

Tomintoul & Glenlivet Development Trust

Directors Board Meeting

10th June 2014. Glenlivet Estate Office, Tomintoul

PRESENT	ACTIONS
Steve Smith, Sandra White, Steve Herschell, Katie Taylor, John Shewan, Charlie Ironside, David Toovey, Lindsay Robertson	
APOLOGIES	
None	
MINUTES OF THE PREVIOUS MEETING	
<p>In the approval of previous minutes, John requested that the minutes be updated to reflect the discussion held regarding Directors input and contribution to the Trust at present.</p> <p>With this correction the minutes were approved as follows: Proposed: Steve Herschell Seconded: Steve Smith</p>	
MATTERS ARISING	
<ul style="list-style-type: none"> a) Directors were reminded to hand in their photo and address ID to Ritsons. The office addresses were clarified where these could be submitted. b) Annual calendar of events to be circulated, in order to plan workload. c) Sharepoint purchased for extra space, John queried if dropbox was a better option. As just a file upload it was a more simpler structure, however for the management and sharing as we required sharepoint was generally a better option for document control, however if some directors continue to struggle with download speed this could be reviewed. d) John requested that Lindsay could send out additional board updates. e) Community Broadband Scotland (CBS) were still waiting for confirmation from John regarding lines of sight. Lindsay to go back to Jess and confirm. A discussion was held regarding the best location for a pilot project, Braes was still considered to be the best for local residents. This is to demonstrate technology and also benefit locals in accessing a faster wifi connection for free until infrastructure upgrades are implemented. f) Lindsay presented the current position with Cromdale and Advie who have approximately 100 properties that will not benefit from step change and that they would be happy to apply for de minimis funding from CBS and therefore remove this issue from TGDT. It was agreed to meet with Cromdale and Advie and share the business plan, and to look at the study on how both schemes can be jointly delivered. g) It was acknowledged that the messages from CBS given at the last AOCC meeting had contradicted current information available to us and that this created expectations that would not necessarily be delivered. h) Skerryvore, Lindsay updated that current tickets sold were 133. Directors were asked to further promote the event to contacts, there were also marketing being undertaken through MFR Radio, Press & Journal, Northern Scot, Social Media and through the band. Steve Hershall volunteered to help on the Bar and David volunteered to man the Door. i) Steve Smith requested that for future events we may require to have more ticket outlets outwith the village i.e. the Croft and Ballindalloch Petrol Station. 	<ul style="list-style-type: none"> LR LR LR LR

FINANCE UPDATE	
<p>a) David updated on the finance report and that there were significant amounts still to be received for grant funding. David requested that all grant funding be presented at board level to ensure full understanding and cash flow management.</p>	LR/DT
<p>b) Steve Smith requested that David could present the finances to show total restricted and unrestricted funding each month to allow Directors to have a better understanding of current position. A total of £8k unrestricted is currently available to the trust.</p>	DT
<p>c) David confirmed that Sage had been purchased by the trust to better manage all finances going forwards in both the trust and the trading company. A meeting to be held with Fiona Toovey next week to get all systems linked up, David to confirm the date. It was agreed that the cloud version was more functional for the trust rather than working off two separate systems.</p>	DT
<p>d) The funding of staff posts was discussed and it was agreed that Pery's post to be continued as it is key in marketing the area and delivering events. David to finalise the funding strategy for this and circulate to the board.</p>	DT
AGENDA ITEMS	
HOSTEL	
<p>a) Bookings for May were 227, compared to 142 in 2013. The total income over May was £3560. Last year's trading accounts are just being finalised after year end and will be circulated prior to the next board meeting. Whilst we were slightly under the projected income figure for 2013, the expenditure was less than projected to we delivered against the business plan in principal, having reinvested some of the profit back into internal upgrades.</p>	LR
<p>b) Application to be submitted for the internal upgrades to improve business trading, planning permission had been finalised for this and building warrant queries were just being answered prior to finalising. Grant or load funding for the heating system to be decided at the next meeting and funding to be finalised.</p>	SGS/DT/SS/LR
<p>c) CAT approved in principal – further information to be supplied prior to finalising.</p>	LR
MUSEUM	
<p>a) Steve Smith reported that the Income target was not met in the first month but meeting was held earlier today to address the areas which need to be improved, including donations and retail. This is a reflection of the time we had available to open the museum and implement all funding structures.</p>	HG LR
<p>b) Lindsay noted that the CAT application requires further development prior to formal approval, however the board felt that the business needs to demonstrate it is viable before finalising an asset transfer.</p>	
EVENTS	
<p>a) The directors approved events should sit under the trading subsidiary, to ensure better financial practices.</p>	DT/SGS
<p>b) The motorcycle gathering is the next event to be held on 5th & 6th September.</p>	

