

Tomintoul & Glenlivet Development Trust

Directors Board Meeting

22nd May 2013. Glenlivet Estate Office, Tomintoul

PRESENT	ACTIONS
John Shewan, David Toovey, Mike Fletcher, Charlie Ironside, Sean Marshall, Steve Smith, Steve Sacks, Lindsay Robertson	
APOLOGIES	
Mike Drury	
FINANCE REPORT	
<ul style="list-style-type: none"> a) David apologised for not having the finance report prepared in time for the meeting, however confirmed the only expenditure was LDO salary and expenses. b) The directors requested that David could put together a budget broken down into monthly allocated spend and report back on this each month. LDO to report on funding applied for or secured. c) Lindsay highlighted that Directors need to submit their monthly timesheets to show the value of in kind support received in the reporting that she has to undertake. d) Steve Smith highlighted that the TGDT year end accounts need to be submitted by end of September, David to prepare for the next board meeting. e) The directors approved getting a credit card for Lindsay given that her expenses for the hostel project were nearly £2k and that this should not have to be paid out of her own monies. David to arrange with RBS. 	<ul style="list-style-type: none"> David/Lindsay Directors David David
MATTERS ARISING FROM BOARD REPORT	
<ul style="list-style-type: none"> a) The directors requested that a Museum/VIC update be provided at the next board meeting so they could discuss the project options. b) The Whisky Festival was discussed in terms of the events held, whilst we didn't have any number for the transport usage the guests on events had indicated if the transport was available they would have used it. It was felt that the trial events were a good development for the area and more should be done for 2014. c) Lindsay updated that the Wigwams were looking like development for Summer 2014 as the exact location was still being finalised. 	<ul style="list-style-type: none"> Lindsay/Charlie/Steve Sacks Lindsay
PROJECT UPDATES & ACTIONS	
HOSTEL	
<ul style="list-style-type: none"> a) Mike Fletcher confirmed that the opening event was to be held on 19th June at 2pm, with Cameron performing the official opening at 2.30pm. A buffet would be provided by the hostel team and whisky would be provided by Tomintoul Distillery. b) The internet had been an issue in getting this installed, a formal complaint had been lodged with BT and we were awaiting feedback on the compensation that would be provided. c) A number of the storage heaters had not been working which had impacted on the number of rooms that could be used in the initial weeks, these were being replaced by oil filled electric radiators. It was highlighted that the heating needed to be carefully monitored and a metre reading should be taken to explore current usage and costs against budget. Other providers should also be explored to see if costs can be reduced. d) The banking was an issue that was currently being addressed regarding the information required and processing of the application, a formal complaint had been lodged with RBS. e) Catering within the hostel was discussed and it was acknowledged that an 	<ul style="list-style-type: none"> Mike/Steve/Lindsay Lindsay Mike F/Steve Steve/Lindsay Steve

<p>agreement still had to be formalised between Kerry and Steve regarding when this would commence and the fee applicable depending on the catering they wish to deliver.</p> <p>f) It was agreed that the budget would need to be readjusted to reflect ensuite room bookings rather than private room bookings and the underspend in expenditure for May given some contracts are not in place to date.</p> <p>g) The marketing of the hostel was highlighted as a key area that needed to be addressed going forwards.</p> <p>h) Electric Bikes have been delivered, contract requires to be finalised and then they can be hired and promoted.</p> <p>i) Steve Smith highlighted that the Hostel require to issue the Trust with a share certificate for £100, this does not have to be paid at this stage but is the limit of liability for the Trust.</p> <p>j) Steve Smith confirmed that the Trust had developed a reporting procedure that would now be formally issue to the Hostel to outline what our expectations were in terms of reports and lines of responsibility for each body.</p>	<p>Lindsay</p> <p>Mike/Steve/Lindsay</p> <p>Lindsay</p> <p>Mike Fletcher</p> <p>Steve Smith</p>
<p>AGM</p> <p>a) Steve Smith highlighted the need for the Chairmans report and Financial report to be included within the annual report, it was suggested that this is collated and finalised by Lindsay to ensure a consistent format and professional design for our first year.</p> <p>b) We need to ensure that when we issue the annual report we also give advance notice of the changes to the articles which we will seek approval of at the AGM and also issue the information regarding potential new directors.</p> <p>c) It was suggested that the nominations are requested in advance with a supporting statement, the nomination form could include a role description for a director so individuals know what is expected of the role.</p> <p>d) The directors queried if there would be budget to undertake a mailshot to the whole community or only members of the trust. If only members it would require to be available locally for others. It was recognised that only members could vote at the AGM.</p> <p>e) All directors need to feed into the Chairman what content to include in the Annual Report.</p> <p>f) It was suggested that we approach Glenlivet Distillery to host the AGM and aim for end of August/early September.</p> <p>g) The projects suggested for displays are:</p> <ul style="list-style-type: none"> - Broadband - Gateway Project - Hostel - Feasibility Study - General i.e. Events, etc - Also launch of TGDT Logo and Website 	<p>John/David/Lindsay</p> <p>Lindsay/Steve Smith</p> <p>Lindsay/Steve Smith</p> <p>Lindsay</p> <p>Directors</p> <p>Lindsay</p>
<p>A.O.C.B</p>	
<p>a) Steve Sacks confirmed that the Insurance payment had been made by him and would require to be reimbursed, the trust was insured on the same levels as previous. Steve Smith confirmed the previous insurer had provided a full refund.</p> <p>b) The Gordon Hotel sale has not yet gone through but early indications are for a boutique hotel development opening in 2014.</p> <p>c) The Bowling Club have approached the Trust with the view of developing the parking space to be available for camper vans and caravans, Mike Fletcher to meet with Mike Budd and confirm if the space is suitable and the support they are looking for.</p> <p>d) Charlie presented the costs and information regarding the Motorcycle</p>	<p>Mike Fletcher</p>

