

Tomintoul & Glenlivet Development Trust

Directors Board Meeting

18th February 2015. Glenlivet Estate Office, Tomintoul

PRESENT	ACTIONS
Katie Taylor, Callum Dingwall, Tilly Smith, Sandra White, Mark Finnie, Lindsay Robertson and Eilidh Hamilton.	
APOLOGIES	
Steve Smith, Steve Herschell and Steve Sacks.	
APPROVAL OF MINUTES	
Approved: Tilly Smith Seconded: Katie Taylor	
BOARD UPDATE	
<ol style="list-style-type: none"> 1. Tilly suggested if a call for volunteers for the Cycling Festival could be included in the information leaflet that the CNPA were distributing to local households. Lindsay to check if this is possible. 2. Lindsay noted that the HIE claim relating to Pery's salary was still outstanding due to evidence relating to the PAYE. Lindsay suggested that the PAYE system be set up on a unique system for the Trust rather than through the same dashboard as whoever is processing this on behalf of the Trust to ensure we can access all records for claims etc as required. This is to be actioned from April onwards. Lindsay also noted that she was finalising the charitable status application. 	<p>Lindsay</p> <p>Mark Lindsay</p>
FINANCE	
<ol style="list-style-type: none"> 1. Lindsay confirmed that Ritsons were finalising the Accounts with the amends requested and these would be circulated by email to the Directors the following week. 2. Mark noted that he had been in touch with David and he had provided the PAYE records required for the outstanding HIE claim, he would liaise with him on the phone bills and credit card. 3. Mark and Lindsay still to meet to formalise finance procedures and responsibilities in his role as Treasurer. 	<p>Lindsay</p> <p>Mark</p> <p>Mark / Lindsay</p>
HOSTEL RENOVATIONS	
<ol style="list-style-type: none"> 1. Mark updated that the Hostel renovations were ongoing, working with a view to reopen for Easter at the end of March when Kerry returns to post. Building work had finished and the joiner/plumber were to be onsite again the wk commencing 2nd March. It was noted we were still finalising the plaster as the only outstanding commitment all other trades were in place and working to schedule. 2. Callum noted that he had managed to get £72.60 from the copper scrap that had been removed from the Hostel. 	<p>Mark/Lindsay</p>

LANDSCAPE PARTNERSHIP	
<ol style="list-style-type: none"> 1. Lindsay noted that Marion McDonald had been appointed as Development Officer and would start in post on the 2nd March, it was agreed to ask her to attend a future board meeting to meet the Directors and discuss the next steps for the project. 2. It was noted that Office space at the Bunkhouse should be possible and Lindsay is awaiting feedback from the Trustees at GlenAvon Estate. 3. Lindsay gave an overview of the timings and approach for the Landscape Partnership Open Night on the 25th, it was noted that project leads should give an intro of their project prior to discussing these at stands. Lindsay and Eilidh to prepare display boards, Sandra and Katie happy to present Oral History and Eilidh to do Museum. Callum happy to support on Events or Technology if required. 	<p>Lindsay</p> <p>Steve H/Lindsay</p> <p>Lindsay/Eilidh</p>
VIC/MUSEUM	
<ol style="list-style-type: none"> 1. Eilidh presented the draft business case to the directors for feedback prior to getting approval at the next board meeting. A number of suggested amends were proposed: <ul style="list-style-type: none"> - A further donation box should be sited in the rear of the museum to encourage additional donations and support income targets. - The Distilleries should be approached re advertising or sponsorship opportunities as they are a major visitor attraction. - All businesses throughout the area should be approached to donate or advertise to ensure consistency. - Local accommodation businesses might be willing to sell postcards to visitors if the Museum is getting Highest Village in the Highlands designs printed. - The name and brand for the Museum requires to be clearer and signage to support this. It was noted that the Cairngorms National Park is a brand that does attract visitors, so should be used. - It was suggested that the Friends scheme should be of the Trust rather than the Museum, to allow gift aid donations to be made. 2. The business plan is to be presented at the next board meeting for approval and implementation. 3. Eilidh confirmed that the staff costs this year were not restricted to under 25's to ensure a wider pool of applicants with necessary skills. 	<p>Eilidh</p> <p>Eilidh/Sandra/Katie</p>
A.O.B	
<ol style="list-style-type: none"> 1. Sandra requested that a list of events with dates and details could be prepared and circulated. 2. The leaflet to be circulated by the Transform Team was circulated and comments received, it was felt that by refining the information provided and reducing the jargon included it would be more meaningful to members of the community. Lindsay to feedback to CNPA. 	<p>Eilidh</p> <p>Lindsay</p>
DATE OF NEXT MEETING	
The next meeting will be held on the 4 th March 2015 at 6pm.	