

Tomintoul & Glenlivet Development Trust

Directors Board Meeting

13th August 2014. Glenlivet Estate Office, Tomintoul

PRESENT	ACTIONS
Charlie Ironside, Steve Smith, Sandra White, Steve Herschell, Katie Taylor, Steve Sacks, Lindsay Robertson	
APOLOGIES	
Steve Sacks for late arrival.	
MINUTES OF THE PREVIOUS MEETING	
The minutes from the last board meeting were approved with a minor amends to the volunteer surnames for the Motorcycle gathering: Proposed: Steve Smith Seconded: Katie Taylor	
MATTERS ARISING	
<ul style="list-style-type: none"> a) Sandra intimated that she had reconsidered standing down as a director and wished to retract her resignation statement from the last board meeting. The directors agreed that as she hadn't submitted a formal letter of resignation they were happy to accept her decision to remain with the board. b) It was noted that the AGM date required to be amended to accommodate holidays and directors availability. A new date of 22nd October was proposed. Lindsay to confirm with Glenlivet Distillery if it is possible to use the Malt Barn again on that date. 	Lindsay
FINANCE UPDATE	
<ul style="list-style-type: none"> a) No finance report is available as David was absent. It was noted that David had been contacted to clarify the position regarding a handover of the finances and Steve was awaiting a response. LR to provide David with a list of what is required to be handed over. Steve proposed that LR be granted access to the online banking in order to be able to submit the claims to HIE and other funders. b) Going forward it was acknowledged that the Trust need to appoint another Director to the role of Treasurer that has the skill set to oversee the operating budgets. A bookkeeper will manage the day to day finances and PAYE. 	David/Steve/Lindsay Lindsay
BOARD REPORT	
<ul style="list-style-type: none"> a) Charlie updated the board that both John and David had tendered their resignations. Whilst Johns resignation was immediate, David had indicated he would undertake a handover. Charlie and Steve to contact David to finalise arrangements for this. b) Steve raised that the VIC and Hostel require to have a preferred suppliers list in case of an emergency repair within budgetary limits, the following suppliers were proposed: Joiner – Jim Morrison and Adam Irvine Plumbing – Eddie Card, Peter Stuart and Angus Wright Electrician – Raymond Strathdee and Jim McShane Roofing – Angus Wright and Peter Stuart c) A site visit for the HLF team will take place on the 18th August. Lindsay is to invite a number of community members with a specific knowledge of each site to join the group at different points on the 2 hour schedule and Charlie is to attend along with Lindsay on behalf of the Trust. 	Charlie/Steve Lindsay Lindsay

<p>AGM</p> <ul style="list-style-type: none"> a) Lindsay to confirm date with Glenlivet Distillery and then promote to community. b) Nomination forms need to be in 3 week prior to the AGM date, by Wednesday 1st October at latest. Annual Report to be sent out 3 weeks prior to AGM. c) Charlie, Steve Smith and Steve Sacks to stand for re-election which would leave two spaces for new directors to be elected. <p>MUSEUM & VIC</p> <ul style="list-style-type: none"> a) It was acknowledged that the Hostel is currently subsidising the operating costs of the VIC and Museum. The business plan was based on the figures provided my Moray Council for visitor numbers and these have not met the projections and therefore undermined the business plan. b) The directors felt that the Museum and VIC was an important aspect of the community and should be retained if possible, however the business plan and operation needed to be reviewed if it was to be kept open for next year. The community and businesses need to be consulted with in further detail to give an indication of support. c) Lindsay proposed that it may be worthwhile considering a Graduate role to focus on the development of the Museum, managing this and other aspects of the trading company. d) As Laura Herschell finishes her role at the start of September we would require volunteers to man the VIC and Museum when Haley is on her days off. Lindsay to approach KATCA to help support in recruiting volunteers. <p>TGDT NEXT STEPS</p> <ul style="list-style-type: none"> a) Lindsay to circulate Job Descriptions and funding options for recruitment of a replacement for Pery and potential Business Development Manager. b) Office Accommodation to be explored in the downstairs of the VIC & Museum in year one for HLF officer, whilst flat is developed to accommodate the project team and TGD staff. c) Directors agreed that they would attend community associations personally as a member of the community. They would not be giving a formal report, where there were specific areas or projects to discuss the LDO would attend and answer relevant queries. 	<p>Lindsay</p> <p>Lindsay</p> <p>Lindsay</p> <p>Lindsay</p> <p>Lindsay</p>
DATE OF NEXT MEETING & FULL PROJECT REVIEW	
<p>Wednesday 17th September, Crown Estate Office. To follow Community Association meeting at 4pm.</p>	