Tomintoul & Glenlivet Development Trust

Directors Board Meeting

3rd April 2013. Glenlivet Estate Office, Tomintoul

PRESE	NT	ACTIONS
John Sl		
Steve S	acks, Lindsay Robertson	
APOLO	GIES	
Mike F	etcher	
FEASIB	ILITY STUDY	
a)	The Directors reported that their discussions with HIE and Crown Estate had	
	been positive and both parties saw GLM as a good investor/partner to the	
	project.	
b)	It was recommended that Steve Westbrook could undertake the initial market	
	and options appraisal and if the GLM option was presented they could then	
	take the business plan element of the study forwards. It was recognised that	Lindsay / Steve
	GLM should be able to input into the market analysis requirements so that this	Steve
	covered their needs from the outset and no further study was required at a	
	later stage.	
HOSTE		
Recruit	ment	
a)	The directors made a recommendation to recruit Kerry Greaves as the Hostel	
	Manager, she would be supported in her role by her husband Simon, daughter	Lindsay / Steve
	Jessica and Jessica's partner Myrrdin	Smith
b)	It was acknowledged that all candidates could have effectively managed the	
	day to day running of the hostel, however Kerry and Simon offered more with	
	regards the development and promotion of the hostel and potentially setting	
	up their own guiding business in parallel would be a great addition to the area.	
c)	The directors approved the recommendation for recruitment, this is to be	
	progressed on an initial 6 month contract with the view to extend if the first	
	season works well.	
Budget		
a)	A number of points were queried regarding the budget and additional	Lindon
b)	expenditure was inputted to allow for travel and subsistence at £50 per month.	Lindsay
b)	The LDO clarified that the rates will have a 100% relief. The Directors felt that the budget was a good reflection of the first years	
c)	trading with year on year growth and a minimum income of £5k which allowed	
	for some degree of flexibility. It was agreed to approve the current budget and	
	finalise the operating levels for Directors and Manager.	
d)	It was agreed that a credit card would be provided to the Hostel Manager for	
uy	expenses incurred re purchasing cleaning equipment, stationery, etc. This card	Lindsay/Steve/
	would have a set limit of £200 per month. The directors would also be able to	Mike F
	get a card to make payments for any other items up to £500 rather than have	
	to claim back expenses.	
Compa	ny Registration	
-	It was highlighted that the company registration needed to be progressed as a	
,	matter of urgency as the bank account, etc would depending on this being in	
	lace first. Steve Smith to finalise the registration paperwork and use the DTAS	Steve Smith
	Memorandum and Articles for a Trading Subsidiary.	
b)	It was agreed that Steve sacks and Mike Fletcher would be the initial two	
	directors for the Trading Subsidiary, LDO to confirm with Pam. Sean did not	
	feel that he had the time available to commit to being a director at this stage	Lindsay
	but is keen to continue to support.	

Hostel Branding			
	The LDO highlighted that the Trust needed to finalise the name of the hostel for the website, email address, etc to be put in place. A number of names were discussed and it was agreed any suggestions should be provided to Steve Sacks who would then circulate the options for a vote on which name would be implemented.	All Directors Steve Sacks	
	The LDO to approach designers for quotes for branding.	Lindsay	
Accour a)	The LDO highlighted that there was budget available for the accounting/book keeping required for the hostel to operate efficiently and stressed that we should look to set this up as we mean to go on without being a heavy time commitment on either of the Directors. It was agreed that we would cost a book keeper to implement the weekly/monthly checks and therefore also ensure any liability of directors was minimised as independent checks were in place.	Lindsay/Steve Sacks	
Electric			
a)	The LDO covered all costs that would be incurred as part of the Electric Bike initiative and Sean gave his insight of testing the bikes. It was agreed that these would be a good addition to the hostel and could be promoted and hire out to other accommodation providers guests as well so the 20 hires would be easily achievable.		
b)	LDO to confirm hire arrangement and Sean to support in route development.	Lindsay/Sean	
DATE C			
Month			