

Tomintoul & Glenlivet Development Trust Board Meeting



DATE: 21/10/15

VENUE: Glenlivet Estate Office, Tomintoul

Attendees

Steve Smith (Chair, TGDT), Steve Herschell (Vice Chair, TGDT), Callum Dingwall (Communications Director, TGDT), Mark Finnie (Company Secretary, TGDT), Tilly Smith (Director, TGDT), Oliver Giles (Local Development Officer, TGDT), Eilidh Hamilton (Business Development Manager, TGDT), Fiona Robb (HIE)

Apologies: Mike Terry (Finance Director, TGDT)
 Fiona Durno (Events Director, TGDT)
 Sandra White (Director, TGDT)
 Lee Haxton (CNPA)
 Gordon Sutherland (Moray Council)

Previous Minutes	ACTION
<p>TS queried the bunkhouse electricity bill. OG, SS and MF noted that it has been paid and it was in the contract with the Glen Avon Estate for the Trust to cover any electricity costs during the time we had access to the bunkhouse.</p> <p>SS noted that there has been a change of venue for the Museum Quiz Night on Saturday 24th October. The original thought was to have the Quiz Night at the Glenlivet Hall, however due to a lack of response and feedback from the community regarding the hall it was suggested that Tomintoul might be a better location. MF was approached and agreed to host it for free at the Glen Avon.</p> <p>Minutes proposed by Tilly Smith</p> <p>Minutes seconded by Callum Dingwall</p>	
AGM	
<p>SH queried that there was no note in previous minutes of Directors that would be standing down at the AGM. SS noted that would be finalised at this meeting.</p> <p>It was noted that Directors standing down at the AGM and not seeking re-election are; Steve Herschell and Sandra White.</p> <p>Steve Smith also noted that he would be stepping down as Chairman and Director but would still be happy to be involved and support the Museum Refurbishment Project</p>	

<p>SS noted that there has been interest from Mary Edgar and John Osborne in becoming Directors, both are already Trust members.</p> <p>OG noted that it would be good to give the Distillery approximate numbers closer to the time.</p> <p>TS queried who would be at the different stands on night. SS and OG noted that a number of different groups have been invited to have stands at the AGM including, Tomintoul & Glenlivet Landscape Partnership, LEADER, CNPA and Alan Melrose from Walk Deeside who sets up Health Walking Groups.</p> <p>SS noted it would be good to have volunteers at the door for AGM registration to register members and non-members in order to work out attendance.</p> <p>SS noted that at the AGM he would give the Chairman's address and OG would speak about Project updates.</p>	<p>OG</p>
<p>OG agreed to take action for the TGDT Annual Report to go out at the start of week commencing 26th October. OG noted that the report would include; the Chairman's report(SS) as well as updates on the Museum & VIC, Hostel, Events, Broadband, HLF – Landscape Partnership, Future Plans and Acknowledgments.</p> <p>SH suggested to be prepared that questions might be raised around renewables.</p> <p>A discussion was had about what would be the best way to distribute the Annual Report and if perhaps posting it out to members would work better than an e-mail attachment? FR noted that there is funding available for postage.</p>	<p>OG</p>
<p>OG agreed to check what the cost of postage would be to send the report out to members as it was agreed by the Board that it would be good to try a different method from last year.</p> <p>CD queried if the name of the Museum & VIC is going to be changed. SS noted that there will be the opportunity to discuss this at the Museum Open Day on the 29th October.</p> <p>CD queried if the Friends wall is underway and EH noted that this can be started once a final name has been decided and Matthew has been informed of this.</p>	<p>OG</p>
<p>SS noted that MF will speak about the appointment of Directors at the AGM and agreed to have a meeting with OG prior to this.</p> <p>SS noted that as Tilly Smith, Mike Terry and Fiona Durno have been co-opted by Directors they will still require to be voted in by members.</p> <p>CD queried if someone can propose themselves for Director on the night but SS noted the deadline for appointment for new Directors is 2 weeks before the AGM.</p> <p>MF agreed to go over voting with SS prior to AGM.</p> <p>SS queried refreshments on the night. OG noted that the Distillery provide teas, coffees and biscuits.</p>	<p>MF/OG</p>

