

Tomintoul & Glenlivet Development Trust

Directors Board Meeting

15th July 2014. Glenlivet Estate Office, Tomintoul

PRESENT	ACTIONS
Charlie Ironside, Steve Smith, Sandra White, Steve Herschell, Katie Taylor, John Shewan, Steve Sacks, Lindsay Robertson	
APOLOGIES	
David Toovey	
MINUTES OF THE PREVIOUS MEETING	
The minutes from the last board meeting were approved: Proposed: Steve Sacks Seconded: Steve Herschell	
MATTERS ARISING	
<ul style="list-style-type: none"> a) It was noted the CAT for hostel to be progressed, whilst the Museum should wait until we have traded for the 6 months and review position. b) The advertising opportunities for the VIC and Museum were sent out to all businesses locally and were not well received by the Tomintoul businesses. Current advertisers are Tomintoul Gallery, Cairngorm Reindeer, Craggan Outdoors, Glenlivet Hilltrek, Smugglers Hostel and potentially Glentorets and Braemar Castle. c) Steve Sacks confirmed that they wished to advertise for both the Coffee Still and Argyle Guest House. 	<p>Lindsay</p> <p>Hayley</p>
FINANCE UPDATE	
<ul style="list-style-type: none"> a) Katie Taylor and Steve Sacks are still to provide details to Ritsons. b) No finance report is available as David was absent. c) Steve highlighted that the pay slips have not been issued this month and we need to address this going forwards. It was agreed that we should look to have an external company undertake the Pay and also oversee the books of the Trust given the time commitment now required given the growth in activity over the last two years. d) Lindsay presented the income that we had generated that could contribute towards Pery's post being extended for a further year. Both CNPA and HIE had also indicated that they could contribute towards this. It was approved that a salary of £19,500 be offered with the job description to be reviewed, giving more responsibilities prior to the offer being made. 	<p>Steve / Katie</p> <p>David/Steve/Lindsay</p> <p>Lindsay</p>
BOARD REPORT	
<ul style="list-style-type: none"> a) Landscape Gateway - It was acknowledged that the signage was well received. The brash pile at the bottom left corner should be further discussed with the Crown Estate and TGDT. We need to confirm at the next community association that everyone is in agreement with the appointed persons from the community association that indicated it did not require to be removed. b) Opening hours for the Museum and Visitor Information Centre should be trialled between 10AM – 6PM to see the numbers for a week and ascertain demand for visitors arriving in the village and looking for accommodation later in the evening. 	<p>Lindsay</p> <p>Lindsay</p>

<p>AGM</p> <p>It was agreed that the format of this year’s AGM should follow that of last years, with better instruction and timing of the voting after the candidates had been introduced.</p> <p>The Chairman’s report is to present an overview of the work undertaken in last year and also touch on the learnings to date from our perspective.</p> <p>The Financial report, it was agreed that the end of year’s figures should be displayed on the screen to ensure everyone can follow David’s presentation of figures. The accounts to be audited by Ritsons prior to AGM.</p> <p>It was noted that 3 of the longest standing Directors require to stand down, however they can seek re-election. Discussions were as follows:</p> <ul style="list-style-type: none"> a) As Katie was co-opted during the year she requires to stand down and seek election as a board member. b) Sandra indicated that she would be standing down as a director, she would be happy to remain as a volunteer and friend who is willing to support the Trust. c) Charlie indicated that he would be standing down as Chair. d) Steve Smith indicated that he had considered standing down for a variety of reasons, but remained committed to the overall objectives of the Trust. He had a few thoughts he wished to present regarding how the board and trust should operate going forward to address his concerns as follows: <ul style="list-style-type: none"> a) Accountability within the board requires to be improved. b) Finances – outsource the payroll and book keeping to ensure this does not generate additional work internally for directors or staff. c) Events - organisation to translation into the community, with greater involvement. Ownership of events to remain with the Trust. d) Businesses – find a platform to deliver messages and engage effectively. e) Workload planning – focus VIC and Hostel to further develop in short term. HLF and events medium term. Long term renewables and income source. f) Better planning- formal project plans to be implemented and shared g) Community complaints and how we address these going forwards. h) Community association engagement – meet more regularly and look at what both parties can do to work more closely together instead of presenting a retrospective report at meetings. 	<p>David</p>
<p>The community association and business engagement was discussed in further detail and it was agreed that we need to meet with both the community associations and businesses to discuss how we address better engagement. John reiterated that we need more open meetings if we are not to attend community association meetings.</p> <p>VOTE: 6 for, 1 Abstention. Therefore the working practices above were carried.</p> <p>AGM AGENDA</p> <ul style="list-style-type: none"> a) As per last year, with the approval of minutes from last year’s AGM added to the agenda. b) Steve Smith and Charlie Ironside indicated they were happy to stand for re-election. Either John Shewan or Steve Sacks also to stand for re-election depending on John’s decision to remain on the board. c) Directors standing for election should introduce themselves and say a few words. d) Representatives from both CNPA and HIE had indicated they would be attending and happy to be involved in the event. 	<p>Lindsay</p>

