

Tomintoul & Glenlivet Development Trust

Directors Board Meeting

11th September 2013. Glenlivet Estate Office, Tomintoul

PRESENT	ACTIONS
John Shewan, David Toovey, Charlie Ironside, Steve Smith, Steve Sacks, Mike Drury, Pery Zakeri, Lindsay Robertson.	
APOLOGIES	
Sean Marshall	
MINUTES OF THE PREVIOUS MEETING	
John requested that a change in wording to be made to the previous minutes to reflect that he wished for both Lindsay and the Directors to keep him more informed on decision making. Proposed: Steve Sacks Seconded: Charlie Ironside	
BOARD UPDATE	
Lindsay provided a board update on key project developments. <ul style="list-style-type: none"> a) The hostel had received a proposal from the Electric Bike company to propose that we would be able to purchase the bikes for an additional £400. The directors felt that this was probably the best option to be able to recoup our initial investment but that this would be a hostel board decision. b) Lindsay highlighted that she didn't feel from discussions to date that the note of interest in the Secondary School site would progress and therefore recommended that the options appraisal progress. It was highlighted that the current consultants had not delivered to our expectations on the first part of the report and we should consider contracting another firm to deliver the options element of the project. Lindsay to explore with DTAS consultants. c) Lindsay updated that Napier were the preferred option by all directors to undertake that technology project and she had contacted them to appoint them. She was now preparing a brief for the project, this was to be circulated to John and David prior to submitting to the university. d) The Whisky Festival events for 2014 were discussed and Mike Drury suggested that a Ceilidh may be a good way to keep people in the area after the Roving Whisky Awards if we are successful in securing this event. Pery to meet with Charlie and Mike to discuss potential events for 2014. 	<p>Steve/Jim</p> <p>Lindsay</p> <p>Lindsay</p> <p>Pery</p>
AGENDA ITEMS	
MOTORCYCLE GATHERING	
<ul style="list-style-type: none"> a) Charlie gave a brief update on the event; three stands didn't turn up on the day, and whilst this impacted the overall feel of the square it still looked really good and had a good atmosphere. Feedback from the businesses and community has been excellent and strong support for making an annual event. The dance was a great success and again great feedback from bands and those attending. The ride out had become fragmented on the road to Alford and this could be improved for future years prior to entering the track. b) Lindsay stated that a small economic impact survey would be undertaken to ascertain the value of the event to the community. This would help with future funding applications if required and also provide us with further information to understand how the event benefited the area. c) Charlie acknowledge that there were lessons to be learnt and a debrief was to be organised with the others involved on the day. d) Initial indications are that the event made approximately £2500 for the trust. The profit being generated from ticket sales and bar takings. This can now be reinvested into future events/projects like this. 	<p>Lindsay/Pery</p> <p>Charlie/Lindsay</p>
HOSTEL REPORT	

<p>a) The numbers for August were 349, over 40 bednights above the occupancy level of the projected target, significantly exceeding the bednights over the three previous years under SYHA. Current position for September is 89.</p> <p>b) Lindsay highlighted that the operating costs for the business were less than had been forecasted and income was higher for the period of August so the overall position of the Hostel was favourable. Lindsay still to finalise August figures as she had only received some information that day, a session with Fiona Campbell (book keeper) and Jim Hope (finance director) was to be held the following week to handover the finances of the hostel.</p> <p>c) It was highlighted that additional directors are required for the hostel to complement current skill set and ensure the workload of this project is more evenly spread. Steve and Jim Hope to address.</p> <p>d) Steve highlighted that the marketing of the hostel needed to be further developed over the next six months but felt that the strategy of the marketing sitting with Lindsay worked well. Lindsay to work with Pery in implementing a marketing strategy and developing current marketing tools over the winter period.</p> <p>e) Kerry has asked Steve to clarify a number of points in relation to her employment for 2014, this is to be finalised at the hostel board meeting next week and a package put together.</p> <p>UPGRADES</p> <p>a) A meeting to discuss the biomass system was held with Directors and Steve Smith to look at the different options and consider costs in greater detail. The key information required at this stage is will the firestation enter into a district heating scheme which makes the system generate much greater income.</p> <p>b) Site visits of other systems still to be undertaken to ascertain the best option and learn from others experience. A decision then needs to be taken by the directors as to whether the biomass is grant or loan funded.</p>	<p>Lindsay/Jim</p> <p>Steve/Jim</p> <p>Lindsay/Pery</p> <p>Steve Sacks</p> <p>Lindsay</p> <p>Steve/Jim</p>
<p>BROADBAND</p> <p>a) Steve updated regarding the initial report that has been received from Monatech Broadband on the Technical Options Appraisal, confirming that Grantown appears to be the best backhaul option for us.</p> <p>b) Lindsay met with CNPA, CBS and Consultants today to discuss the mast designs and the process going forwards to get this signed off and approved by planning. Once a mast prototype is provided discussions can commence with Landowners.</p> <p>c) The meeting also confirmed that if the masts go ahead at Auchnarrow they are likely to have 3G as the mobile operator 3 has signed up and this is what they provide as standard so other operators are likely to deliver the same.</p>	<p>Lindsay</p>
<p>RECRUITMENT</p> <p>a) Lindsay highlighted that we had confirmed funding from our project budget from HIE/Moray Council and CNPA to put towards a third role with the trust that would support on the development of projects such as Museum/VIC, Community Transport, Broadband, Renewables, etc.</p> <p>b) As this is not a graduate role it is possible to go out to the wider community to recruit, however the salary and job description should be reviewed on that basis and may be dependent on experience.</p> <p>c) The role is to be advertised through social media, social enterprise networks and locally through shops and emails.</p>	<p>Lindsay</p> <p>Lindsay/Pery</p>
<p>AGM</p> <p>a) The logistics of the voting process were discussed including what was still required to be finalised. A membership list and voting forms require to be on the door in order to issue to members on arrival. Only ordinary members can vote.</p> <p>b) The running order for the evening was agreed, with John undertaking his Chairmans report, David presenting the financial report and Lindsay and Pery</p>	<p>Lindsay/Pery</p>

<p>presenting on new projects that the community might not be fully aware of to date. Each director is to man a display and engage with the community to get additional feedback and ideas.</p> <p>c) Steve queried what arrangements were in place for refreshments, as at a minimum we would need during the break when people were circulating. Lindsay to speak to Lesley to confirm.</p> <p>d) John raised that another member of the community had approached him regarding standing for election and he felt we would be in a better position if a vote was held. The directors agreed to follow the protocol that had been issued to all members; that they would have had to stand in advance but recognised if the individual in question was still interested in being a director they could be co-opted if the directors felt they would bring additional skills and knowledge to the board.</p>	<p>All</p> <p>Lindsay</p>
<p>A.O.C.B</p>	
<p>It was highlighted that there had been a number of images on facebook lately with guests climbing on the casks at the hostel for photographs, this was felt to be a health and safety issue and should not be encouraged. The directors agreed with this and asked Steve to speak to the hostel team to ensure visitors are not allowed on the casks as they are only tacked together and would not be weight bearing.</p>	<p>Steve Sacks</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	