<p>MF suggested having a volunteer stand on the night to show what's been done this year and hopefully get more people involved next year.</p>	
<p>Board Update</p>	
<p>OG noted Broadband issue has been resolved although for the moment the Braes Hall remains closed.</p> <p>OG noted that there will be a visit from the Plunkett Foundation on 27th October with a groups from Aberlemno and Comrie who are interested in seeing what the Trust has done, in particular with the hostel.</p> <p>OG also noted that the final report from Glen Hydro has been received along with the invoice for £3,890.40 and agreement was given for the invoice payment. A claim for 100% will be prepared and submitted to Local Energy Scotland.</p>	<p>OG/MF/EH</p>
<p>Trading Subsidiary Report</p>	
<p>EH noted that September had been a good month for the VIC although it is getting quieter and there were a couple of big expenditures that came out in September. EH mentioned that in comparison with the 2014 season, visitor numbers have increased and donations have doubled this year which is encouraging to see.</p> <p>EH noted that no fundraising took place in September but Sandra and Pat have organised a fundraising Quiz Night on Saturday 24th October.</p> <p>EH also noted that herself and OG had tried to arrange a catch up with Matthew Marsden regarding the Friends wall when he was visiting Delnabo but unfortunately weren't able to arrange a meeting. EH will pass on Matthew's contact details to OG in the VIC handover so that once a name has been decided the wall can be put in place.</p> <p>EH noted that the Hostel bed nights are slightly under target for October but that there is an exclusive group booking in place for 4 nights over Hogmanay.</p>	
<p>Project Updates</p>	
<p>VIC Refurbishment</p> <p>OG noted that Ross Associates are hosting a Community Open Day on Thursday 29th October from 3pm – 7pm at the Museum & VIC for community consultation.</p> <p>SS noted that there is potentially a separate budget for turning the flat into office space</p> <p>Community Asset Transfer</p> <p>OG noted that previous feedback from Moray Council regarding the business plan was positive but they have now come back with a couple of queries for the VIC business plan.</p>	

<p>OG noted that Moray Council would like another meeting. One query that has arisen was with regards the Museum & VIC's policy on artefact/collections care. OG agreed to speak with Liz at Falconer Museum about this and contact other Museums as well.</p> <p>CD suggested looking into Moray Council policies on artefacts. EH agreed to check the current policies in place in the Museum and pass those on.</p> <p>SS noted that he would still be happy to take the lead on the Museum project and suggested it would be useful for to meet with Ross Associates as well.</p> <p>Another query that Moray Council has regarding the VIC business plan is that they are looking for more clarity on the assumptions and projections made in the business plan with regards income streams.</p> <p>TS & FR queried if there's any support Ross Associates can add to this? And if perhaps an addendum can be put in with what's happened over this season and where income has come from?</p> <p>It was agreed the week commencing the 16th November would work best for a Community Asset Transfer meeting and that Wednesday 18th November at 6pm would be the preferred date and time but Thursday 19th November could be proposed as an alternative date.</p> <p>OG suggested that it would be good to have clarity from Moray Council on what needs to be done for this meeting and agreed to look into Gillian's initial e-mails regarding artefacts, acquisition, storage, displays and assumptions on accounts.</p> <p>CD queried if there was another Museum within the Cairngorms National Park who could assist with the artefacts issue?</p> <p>SS suggested speaking with RCHAMS regarding archive/artefact training and care and TS suggested it might be useful contacting Steph from HLF for help with archive training.</p>	<p>OG</p> <p>EH</p> <p>OG</p>
<p>Finance report</p>	
<p>OG agreed to circulate Trust and Trading Subsidiary finance reports to Directors.</p> <p>OG noted that an invoice has come for £5100 from Ross Associates, which is 25% of their final fee, but we can have this in bank in advance to pay it.</p> <p>OG noted that the invoice for the Glen Hydro feasibility study is £3,490 but there is grant funding for this which can be reclaimed in advance.</p> <p>OG noted there is also a £600 project management fee to be paid for the Landscape Gateway project. SH queried the funding for Landscape Gateway and OG noted that the funds for this have already been drawn down.</p> <p>The board approved all the above payments and invoices.</p>	<p>OG</p>
<p>AOB</p>	

<p>CD queried if there were any new members for October. OG noted there are 2 new members bringing total members to date to 308.</p> <p>CD queried if anyone from Moray Council was invited to the AGM. SS noted that they would be.</p> <p>FR gave apologies that she would not be able to attend the AGM due to diary conflicts.</p> <p>SH queried when the Hostel and VIC were closing for the season. EH noted that they both close on 31st October. However, Amanda has offered to work in the VIC on a voluntary basis if this of interest. It was considered it might be worth trialling, especially if Marion is going to be in the Museum a few days a week as well.</p> <p>EH noted that this is her last board meeting and thanked the board for a really enjoyable placement and noted that she would be more than happy to recommend the Trust if they choose to use ScotGrad again. Everyone thanked Eilidh for her hard work and dedication over the course of her placement.</p> <p>MF queried Skerryvore ticket sales. EH noted that they had started selling well but there are extra books of tickets if MF wants to sell any from the Glen Avon again. MF agreed to do this, especially as the VIC closes on 31st October.</p> <p>OG noted that the support act had been back in touch but queried if we want to go ahead with a support act this year? OG agreed to get in touch with Skerryvore regarding this to see if they would consider doing an extended set instead of having a support act.</p> <p>OG noted that there is £200 set aside for marketing for Skerryvore and £200 contingency.</p> <p>CD suggested arranging a separate meeting to go over final arrangements for Skerryvore.</p> <p>MF noted that the bar license for Skerryvore is confirmed.</p> <p>OG queried if in future it would be possible to set Board meeting dates at the beginning of the year rather than a month in advance.</p>	<p>OG</p>
<p>Date of next meeting</p>	
<p>Date of next meeting is to be confirmed.</p>	