

Tomintoul & Glenlivet Development Trust

Directors Board Meeting

6th August 2013. Glenlivet Estate Office, Tomintoul

PRESENT	ACTIONS
John Shewan, David Toovey, Charlie Ironside, Steve Smith, Steve Sacks, Lindsay Robertson. Kerry Greaves for Hostel Report.	
APOLOGIES	
Mike Drury, Sean Marshall	
MINUTES OF THE PREVIOUS MEETING	
Proposed: Steve Smith Seconded: Charlie Ironside	
MATTERS ARISING	
<ul style="list-style-type: none"> a) Transform Team need to be notified of the change in direction of the meetings going forwards and that monthly stakeholder updates will now be issued with Pery taking this on as part of her role. Directors to consider when the next Transform Team meeting can be held to present the 3-5 year strategy. b) The outstanding information for the annual report and display boards requires to be provided to Lindsay to collate, Directors to prepare text and images for boards and Lindsay/Pery will present on boards. 	<p>Lindsay</p> <p>All Directors</p> <p>All Directors</p>
FINANCE REPORT	
<ul style="list-style-type: none"> a) It was agreed that David and Lindsay would continue to meet once a month to go over finances and grants prior to the board meeting. It was highlighted that this should ensure there were never any payments missed in the timeframe between meetings. c) The Finance update going forwards will be included with the board update and David is to email to Lindsay in advance so they can sign off prior to issue. Summary of over or underspend to be highlighted in bullet point format in board report. 	<p>David/Lindsay</p> <p>David</p>
AGENDA ITEMS	
HOSTEL REPORT	
<ul style="list-style-type: none"> a) The numbers for July at 233 were just marginally under the projected target, however they exceeded bednights of 2012. Current position for August is 191. b) The liabilities of SYHA/TGDT regarding some maintenance was discussed and whilst we need to chase SYHA we also need to repair one area of guttering ourselves, Steve Smith to arrange for a quote. c) It was agreed that the catering agreement would state no charge is made for delivering breakfasts, however packed lunches or one pot dinners would require a monthly fee, this is to be finalised in a formal catering agreement. d) Directors were shown the mountain biking PDF that has been created to sell mountain biking packages. This has been sent to a number of clubs but now requires to be followed up to try and get conversions to bookings. e) Lindsay to arrange a follow up marketing workshop with the hostel team to look at group bookings in further detail, packages to be considered with other businesses and winter promotions to be investigated further for off peak bookings. Lindsay to finalise website and booking engine. f) Steve showed the directors the new keyfobs that Ronnie Smith had prepared from cask staves which are a great addition to the hostel, Ronnie to be given a small gift as a thank you. Charlie to see if the keyfobs could be carved with room numbers. g) It was proposed that Jim Hope may be able to support the Hostel in becoming Finance Director, Steve Smith to arrange a meeting to discuss with Jim, Lindsay and Steve Sacks. 	<p>Steve Smith</p> <p>Steve Sacks</p> <p>Kerry</p> <p>Lindsay</p> <p>Charlie</p> <p>Lindsay</p>

