

## Tomintoul & Glenlivet Development Trust

### Directors Board Meeting

4th March 2015. Glenlivet Estate Office, Tomintoul

PRESENT	ACTIONS
Steve Smith, Callum Dingwall, Tilly Smith, Sandra White, Mark Finnie, Lindsay Robertson and Eilidh Hamilton.	
APOLOGIES	
Steve Herschell and Katie Taylor	
APPROVAL OF MINUTES	
Approved: Mark Finnie Seconded: Sandra White	
Actions from the minutes will be followed up individually by Steve Smith.	
BOARD UPDATE	
<ol style="list-style-type: none"> <li>1. Callum queried if we had had any feedback from Moray Council regarding the Secondary School. Lindsay noted that whilst she had been in touch and requested that any interested party get in touch to discuss their plans there had been no contact. Whilst it is outwith our control it is disappointing that someone who wants to invest in the local community will not come forwards to discuss their plans.</li> </ol>	
FINANCE	
<ol style="list-style-type: none"> <li>1. Mark noted that a finance meeting was scheduled for Monday to formalise finance procedures and responsibilities in his role as Treasurer.</li> <li>2. Mark is auctioning Steve Sacks being removed as a signatory from both the Trading Company and Development Trust after his resignation.</li> <li>3. Mark to finalise with David re getting information for the transfer of both the Vodafone and Credit Card statements to the Development Trust address.</li> </ol>	<p>Mark/Lindsay</p> <p>Mark</p> <p>Mark</p>
FUTURE FUNDING AND DIRECTION	
<ol style="list-style-type: none"> <li>1. Fiona Robb clarified the position with future core funding from the current funders and next steps in being able to put together a proposal and budget for funding to March 2018.</li> <li>2. Lindsay clarified that she was intending to resign from her role as LDO in the near future, given her own business commitments. However she is keen to support the Trust to a position where another LDO is recruited to ensure projects continue to be delivered and progressed.</li> <li>3. Steve Smith clarified that he also intended to step down as a director in the near future and felt that this was best timed with Lindsay's departure as LDO when he concludes his line management role.</li> <li>4. The directors discussed the future direction of the Development Trust and how to get more members of the community engaged with the projects. It was acknowledged that this is a critical time for them to become involved to secure the future of the Trust and many projects.</li> </ol>	

<b>FUTURE FUNDING AND DIRECTION (continued)</b>	
<p>5. Fiona Robb clarified that there is funding in place to take the current LDO post through to the end of November. The funders would require a business case to be submitted to access a further 3 years funding and make a clear distinction between the Landscape Partnership projects and those of the Trust. It was acknowledged that informal discussions with all partners are positive based on performance to date.</p> <p>6. It was agreed to reconvene at a later date to discuss in further detail, given Lindsay's intention to resign and Steve Smith's intimation that he will be stepping down from the Board.</p> <p>7. Mark noted that Directors require to actively approach members of the community to get involved with the work of the Development Trust, either as a Director or Volunteer.</p>	<p>ALL</p> <p>ALL</p>
<b>LANDSCAPE PARTNERSHIP</b>	
<p>1. The board acknowledged that the Open Evening had been successful and a number of volunteers had come forwards to support different projects.</p> <p>2. It was noted that in order to keep those volunteers engaged we should follow up with each individual directly. A project plan is to be finalised by project leads on next steps in delivery.</p> <p>3. A projects lead meeting is being held on Wednesday 11<sup>th</sup> March, Steve Smith, Tilly and Sandra to attend.</p>	<p>Project Leads</p> <p>Steve/Tilly/Sandra</p>
<b>HOSTEL RENOVATIONS</b>	
<p>1. Mark provided an overview on the renovations to date, the builders had finished all works and the joiners were near completion with the plumber and electrician to access thereafter.</p> <p>2. It was noted that Mark still required to finalise a plasterer, Steve Smith and Callum offered to support in finding someone if required.</p> <p>3. At present the works were still on schedule to be completed for opening on the 27<sup>th</sup> March, however this was a tight schedule to work to with no slippage now available.</p>	<p>Mark</p>
<b>MUSEUM AND VIC</b>	
<p>1. Eilidh presented the business plan, the plan whilst ambitious seeks to break even by increasing revenue from craft, retail, donations and advertising. The board approved initial spend of £798.35 to allow for the purchase of stock, donation box, retail display, and raffle tickets/license.</p> <p>2. The directors noted that a sponsorship plan should be developed and businesses such as the distilleries approach, specific benefits for these businesses require to be developed.</p> <p>3. Eilidh to circulate job description to directors for approval prior to advertising.</p> <p>4. Lindsay discussed the submission of the Asset Transfer business case based on the business plan approved tonight, all Directors agreed to submit the Hostel and Museum as a joint business case.</p>	<p>Eilidh</p> <p>Eilidh</p> <p>Eilidh</p> <p>Lindsay</p>

<b>AOCB</b>	
<ol style="list-style-type: none"> <li>1. Mark noted that from an employer's perspective the agreement with Kerry regarding Catering at the Hostel required to be formalised. Mark to action and discuss with Lindsay.</li> <li>2. Callum raised that there is no day care provision at the Tomintoul Care Home and he wondered if there was a way for this to be addressed. It was agreed to raise this at the next Community Association meeting.</li> <li>3. The Cycling Festival was discussed and it was agreed to hold an Open Meeting to attract volunteers. This is to be held on Wednesday 25<sup>th</sup> March at the Museum. Directors to invite members of the community to attend and Lindsay to provide a list of tasks that people can sign up to.</li> </ol>	<p>Mark</p> <p>Callum</p> <p>ALL / Lindsay</p>
<b>DATE OF NEXT MEETING</b>	
The next meeting will be held on the 8 <sup>th</sup> April 2015 at 4pm.	