

Tomintoul & Glenlivet Development Trust

Directors Board Meeting

13th November 2013. The Smugglers Hostel, Tomintoul

PRESENT	ACTIONS
John Shewan, David Toovey, Charlie Ironside, Steve Smith, Steve Herschell, Sandra White, Jim Hope, Lindsay Robertson.	
APOLOGIES	
Steve Sacks	
MINUTES OF THE PREVIOUS MEETING	
Steve Smith requested that the approval of him continuing as Company Secretary also be minuted. Proposed: David Toovey Seconded: Sandra White	
FINANCE UPDATE	
<ul style="list-style-type: none"> a) David presented his proposals for the reforecast of the current project funding budget to take into account the funding that would be required as ongoing running costs once the trust had their own office space. To be amended to take into account feedback received and then presented to HIE for approval. b) The mileage that directors receive for TGDT business was discussed, it was agreed that all milage above that for board meetings could be claimed back by Directors at the 45p standard mileage rate. c) Lindsay suggested that we focus more strongly in future projects to adopt a full cost recovery model on all costs such as staff costs, mileage, office overheads, etc. Individual project leads to build this into project budgets going forwards. 	<p>David</p> <p>ALL</p> <p>ALL</p>
AGENDA ITEMS	
REPORTING	
<ul style="list-style-type: none"> a) The format for Directors reporting monthly reporting was discussed. It was highlighted that Lindsay also requires to produce a monthly update for funders so the approach adopted should avoid duplication of work. b) As the Directors felt it important for them to input into the project updates Lindsay proposed that an online update from Directors is put directly onto a online platform such as sharepoint. This would remove the need for a monthly board update as long as directors took responsibility to keep this up to date and read the document prior to board meetings. c) Lindsay is to produce the funders update and circulate to directors as well. d) Lindsay to give a demonstration of sharepoint to all Directors at the next board meeting. It was agreed that this was the best and most secure platform, given it only required a £2 monthly fee to host. 	<p>Directors</p> <p>Lindsay</p> <p>Lindsay</p>

<p>HOSTEL</p> <ul style="list-style-type: none"> a) There was no hostel report provided for October in Steve’s absence. Steve to complete and circulate. b) Jim provided an update on the stage of the biomass project and upgrades. Site visits to other biomass boilers have been undertaken which provided a lot of valuable information. However this has stalled slightly given Steve’s commitment to his own business and Jim being away for 3 weeks. c) Lindsay asked for approval to progress the internal and external drawings to obtain planning and building warrants for the development. Sarah to be appointed as Architect and part of the current funding reserves to be used to fund this part of the project. d) Lindsay had also been informed at a funding session earlier that day that registrations for current renewable rates needed to be in by 1st December. It was agreed that Lindsay should explore further and if it was possible to register without a commitment Lindsay should progress. e) Lindsay highlighted that the funding she was proposing to apply for required board approval of application to be minuted so she is keen to get this finalised as soon as possible. f) Jim is to finalise figures for the biomass system and present a proposal at the next board meeting. 	<p>Steve Sacks</p> <p>Lindsay</p> <p>Lindsay</p> <p>Lindsay</p> <p>Jim</p>
<p>BROADBAND</p> <ul style="list-style-type: none"> a) Steve updated regarding the final technical options appraisal and the fact that we had arranged a community event where households could come along to discuss their own properties and signing up to the scheme. b) The Directors updated on the proposed charges for individual properties, David indicated that a lower level of package may be required if some properties are going to subscribe. It was agreed to have three package levels, basic, standard and business. c) Lindsay updated that the business plan would be circulated to all directors for approval prior to funding being sought from CBS. d) Steve also updated that he felt a solicitor should check the contracts CBS had provided for customers prior to us issuing these to customers. e) The backhaul options for the project were discussed with both Grantown and Glenlivet delivering a more robust system. Directors agreed that if the business plan could support both costs it would be the preferred option. 	<p>Lindsay</p> <p>Lindsay</p> <p>Lindsay</p>

<p>AGM REVIEW</p> <ul style="list-style-type: none"> a) John asked the Directors for feedback on the AGM to be able to plan for next year. In general everyone felt that it was a good venue, the displays worked well and having the refreshments in the middle allowed people to mix and discuss projects. b) It was agreed that the voting needs to be refined to be in the middle section. It was also agreed to take the community feedback onboard that they would like to see directors speak about why they are standing for election and introduce themselves. c) It was suggested that we need to look at how we can engage others to get involved with the event and participate. Suggestion sheet, feedback form may encourage others to engage. 	<p>Lindsay/Pery</p>
<p>DATE OF NEXT MEETING</p>	
<p>Next board meeting to be held in the first week of December.</p>	<p>Lindsay</p>