

Tomintoul & Glenlivet Development Trust Board Meeting



DATE: 11th May 2016

VENUE: Glenlivet Estate Office, Tomintoul

Attendees

Mark Finnie (Chair, TGDT), Mary Williams Edgar (Company Secretary, TGDT), Tilly Smith (Membership Director, TGDT), Jennifer Stewart, Callum Dingwall (Vice Chair), Oliver Giles (Local Development Officer, TGDT) Justin Livesey (Business Development Manager, TGDT), Fiona Robb (HIE),

Apologies:

Fiona Durno, Gordon Sutherland (Moray Council), Lee Haxton (CNPA)

Previous Minutes	ACTION
<p>Minutes proposed by Callum Dingwall</p> <p>Minutes seconded by Tilly Smith</p>	
Matters arising	
<p>Oli updated the board on the new staff. It was noted that there was a lot of skills within the team to help develop The Smugglers & VIC during the season.</p> <p>A need for more Volunteers was identified and there will be push for more at the Open Evening.</p> <p>Volunteers to be offered training alongside the seasonal staff and a need to look for value for money at all times. First Aid training should be organised and offered to others locally. There is a possibility to organise other training that could be offered to local people and generate revenue.</p> <p>There was a discussion around Charitable Status of the Trust and Oli will look into the requirements for consultation with the membership</p>	<p>ALL</p> <p>JL / OG</p> <p>OG</p>

<p>Trading Subsidiary Report</p>	
<p>Justin read report and identified a positive increase in bed nights. Visitor Stats information for April had not been collected. This would be done for all months moving forward. It was asked for the board to think of anything they wanted to see on the Trading Sub. Report and to let Justin know.</p> <p>Jocelyn was producing content for the social media channels for The Smugglers & Julian was doing the same for the VC & Museum.</p> <p>A local referral system of accommodation was to be encouraged and Justin is to visit local accommodation providers to promote this</p> <p>A discussion around moving funds of £2000 to the Trading Subsidiary was had. It was agreed that a separate minute to be issued giving the Directors the information on what the money was needed for and for them to agree this transfer.</p>	<p>ALL</p> <p>JL</p> <p>JL</p> <p>All</p>
<p>Communications</p>	
<p>There was a discussion around the web site and the need for this to be reviewed. The discussion moved on to various issues around a central location for files, IT skills and the possible need for a Communications Director. A communications strategy was discussed and Fiona suggested a possible summer placement for a student.</p> <p>A working group of Callum, Mary & Tilly are to look into a communications strategy. Mary agreed to look at the infrastructure around the web site and email addresses. Tilly is to look at the web site content.</p> <p>A memory day will be held in the Breas of Glenlivet on the 4th of June.</p>	<p>ALL</p> <p>CD/TS/MWE</p>
<p>HLF Updates</p>	
<p>VIC Refurbishment</p> <p>Final Discovery Centre project meeting was held on the 25th April and this finished the Ross Associates study.</p> <p>Results of the application to Cairngorm LEADER for £160k will be known around the 16th of May.</p> <p>There are a few final pieces of work to complete like a Risk Register for Events.</p>	<p>OG</p>

<p>New Project proposals</p> <p><i>Fair work Community</i> Mary & Fiona are still working on this and will update board at next meeting</p> <p><i>Young Peoples Mentoring Project</i> Jennifer discussed the progress and ideas for this. She felt a part-time Youth Worker for 2 years, who would identify local issues and needs, was required. There will be a small grant programme for young people to 'grow' ideas.</p> <p>Mentoring was discussed and an email will be sent to board members to gauge their experience and the top three things required in this area.</p> <p>A local 'Partner' for this would also looked into. Talking to the staff at the Post Office was agreed as they had experience of trying to set up a local youth club</p> <p><i>Events</i></p> <p>Rock & Road</p> <p>A discussion on financing was had and it was agreed that it should not lose money. An email to be sent to cycling clubs to promote this event will be organised. Tilly agreed to pick up the pump track from Inverness.</p> <p>Mark & Justin agreed to look at the Risk Assessment for this along with gauge demand to see if the sportive would happen.</p>	<p>MWE/FR</p> <p>All</p> <p>All</p> <p>JL/MF</p>
<p>Finance report</p>	
<p>Oli reported that the trust had £17,916.57 in the bank. We have commitments of £9,799.77 giving an uncommitted balance of £8,116.80.</p>	<p>OG</p>
<p>AOB</p>	
<p>Mary asked for the Minuets with actions to be issued sooner. It was agreed that Callum would chair the next meeting. Oli is to issue the Business Plan an information on asset transfer to Directors.</p>	<p>OG</p>
<p>Date of next meeting</p>	
<p>Date of next meeting 8th June, Crown Estate 6pm</p>	