

Tomintoul and Glenlivet Development Trust

Directors Meeting

Meeting Minutes

9th October 2012

I. Call to order

John Shewan called to order the meeting of the **TGDT Directors** at **6pm** on **9th October 2013** in **Meeting room at the Glenlivet Community Hall**.

II. Register

The following persons were present:

John Shewan - TGDT Director

Charles Ironside - TGDT Director

Steven Sacks - TGDT Director

Steve Smith - TGDT Director

Sandra White- TGDT Director

Steven Herschell - TGDT Director

David Toovey - TGDT Director

Jim Hope – TGDT Director

Apologies – none

III. Project Overviews:

Broadband – John S updated new members on current position and ways to find the 11% community contribution.

Hostel – Steve Sacks updated new members on current position including the Biomass procurement.

Gateway – Charlie I updated new members and showed the proposal drawings.

High school feasibility – Steve Smith explained current position and the process of the study.

HLF – much discussion and explanation of the types of projects involved and the intricacies of the bid process. Trust to invite Bid Consultants to attend a board meeting.

Events – Charlie I ran through motorcycle event and ideas for further events discussed.

Museum and VIC – Steve Smith explained the situation we are in and what we are putting in place.

Technology – Updated for new members on where Lindsay is with these projects.

IV. Directors Roles and Responsibilities:

Steve Smith ran through the roles and responsibilities to the new directors, He also explained Lindsay and Pery's Roles. Membership and membership fees explained, the names and roles of the current office bearers also outlined

V. Funders and Funding:

Steve Smith explained the Core funders roles and involvement, how we work with funding agencies and the role of DETAS.

VI. Transform Team:

Role of Transform team explained and much discussion about how this will work in the future

VII. Director Introduction:

Members each had an opportunity to give a brief history of the working experience and the reasons why they had put themselves forward to stand as a director

VIII. Assignment of new directors to projects:

It was agreed not to assign people to projects at this time, but John would look into assignment for the future. It was agreed to remain with the current system of assigning two directors to a project, one of the Directors would take the lead of the project. Lead directors to write the project update for the board update.

IX. Previous Minutes:

Approved. – with the following amendment.

1. There was no mention of the discussion of the Logo in the minutes.

Jim asked that the minutes remain a draft until approved and that any draft versions be dated to avoid confusion if multiple copies are issued.

X. Election of office bearers:

John Shewan as Chairman – Proposed by Jim H and Seconded by Steve H
Charlie Ironside as Vice Chairman – Proposed by Jim H and Seconded by Steve H
David Toovey as Treasurer – Proposed by Jim H and Seconded by Steve H
Steve Smith as Staff Line manager – Proposed by Jim H and Seconded by Steve H

XI. Hostel :

- a) A discussion about the structuring of Kerry's wages for next year to place and it was agreed that an incentive structure be put in place to reward Kerry for any booking over this year's totals with a 20% share of the extra monies. We also proposed and agreed that Simon and Merlin get a 50% share of any nights they book directly resulting from their own business. Biomass was still not in a position to be confirmed as much more research needed to be done. Jim and Steve S were to email all other members once we had reached a conclusion that could be taken forward.

XII. Recruitment of Assistant Development Officer :

Steve Smith and Lindsay to send out applications and to create a short list and complete the recruitment process and to then inform Directors once they had made their decision.

XIII. OCB :

- a) Critic of AGM to be held over to next meeting.

b) Logo to be discussed at next meeting

XIV. Next meeting : Date and Time to be decided

XV. Adjournment

The Chairman closed the meeting at 10.08pm.

Minutes submitted by: Steven Sacks