<p>DATES FOR MEETINGS</p> <ul style="list-style-type: none"> a) 13th August 4pm at the Estate Office b) Businesses – 20th August Evening Visitor Information Centre c) AGM – 24th September 	
<p>Venue: The Glenlivet Distillery if possible, Lindsay to confirm. Others: Ballindalloch Castle/Distillery, Braes Hall, Green Hall, Tomintoul should be considered as locations for open meetings on a rotational basis.</p>	Lindsay
<p>Annual report and nomination for directors to be issued a month in advance of the AGM.</p>	Lindsay/Pery
<p>MOTORCYCLE GATHERING</p> <p>Charlie presented an event overview, it is being held over the 5th and 6th of September, live music is already confirmed with the GlenAvon for both the Friday night and Saturday afternoon. The other two hotels still have to confirm what they are doing music wise. The Saturday afternoon events in the square will run from 12pm – 4pm.</p> <p>Livewire are playing in the Richmond Hall on the Saturday evening supported by Fat King George. 50 tickets sold so far with 15,000 flyers being distributed by Grampian Motorcycle Convention. 4 security confirmed for the event.</p> <p>BMW already confirmed as the lead bike for the ride out on Sunday to Alford, Charlie to speak to the pub at Alford to confirm a meeting point prior to entering the event for laps as last years group became quite fragmented on the ride out.</p>	
<p>Only booking still requiring to be finalised and promoted is camping field and toilets for this.</p>	Lindsay
<p>BOARD APPROVALS</p> <p>Charlie requested the following board approvals for the Motorcycle Gathering:</p> <ul style="list-style-type: none"> a) Brain Marr requires a room for the evening along with 2 tickets. Steve Sacks agreed to check re room availability at Argyle Guest House. b) Carver would require timber to be provided and a fee of £300 if the carvings are to be retained. The board approved this spend and also discussed the current carvings going into the VIC for sale to cover costs of last years display. It was agreed to try and get these into the VIC prior to Games weekend. c) Marketing investment of £150 approved for advertising through facebook to grow audience and promote the event. 	Steve Sacks Lindsay Pery
<p>Volunteers</p> <p>It was noted that the Gathering had a group of 15 volunteers from within the community that would help to support on the day in setting up. A meeting was being arranged to finalise details with them for the event.</p> <ul style="list-style-type: none"> a) Steve Sacks offered to supply a 10x30ft Gazebo and work at the bar. b) John volunteered to work at the door, David also to be asked. c) Raymond Asher had agreed to help with the bar. d) It was suggested that the community members who get involved with the village litter pick may support the clear up on the morning after. e) It was suggested that the Pensioners Fund could benefit from another BBQ for evening food once the pubs had stopped serving. They are to be approached re this. f) Charlie Ironside volunteered to sell ride out tickets on Sunday morning g) Charlie Thompson, Gerry Murphy and Neil Robertson and Paul McGregor to be approached re photography on both days again. 	Charlie/Lindsay/ Pery Lindsay

<p>AOCB Lindsay raised the content of the next Thistledown article, it was felt the focus required to be the AGM and recruitment of directors and the friends membership to ensure the Museum and VIC is saved.</p>	Pery
<p>DATE OF NEXT MEETING & FULL PROJECT REVIEW</p>	
<p>Wednesday 13th August, Crown Estate Office. To follow Community Association meeting at 4pm. The full project review is the VIC/Museum and final arrangements for the AGM.</p>	