

Tomintoul & Glenlivet Development Trust

Directors Board Meeting

21st of January 2015. Glenlivet Estate Office, Tomintoul

PRESENT	ACTIONS
Steve Smith, Eilidh Hamilton, Katie Taylor, Steve Sacks, Callum Dingwall, Tilly Smith, Steve Herschell, Sandra White and Mark Finnie Lindsay Robertson	
APOLOGIES	
NONE	
APPROVAL OF MINUTES	
Approved: Callum Dingwall Seconded: Steve Herschell	
BOARD UPDATE	
Steve Sacks queried how the broadband pilot was progressing. Steve Smith and Callum Dingwall had put the scheme in place prior to Christmas and despite their being some initial problems with access to the hall. It has been well used since it was put in place with a number of regular users. One area of feedback was that the hall was very cold, Steve Smith had spoken to John who offered for the Community Association to put a heater in place. If this was not actioned yet it was acknowledged that a heater from the hostel could be put in place in the interim.	Lindsay
FINANCE	
<ol style="list-style-type: none"> 1. Lindsay presented the Hostel Accounts to Directors, these were approved by the board of the Trading Company and have been submitted to Companies House with a surplus of £82 for year ended 30th April 2014. 2. Lindsay noted that she had been unable to draw down the £8600 claim from HIE as additional evidence was required relating to the PAYE records and to date she had not been able to get this from David Toovey. Mark is to contact David with a response deadline. 3. Mark is to meet with Lindsay and formalise finance procedures and responsibilities in his role as Treasurer. 4. Mark to get set up as signatory for both bank accounts as soon as possible so he can take over the responsibility of all payments. 5. Lindsay to circulate finance report to directors. 	<p>Mark</p> <p>Mark / Lindsay</p> <p>Mark</p> <p>Lindsay</p>
HOSTEL RENOVATIONS	
<ol style="list-style-type: none"> 1. Steve Smith acknowledged that the building warrant had been received from Moray Council and works could commence. The external funders had supported the use of project funding to support any shortfall in internal renovation works which the Director approved via email given the December board meeting being cancelled. 2. Lindsay had been in touch with all contractors to appoint and had finalised a scheduled of works, a Director was now required to project manage the renovation. Steve Sacks offered to Project Management the renovations with support from Mark Finnie and Callum Dingwall also offered to help with stripping back. 	Steve/Mark/Callum

LANDSCAPE PARTNERSHIP	
<ol style="list-style-type: none"> 1. Lindsay noted that the CNPA internal recruitment lead to 2 applications being interview in December, however neither were appointed, favouring an external recruitment process. To date 22 application packs had been requested. 2. It was noted that Office space for officer needs to be finalised within the village. Steve Herschell to look at VIC/Museum options and liaise with Lindsay regarding Glen Avon Estate to the bunkhouse proposals. 3. Lindsay did a brief overview of the Landscape Partnership projects that the trust had ownership over, directors were appointed to these as follows: Museum: Steve Smith and Steve Herschell Oral history: Katie, Sandra. It was noted further support may be available from Universities. Technology: No directors felt they had the skill set to effectively be involved in this project. It was suggested that local individuals such as Jessica Greaves/Emily West/Royan Stuart should be approached to see if they would be interested in being involved. 	Steve H/Lindsay
VIC/MUSEUM	
<ol style="list-style-type: none"> 1. Mark noted that the Oil was getting low and agreed to monitor fuel levels and liaise with Lindsay regarding whether further Oil needs to be ordered. 2. Eilidh reported that a Focus group had been held with 12 locals representing the community and local businesses and they had provided good feedback to be able to further shape the business plan for this year. 3. One key point within the group and from external bodies was the branding of the facility and whether it was correctly named as a Museum to attract visitors. This is to be further considered before finalising the business plan. 4. Eilidh confirmed that the opening period for the 2015 season would be May to October and opening hours would be 10-5. 5. The business plan is to be presented at the next board meeting for feedback. 	<p>Mark</p> <p>Eilidh</p> <p>Eilidh/Sandra/Katie</p>
ACTIONS ASSIGNED	
<ol style="list-style-type: none"> 1. Sandra noted that she had prepared a letter to be sent to all members. Kelly is to print and send a mailer including this to all members next week. 2. Sandra acknowledged she has now got the members list and is finalising a new process for acknowledging membership applications, which would be implemented going forwards. 3. Companies House amendments still require to be undertaken re changes in directors and Katie and Steve to liaise on this to finalise. 	<p>Lindsay</p> <p>Sandra</p> <p>Katie/Steve</p>

<p>4. Callum is to revisit the website to ensure all information is up to date and liaise with Community Associations on making their section on the site more informative. Mark and Tilly needs to give an image and text for their profile on the team area.</p> <p>5. Steve Smith requested Directors that were able to attend to the next Community Association meetings, Sandra is to attend GICA and Steve Herschell is to attend KATCA 28th Feb..</p> <p>6. Steve Smith requested a volunteer to write the next articles for both the Thistledown and Toulter, Callum offered to do both.</p>	<p>Callum</p> <p>Mark/Tilly</p> <p>Sandra/Steve H</p> <p>Callum</p>
A.O.B	
<p>1. Lindsay noted that the Moray Council had been in touch regarding the notes of interest in the Secondary School. It was agreed unless the interested parties were willing to discuss their proposals the Development Trust would not be able to confidently support the sale as being in the best interests of the community. Lindsay to send a formal letter to Moray Council and notify the Community Association. Richard Lochhead to be copied into our response.</p> <p>2. Tilly noted that the Retail at Tea in the Park was always very successful and it might be possible to get some of them to retail their goods at the Museum, showcasing local products. Sandra to follow up.</p> <p>3. It was noted that we required to update the online platform for directors to be able to access documents outwith meetings, Lindsay to investigate and confirm the best option at the next meeting. Lindsay to liaise with Callum.</p> <p>4. It was noted a meeting required to be held regarding what event the Trust will hold in 2015. Steve Smith, Mark Finnie Callum Dingwall and Eilidh Hamilton all agreed to be part of this discussion. Meeting to be held 28th Jan at 3pm.</p>	<p>Lindsay</p> <p>Sandra</p> <p>Lindsay/Callum</p>
DATE OF NEXT MEETING	
The next meeting will be held on the 18 th February 2015 at 4pm.	