

**Tomintoul & Glenlivet Development Trust**

**Directors Board Meeting**

**14<sup>th</sup> May 2014. Glenlivet Estate Office, Tomintoul**

PRESENT	ACTIONS
Steve Smith, Sandra White, Steve Herschell, Katie Taylor, John Shewan, Steve Sacks, Lindsay Robertson, Charlie Ironside, David Toovey, Hayley Grant	
APOLOGIES	
None	
MINUTES OF THE PREVIOUS MEETING	
<p>In the approval of previous minutes the words “Board showing the finished project”.....should be added to the suggestion by Charlie                      The date of Next meeting was shown as the 16<sup>th</sup> and should be amended to the 14<sup>th</sup> With these corrections the minutes were approved as follows:</p> <p>Proposed: Steve Sacks                      Seconded: John Shewan</p>	
MATTERS ARISING	
<p>a) John wanted to thank everyone who had put in effort into VIC and regarded it as a great success. Steve Sacks confirmed it was a big improvement. Lindsay confirmed stock still needed to be put in place and there remained many additional tasks to undertake.</p> <p>b) Open meeting – Steve Smith suggested that it may help our position in the community if we did not talk of our achievements personally but invited someone from HIE or CNPA. It was also suggested that an independent person with Development Trust experience e.g. James Hilder could present their views of our successes. After some discussion it was decided to move away from the traditional presentations and Q&amp;A sessions and hold an open evening of “Meet the Directors” from 3.00pm to 8.00pm in the Richmond Memorial Hall. This would enable more people to discuss and ask questions on featured projects in a similar manner to that used at the AGM. It was agreed that the featured projects should be: Hostel, VIC/Museum, Events, Broadband, Gateway (photos of changes to be presented as visual comparison), Website and a banner of headline e.g. Volunteer Hours, split into directors and community; funds drawn down and projects yet to be implemented e.g. Renewables, School Site and Marketing.</p> <p>c) The event should also be used to recruit new members, enlist volunteers and explain the role of a Director to potential new Directors. It was also suggested we explain the Trading Subsidiary in a flow chart and hand out a simple questionnaire to gauge true community opinion from a more representative cross section.</p> <p>d) Meeting invitations to be sent out as soon as possible by flyers in Post office/shops and email.</p> <p>e) Steve Smith asked if any Directors wished to join the Trading Subsidiary following his request at the last meeting. There were no volunteers although Steve Sacks offered to serve in a limited capacity due to other work demands if that helped. It was left that David and Steve Smith would be the initial Directors alongside Steve Sacks until a further Director could be found.</p> <p>f) Steve also asked for ideas for the name of the Trading subsidiary to be forwarded to him and David. If there were no suggestions they would present a name for approval at the next Board Meeting.</p>	<p>LR/PZ</p> <p>All</p>
FINANCE UPDATE	

<p>a) David did not provide a report and explained that he did not have details of the recent events' costs. The Board felt that it was important to have a financial report as this had not been reported for a few meetings. Steve Smith suggested David use estimated figures where details were not fully know and these could be updated for subsequent reports. David agreed and will prepare a report to be circulated in the next seven days.</p> <p>b) Lindsay requested that credit card statements be sent to the office to enable her to compile expenses data for David. She also requested a pay in book for the Trust and the hostel.</p> <p>c) David confirmed the corporation tax return for the Trust had been submitted with the corporation tax paid on events income.</p> <p>d) David suggested adopting the same year end for both the Trust and Trading Subsidiary which was agreed.</p> <p>e) Steve Smith reported that ID verification for Macleod and MacCallum could be done jointly with the verification by Ritsons in Elgin. All Directors to take photo and address ID to Ritsons by the next Board meeting. David to notify Deborah Newton that this will happen.</p>	<p>DT</p> <p>DT</p> <p>DT</p> <p>DT/All</p>
<b>MATTERS REQUIRING BOARD APPROVAL</b>	
<p>There were no items for approval.</p>	
<b>FEEDBACK FROM CYCLING AND WHSKY FESTIVAL</b>	
<p>a) Spirit of the Glens tour made a profit of £1134. It was suggested we have two such tours in 2015 festival.</p> <p>b) The dance in the hall made a profit of £396 – It was suggested we don't repeat this event next year as it was poorly attended.</p> <p>c) 2 out of the possible 5 bottles for the treasure hunt were found.</p> <p>d) The cycling festival – It was agreed that it was an overall success despite minor complaints from a few people which could be addressed in the future. The competitors were complimentary overall. Suggested improvements for next year included making the start and finish in the village to keep people in the village. It was agreed that we repeat the event next year, taking on board the feedback and look at the weekend being held to avoid conflicts with other similar events. Debrief to be held with everyone involved.</p> <p>e) A meeting with marshals and local competitors to get feedback to be arranged.</p> <p>f) Charlie proposed a vote of thanks to Lindsay, Pery and Hayley for their effort and work put into this.</p> <p>g) A discussion followed on the Dru email and how to respond – Charlie has phoned and discussed the matter with Dru. The reference to Directors noting an interest in projects was in general directed at Steve Sacks and the cycling festival. It was noted that Steve was not involved in organising the cycling festival and had already stated an interest in the project and had not been party to any of the Trusts decisions.</p>	<p>LR/PZ</p> <p>LR/PZ</p>

<p><b>HLF UPDATE</b></p> <p>John explained that neither himself nor David had attended the last meeting of the HLF Board and so was not aware of some of the final details and costs of the submission. There was a discussion had between directors regarding the time commitment of each director at present. John presented the work he and David had done on the Scalan project but explained they had not been party to the detailed work of the other projects. A discussion followed on the need for greater involvement in the bid content but given the complexity of the bid and the driving initiative from CNPA it was agreed that the Trust should not be the lead applicant of the bid.</p> <p>The Trust needed, however, to receive income from housing the bid consultants to support the business case for the VIC and it was decided that we would look at various means of providing this. David will look at porta-cabin accommodation and Lindsay will look at utilising the museum in the closed season until the offices can be established above the VIC.</p> <p><b>FUTURE PROJECTS AND WORKING PRACTICES</b></p> <ul style="list-style-type: none"> <li>a) It was agreed there should be a temporary hold on future projects until the workload on current projects has reduced to a manageable level.</li> <li>b) Policies and Practices need to be in place to ensure we are working consistently, effectively and correctly. Sandra and Katie are working on H&amp;S procedures for the VIC which could also be used for the Hostel.</li> <li>c) Succession planning for directors and staff need to be in place but no volunteers came forward for the Treasurer or Company Secretary roles.</li> <li>d) An annual calendar of events should be published to plan resources and activities and reduce the need for last minute preparation.</li> <li>e) Steve Smith suggested that in future we should look for others to lead where appropriate and the Trust supports.</li> <li>f) Lindsay noted a rep needs to be in place to attend KATCA</li> </ul> <p>It was agreed that we need to enlist more volunteers to take a more leading role on events under the guidance of the trust.</p> <p><b>NOTIFICATION OF NEXT MONTH'S FULL PROJECT REVIEW</b></p> <p>It was agreed that the open meeting should form the main topic so all Directors are adequately briefed on how the event will be run.</p> <p>Steve Smith Suggested that the details of the hostel biomass and internal alterations be presented for approval prior to the grant application mid June.</p>	<p>LR/DT</p> <p>LR/PZ</p>
<p><b>DATE OF NEXT MEETING</b></p>	
<p>Next board meeting to be held on the 10<sup>TH</sup> June at 6 PM</p>	