<p>h) Lindsay has explored the Asset Transfer process further and now has the relevant paperwork to submit an Asset Transfer on the hostel building to Moray Council. The directors felt there were no negative aspects to owning the building as we are currently liable for all repairs and insurances anyway. On the positive side we could access further funding and have an asset going forwards which is already demonstrating it has a lot of income potential. Directors approved asset transfer and Lindsay to submit application.</p> <p>UPGRADES</p> <p>a) The biomass timeframes, quotes and district heating scheme possibilities were discussed in further detail and it was highlighted that we need to get a decision from the Emergency Services as to whether they would want to connect to the scheme as this influences our next steps and the levels of funding we need to access. Lindsay to contact to confirm. It was agreed that we progress discussions with Inverness Renewables on this basis.</p>	<p>Lindsay</p> <p>Lindsay</p>
<p>MINUTES AND COMMUNICATION PROTOCOLS</p> <p>a) The Directors highlighted the need for Minutes to be circulated at as early a date as possible after the board meeting to allow each director to action the points they were responsible for. Lindsay agreed to have these out within a couple of days of the board meeting. John to note all actions required at the end of each agenda item to ensure everyone was clear on their responsibilities.</p> <p>b) John highlighted that he felt he needed to be more aware of some of the actions and decisions that were being taken by directors and asked that directors notify him as these decisions are taken.</p>	<p>Lindsay</p> <p>John</p> <p>All Directors</p>
<p>BOARD REPORT</p> <p>a) Lindsay clarified that she had been in touch with the company putting in the mobile masts to try and get further information on the mast locations as these were potential mast share sites for the broadband project.</p> <p>b) The initial market analysis had been received for the Secondary School project and was discussed, the general feeling was that this was just current information represented and was disappointing. Lindsay to feedback to the consultants on the areas of the brief we feel are missing as this is a key piece of work we wanted other businesses to be able to benefit from as well.</p> <p>c) The HLF consultants are due to meet with key stakeholders at the start of September, forms will be available shortly to collate all project ideas and move these forwards in costing out or amending to make more viable propositions.</p> <p>d) Lindsay clarified that the member update was going out this week and would be undertaken by Pery on a monthly basis going forwards, all minutes would be posted to a website in the interim and the updates would be more project summary focused.</p>	<p>Lindsay</p> <p>Lindsay</p> <p>Lindsay</p> <p>Lindsay</p>
<p>AGM</p> <p>a) The directors discussed who was going to be the third director to stand down at the AGM if Sean and Mike Drury were to step down, this is a requirement as part of our Memorandum of Articles. The directors undertook and draw and David Toovey is to stand down with the motion to members that he is voted back on.</p> <p>b) Steve Smith is to circulate a draft of the motions he has prepared for the AGM, these would be included within the AGM pack that is sent out to all members with the annual report in advance of the meeting.</p> <p>c) David is to provide the summary finance report for the annual report.</p> <p>d) John is to check the membership list for members who will not be emailed the director nomination form and provide hard copy notification to ensure all members receive this.</p>	<p>Steve Smith</p> <p>David</p> <p>John</p>

<p>VIC/MUSEUM</p> <ul style="list-style-type: none"> a) It was noted that 3 contractors had been approached to quote for the VIC Flat renovations, which is a requirement for grant funding. To date no quotes had been received, Lindsay to follow up. b) The Moray Council had provided a survey which detailed approximately £16k work required to the exterior of the building. c) There is the potential to undertake an asset transfer on the museum and VIC as well, however we felt we were not in a position to submit this until a business plan had been prepared. 	Lindsay
<p>GATEWAY PROJECT</p> <ul style="list-style-type: none"> a) John confirmed that he had spoken to Sally Reid regards getting the KaTCA minutes represented in the next edition of the Toular. It was unfortunate as the minutes did not contain the information that was presented in the Toular. b) Lindsay had spoken to Mike Liberia regarding the project and timescales / issues and needed to go back to the consultants to clarify some further points. c) The sign designs for the gateway to Tomintoul had been received however it did not follow the brief requested so we were to go back to the sign designer and gateway consultant and express our disappointment in the design. d) It was highlighted that the maintenance of the area still requires to be finalised with the Crown Estate as the broadleave trees will also require maintenance over the first 3-4 years to ensure they thrive in that location. 	<p>Lindsay</p> <p>Lindsay</p> <p>Lindsay/Charlie</p>
A.O.C.B	
<p>ELECTRIC BIKES</p> <p>Steve Sacks highlighted that the Electric Bikes have not been doing well with little or no hires, it was proposed to move them to the square for hire if possible. We also need to look at the self catering market and developing strong promotion through these businesses as people are in the area for longer. Steve to speak to Mike Dennison.</p> <p>SOCIAL MEDIA COURSES</p> <p>Lindsay has explored social media courses with HIE digital team and they would be able to deliver a course for up to 12 people at the Estate Office, this would be FOC. It was thought that this would be fully subscribed and a date in mid to end September should be confirmed with HIE.</p> <p>TECHNOLOGY PROJECT WITH UNIVERSITIES</p> <p>Lindsay provided some background information on the potential project with Universities which would look at delivering engaging information and histories at different sites throughout the area, this could be through an app using GPS. Lindsay to circulate information to directors to give further consideration and feedback on this and contact VisitCairngorms to get their app usage figures.</p> <p>MOTORCYCLE EVENT</p> <p>Charlie asked that Directors could support by taking posters and leaflets to different locations and also take some tickets to sell locally. To date the promotion was going well with nearly 200 tickets out for sale at different outlets, over 70 confirmed sales and a lot more enquiries. It had generated a lot of interest from both outwith the area and locally.</p>	<p>Lindsay Steve</p> <p>Lindsay</p> <p>All Directors Lindsay</p> <p>All Directors</p>
DATE OF NEXT MEETING	
To be confirmed first week September	