

Tomintoul & Glenlivet Development Trust

Directors Board Meeting

8th April 2015. Glenlivet Estate Office, Tomintoul

PRESENT	ACTIONS
Steve Smith, Steve Herschell, Katie Taylor, Callum Dingwall, Sandra White, Mark Finnie, Eilidh Hamilton, Lindsay Robertson.	
APOLOGIES	
Tilly Smith, for lateness.	
APPROVAL OF PREVIOUS MINUTES	
Proposed: Mark Finnie Seconded: Sandra White	
MATTERS ARISING	
1. Steve Smith queried if Mark had met with Lindsay to undertake a handover of the finances, Mark to arrange a date with Lindsay.	Mark
2. Mark noted that the Vodafone contract still required to be handed back to the Trust from David. Mark to visit David to resolve. Letter to be sent to the bank to resolve the Credit Card Address issue as this has not been actioned by David.	Mark
3. Mark to speak to Kerry re the catering at the Hostel and finalise the agreement and arrangements for 2015 Season.	Mark
4. Steve Smith/Mark to finalise a board meeting of the trading company.	Steve S/Mark
5. Steve Herschell to read Market Appraisal and provide feedback as to whether the brief has been fulfilled by the consultants, prior to Lindsay contacting them.	Steve H
6. Lindsay to finalise the design of the board for the gateway and provide community association and businesses the opportunity to comment.	Lindsay
7. Steve Smith queried the progress on the Micro Hydro project, it was noted that we are still awaiting the first stage report from them.	
FINANCE UPDATE	
1. Lindsay presented a finance update for the Development Trust, see attached.	
2. Lindsay presented a reforecasted budget to the end of November 2015 and then a new budget from Nov 2015 – March 2018 based on previous discussions. It was agreed that Lindsay's holiday pay and handover period should be included within the reforecast prior to this being sent to funders. Lindsay to send the reforecasted budget to Fiona Robb to share with CNPA/MC.	Lindsay Mark
3. It was noted that a further signatory is required for TGDT account, Callum agreed to become a signatory. Mark to finalise with bank.	Mark
4. It was noted that Oil was required to be purchased for the Museum, Lindsay to liaise with Mark. A policy for usage of electricity at the Hostel and Museum requires to be implemented and staff made aware of this. New contracts to be finalised with suppliers.	Lindsay

FUTURE FUNDING AND DIRECTION OF TGDT	
<p>1. The board discussed the Job Descriptions that Lindsay had prepared based on feedback received, it was agreed to clarify the Landscape Partnership role, being liaising with the LP Project Officer and the 3 projects that TGDT were responsible for. Wording in advert must state that the current post is funded to Nov 2015 with the potential to extend to March 2018. Fiona indicated that it may be July before the funding approval is in place so it was better to advertise on that basis. Fiona to feedback to Lindsay any changes required in JD.</p>	Lindsay
<p>2. It was agreed that the job advert should be placed in the Highland News Group and online. Social media and newsletters should also be used to raise awareness of the job. A 2 week closing date should be set.</p>	Lindsay
<p>3. The Directors discussed how best to get members of the community engaged in the work of the Trust and new directors onboard. It was noted that a number of individuals were keen to support the Trust but didn't feel they could commit to being a Board Member.</p>	
<p>4. It was noted that additional Directors were also required for the Trading Company and Jenny Herschell had noted an interest.</p>	
TRADING COMPANY	
<p>1. Steve Smith asked for an update on the renovations, it was noted that the plumber and electrician were just finalising the last aspects prior to completing the works. Painting was now the key priority to finalise all works, Mark to action.</p>	Mark
<p>2. The Museum was due to open on 30th of May and required additional advertisers, retailers and support to ensure it would remain open throughout the season. Strong message needs to be communicated to the community to ensure they realise it will close if sufficient support is not given.</p>	Eilidh/ALL
<p>3. The additional directors required for the Trading Company board was discussed. With Steve due to step down imminently a further member of the TGDT board required to be appointed to the Trading Company. Callum Dingwall volunteered to sit on the Trading Company board.</p>	Lindsay Mark/Callum/Katie /Sandra
<p>4. The board felt that Jenny Herschell would be a good addition, given her previous experience in the hospitality sector and with the museum. It was unanimously approved to appoint Jenny as a Director.</p>	
<p>5. It was agreed to hold the first board meeting with the new Directors at 10am on Wednesday 15th April at the Estate Office. Lindsay to update all directors in the trading company finances and business plans. Katie and Sandra to attend re their involvement with the Museum.</p>	

LANDSCAPE PARTNERSHIP	
<p>1. Steve Smith noted that Marion was keen to set up initial meetings with the leads on all the TGDT HLF projects, it was noted that this work would be supported by Marion in her role as Project Officer but it was essential to progress as soon as possible. Leads were confirmed as:</p> <p>Oral History: Sandra White/Katie Taylor</p> <p>Museum: Steve Smith, who will liaise with those that volunteered at the open evening.</p> <p>Technology: Lindsay to discuss with Jacquie Barbour at CNPA re overlap and integration with the Interpretation project.</p> <p>Events: TBC.</p>	<p>Katie/Sandra Steve S</p> <p>Lindsay</p>
A.O.C.B	
<p>1. The lease of the bunkhouse was discussed with a number of points relating to the agreement requiring clarification. Lindsay to contact Clive to make amendments and finalise. Priority is in getting Marion an office space and having a central location in the Square.</p>	<p>Lindsay</p>
DATE OF NEXT MEETING	
<p>The next meeting will be held on the 6th May 2015 at 4pm at the Estate Office.</p>	