Board with update on work that he was progressing. In particular a worksheet for items in the budget. <b>GF</b> highlighting the requirement to allocate money to spend items, once spend plan agreed	<b>GF</b> , supported by BID Board.
5	Hitting The Ground Running – Quick Wins and Developing A Strategy & Plan,2024/25.	<p><b>Chair,GK</b> opened the conversation by highlighting her thoughts – for (3) Plans and (3) Sub Teams.</p> <ul style="list-style-type: none"> <li>• Quick Wins</li> <li>• Overall Plan, based on Business Plan Themes</li> <li>• Marketing Strategy &amp; Plan.</li> </ul> <p>Some ideas on Quick Wins were discussed, including Lockers, a local Vinted initiative, Dornoch as a Real Living Wage Town, and a Careers Event (before start of tourist season).</p> <p>Developing a Strategy &amp; Plan – it was agreed that this should be led by the BID Board. It was agreed that <b>Chair, GK would lead a Subgroup of GD, GF and KMack</b>.</p> <p><b>LF</b> reminded BID Board of Transition Action Plan, as a useful tool – also the need to keep it updated as BID Board progresses. <b>Chair, GK</b> suggested need for some support in interim. BID Board discussed and agreed that <b>Chair, GK</b> would approach Claire Bruce for progressing some short-term support.</p>	<p><b>SMacD</b> to raise with UHI regarding use of Burghfield Campus for a Careers Event.</p> <p><b>SD &amp; KMack</b> to progress idea of Careers Event.</p> <p><b>SD</b> to contact Jo at Cheeky Highlander regarding Lockers Initiative.</p> <p><b>GF, GD,GF &amp; KMack</b> to meet and circulate draft document for comment.</p> <p><b>GK</b></p>
6	DACIC & Marketing Dornoch	<b>Chair, GK</b> referenced paper as submitted by Chair of DACIC – highlighting the (3) Options for discussion and consideration. It was agreed by the BID Board that only the Option One Offer be	<b>GK</b> to progress with Chair of DACIC,

		<p>progressed for a three-month period. BID Board discussed and agreed that a formal agreement should be made with DACIC that at the end of the three month period the Visit Dornoch brand &amp; website would become the ownership of BID Dornoch.</p>	<p>including formal agreement.</p>
7.	Any Other Business	<p><b>Chair, GK</b> highlighted Venture North/ Caithness &amp; Sutherland Annual Tourism Day on 28<sup>th</sup> March in MacKays Hotel, Wick – <b>GD</b> potentially able to attend.</p> <p>Roads update, as circulated by JMcG was noted.</p> <p>Willie MacKay had contacted <b>Chair, GK</b> regarding Dornoch Anniversaries – meeting to be held at RDGC at 3pm, 4<sup>th</sup> March 2024. <b>Chair, GK</b> and/or <b>SD</b> to attend.</p> <p>BID Mobile – as currently being held/covered by Claire Bruce. BID Board agreed to retain.</p> <p>Remaining Budget – use for BID set up costs, beyond March 24 cut off date. Any issues contact Bill Harvey.</p> <p><b>LF and SMacD</b> confirmed that now would be an appropriate time to conclude their handover to BID Board.</p>	<p><b>GD</b></p> <p><b>GK/SD.</b></p> <p><b>BID Board.</b></p>
8.	Date of Next Meeting	7pm, Tuesday 12 <sup>th</sup> March 2024 at Hub.	