Tomintoul & Glenlivet Development Trust

Directors Board Meeting

22nd May 2013. Glenlivet Estate Office, Tomintoul

PRESENT		ACTIONS
John Shewan, David Toovey, Mike Fletcher, Charlie Ironside, Sean Marshall, Steve		
Smith, Steve Sacks, Lindsay Robertson		
APOLO	GIES	
Mike D	rury	
FINAN	CE REPORT	
a)	David apologised for not having the finance report prepared in time for	
	the meeting, however confirmed the only expenditure was LDO salary and	
	expenses.	
b)	The directors requested that David could put together a budget broken	David/Lindsay
	down into monthly allocated spend and report back on this each month.	
	LDO to report on funding applied for or secured.	
c)	Lindsay highlighted that Directors need to submit their monthly	
	timesheets to show the value of in kind support received in the reporting	Directors
	that she has to undertake.	
d)	Steve Smith highlighted that the TGDT year end accounts need to be	David
	submitted by end of September, David to prepare for the next board	
	meeting.	
e)	The directors approved getting a credit card for Lindsay given that her	
	expenses for the hostel project were nearly £2k and that this should not	David
	have to be paid out of her own monies. David to arrange with RBS.	
MATTE	RS ARISING FROM BOARD REPORT	
a)	The directors requested that a Museum/VIC update be provided at the	Lindsay/Charlie/Steve
	next board meeting so they could discuss the project options.	Sacks
b)	The Whisky Festival was discussed in terms of the events held, whilst we	
	didn't have any number for the transport usage the guests on events had	
	indicated if the transport was available they would have used it. It was	
	felt that the trial events were a good development for the area and more	Lindsay
- \	should be done for 2014.	
c)	Lindsay updated that the Wigwams were looking like development for	
DDO IE	Summer 2014 as the exact location was still being finalised.	
PROJECT UPDATES & ACTIONS		
HOSTE		Mika/Stava/Lindsay
a)	Mike Fletcher confirmed that the opening event was to be held on 19 th June at 2pm, with Cameron performing the official opening at 2.30pm. A	Mike/Steve/Lindsay
	buffet would be provided by the hostel team and whisky would be	
	provided by Tomintoul Distillery.	
b)	The internet had been an issue in getting this installed, a formal complaint	Lindsay
D)	had been lodged with BT and we were awaiting feedback on the	Liliusay
	compensation that would be provided.	
c)	A number of the storage heaters had not been working which had	
C)	impacted on the number of rooms that could be used in the initial weeks,	
	these were being replaced by oil filled electric radiators. It was	
	highlighted that the heating needed to be carefully monitored and a	Mike F/Steve
	metre reading should be taken to explore current usage and costs against	
	budget. Other providers should also be explored to see if costs can be	
	reduced.	
d)	The banking was an issue that was currently being addressed regarding	Steve/Lindsay
",	the information required and processing of the application, a formal	July 2000
	complaint had been lodged with RBS.	
e)	Catering within the hostel was discussed and it was acknowledged that an	Steve

	agreement still had to be formalised between Kerry and Steve regarding	
	when this would commence and the fee applicable depending on the	
	catering they wish to deliver.	
f)	It was agreed that the budget would need to be readjusted to reflect	
	ensuite room bookings rather than private room bookings and the	Lindsay
	underspend in expenditure for May given some contracts are not in place	
	to date.	
g)	The marketing of the hostel was highlighted as a key area that needed to	Mike/Steve/Lindsay
	be addressed going forwards.	
h)	Electric Bikes have been delivered, contract requires to be finalised and	Lindsay
	then they can be hired and promoted.	
i)	Steve Smith highlighted that the Hostel require to issue the Trust with a	
	share certificate for £100, this does not have to be paid at this stage but is	Mike Fletcher
	the limit of liability for the Trust.	
j)	Steve Smith confirmed that the Trust had developed a reporting	
	procedure that would now be formally issue to the Hostel to outline what	Steve Smith
	our expectations were in terms of reports and lines of responsibility for	
	each body.	
AGM		
a)	Steve Smith highlighted the need for the Chairmans report and Financial	
	report to be included within the annual report, it was suggested that this	
	is collated and finalised by Lindsay to ensure a consistent format and	John/David/Lindsay
	professional design for our first year.	
b)	We need to ensure that when we issue the annual report we also give	
	advance notice of the changes to the articles which we will seek approval	Lindsay/Steve Smith
	of at the AGM and also issue the information regarding potential new	
,	directors.	
c)	It was suggested that the nominations are requested in advance with a	
	supporting statement, the nomination form could include a role	Lindsay/Steve Smith
.13	description for a director so individuals know what is expected of the role.	
d)	The directors queried if there would be budget to undertake a mailshot to	
	the whole community or only members of the trust. If only members it	Lindsay
	would require to be available locally for others. It was recognised that	
۵)	only members could vote at the AGM. All directors need to feed into the Chairman what content to include in	Directors
e)	the Annual Report.	Directors
f)	It was suggested that we approach Glenlivet Distillery to host the AGM	Lindsay
1)	and aim for end of August/early September.	Liliusay
g)	The projects suggested for displays are:	
6/	- Broadband	
	- Gateway Project	
	- Hostel	
	- Feasibility Study	
	- General i.e. Events, etc	
	- Also launch of TGDT Logo and Website	
A.O.C.I	-	
a)	Steve Sacks confirmed that the Insurance payment had been made by him	
	and would require to be reimbursed, the trust was insured on the same	
	levels as previous. Steve Smith confirmed the previous insurer had	
	provided a full refund.	
b)	The Gordon Hotel sale has not yet gone through but early indications are	
	for a boutique hotel development opening in 2014.	
c)	The Bowling Club have approached the Trust with the view of developing	
	the parking space to be available for camper vans and caravans, Mike	Mike Fletcher
	Fletcher to meet with Mike Budd and confirm if the space is suitable and	
	the support they are looking for.	
d)	Charlie presented the costs and information regarding the Motorcycle	

Event as a pre Alford Convention event. The committee felt this was a low	Charlie/Lindsay
risk proposal and could grow year on year to be a great addition to the	,
village and were happy to proceed with the development of it. Sean	
volunteered to help with the bar.	
e) Lindsay confirmed that both the Talent Scotland and Third Sector	
Internship Scotland Internships would be applicable for us and we could	
apply for a 12 month graduate post 70% funded by HIE and a fully funded	
3 month post. The Directors approved progressing with the JD and	
recruitment of both in Marketing/Communications roles based around	
TGDT promotion/destination marketing/event development and	
promotion/etc.	
f) Lindsay informed the directors that there was good support from other	
stakeholders for the organisation of a cycling festival in May 2014 and she	
was keen to explore event Scotland funding as well as arrange an initial meeting with stakeholders to discuss proposals and get commitment.	Lindsay/Steve
Directors agreed that there was strong potential to develop this and it	Sacks/Sean
would be a good addition to the spring events calendar.	Sacks/Seatt
g) Steve Smith has been approached by a lighting company who wish to	
deliver an enchanted forest type event at Glenlivet, after discussion	
regarding the other similar events and their success it was felt it would be	
worthwhile to explore potential sites with the company and costs to	Lindsay/Steve Smith
determine if it would be viable.	,,
DATE OF NEXT MEETING	
It was agreed that the board meeting on 5 th June should go ahead as planned to	
review the first month of the hostel and finalise arrangement for the opening	
event.	