

**Tomintoul & Glenlivet Development Trust**

**Directors Board Meeting**

**17<sup>th</sup> September 2014. Glenlivet Estate Office, Tomintoul**

<b>PRESENT</b>	<b>ACTIONS</b>
Steve Smith, Sandra White, Steve Herschell, Katie Taylor, Steve Sacks, Lindsay Robertson	
<b>APOLOGIES</b>	
None received.	
<b>MINUTES OF THE PREVIOUS MEETING</b>	
The minutes from the last board meeting were approved: Proposed: Sandra White Seconded: Katie Taylor	
<b>MATTERS ARISING</b>	
<ul style="list-style-type: none"> <li>a) It was noted that since the resignation of post holding directors, Steve Smith was now acting Chair and Steve Sacks was acting Treasurer until after the AGM when new office bearers would be elected.</li> <li>b) It was noted that meetings had been held with both Community Associations and a number of businesses from within the square in Tomintoul to address concerns that had been previously raised. It was acknowledged that these were positive and effective platforms and would be rolled out wider in the future.</li> <li>c) Steve Smith asked for Simon Busby-Waltho to be added to the list of preferred suppliers, he was available to do small jobs at the hostel/museum as required.</li> </ul>	Lindsay  Lindsay
<b>FINANCE UPDATE</b>	
<ul style="list-style-type: none"> <li>a) No finance report is available. It was noted that David had handed over the finances to the new book keeper and last year's accounts were to be passed to the accountants for final preparation. The book keeper was transferring all data into a new accounts package which would provide for ease of reporting in the future.</li> <li>b) Both Lindsay and Steve Smith were getting set up with access to the online banking to ensure payment processes could be met going forwards, in the interim period David was happy to remain as a director until access could be transferred. It was noted that the forms were still being processed.</li> </ul>	David/Steve/Lindsay
<b>BOARD REPORT</b>	
<ul style="list-style-type: none"> <li>a) Lindsay updated the Board about the Deveron Arts event that the Trust was supporting. It is a two day Walking and Arts event with keynote speakers such as Doug Scott involved. The two day tickets had already sold out and we were helping to promote for the evening event and conference on the second day.</li> </ul>	Lindsay
<b>BOARD APPROVALS</b>	
<ul style="list-style-type: none"> <li>a) Pery had submitted a request for payment of outstanding toil. The board felt that they had already extended their discretion on toil giving 1 week leave prior to her contract concluding and as per the contact terms and funding were not in a position to provide payment for toil.</li> <li>b) Lindsay had circulated the Job Descriptions and confirmed that only one post was available through ScotGad. The directors approved the recruitment of a Business Development Manager to support in the further development of the trading company and the long term income stream for the Trust.</li> </ul>	Lindsay  Lindsay

<b>AGENDA ITEMS</b>	
<b>AGM</b>	
a) It was agreed preference was to include the finance report in the annual report, if necessary Directors could approve via email. If it is not possible to include these would be available on the night for members. A presentation of finances to be included in the format of the evening.	Lindsay
b) It was agreed that there would be display boards for the following projects: Broadband, HLF, Renewables, Hostel, VIC, Events. The projector would provide Headline Facts and an overview of the Strategy of the trust would be presented.	Lindsay
c) It was acknowledged that an agenda and minutes of last year's AGM also required to be issued to members.	Lindsay
d) It was thought that it would be useful to get additional people to help welcome people to the AGM and register members. Community Associations to be approached.	Lindsay
e) Posters for the AGM are to be put out within Tomintoul & Glenlivet to ensure everyone is aware of the event.	Lindsay
<b>TRADING COMPANY</b>	
a) As Laura had finished her role at the VIC and Haley is on holiday at the start of October at the same time as Lindsay volunteers required to be confirmed. Katie and Sandra to coordinate in recruiting volunteers and finalising the rota for October to ensure the VIC & Museum is open for the October holidays. If required it would close from 4 <sup>th</sup> -11 <sup>th</sup> if no volunteers were available.	Katie/Sandra
b) The directors discussed the approach for events going forwards. It was recognised that these required significant staff resource and there needed to be further community involvement in future events. It was agreed to formalise the community committees for the Rock&Road Festival and the Motorcycle Gathering. SOSWF events that required minimal organisation, like tours, could be organised with little staff time as promotion was through the festival and it was agreed that these provided a good return for the staff time required to implement.	Lindsay
<b>TGDT NEXT STEPS</b>	
Lindsay updated on the availability of £10k grant funding for the Micro Hydro feasibility study, it was approved that we would progress this application to provide an independent feasibility study.	
<b>DATE OF NEXT MEETING</b>	
Wednesday 15 <sup>th</sup> October, Crown Estate Office.	