# TGDT Board Meeting

Date: 9th September 2020

## Video Conference (4-6pm)

## Minutes

**Present:** Doug Nisbet (DN, TGDT Director & Chair), David Toovey (DT, TGDT Director & Treasurer), Jenny Herschell (JH, TGDT Director), Alastair Sharp (AS, TGDT Director).

**In attendance:** Oli Giles (OG, TGDT), Liz Henderson (CNPA), Fiona Robb (HIE), Tom Black (Foundation Scotland) - part.

**Apologies:** Andy Wallace (AW, TGDT Director), John Polak (JP, TGDT Director), Tilly Smith (TS, TGDT Director & Vice Chair),

Due to the restrictions associated with COVID – 19 the meeting was held online.

| **Actions carried over from previous meeting** (updates in *italics*) |
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| **Minutes** | | |
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| **Dorenell Community Benefit Fund Applications – Foundation Scotland** | Tom Black – Community engagement Manager Foundation Scotland was welcomed to the meeting and thanked the board for allowing him to take up valuable board time.<br>Tom thanked OG for the additional information provided to support the applications to date.<br>The two roles were discussed and it was agreed OG would produce JD's for the roles by 23rd September.<br>The budgets for the two posts was discussed and Tom asked what the minimum for impact was. OG outlined the Full Cost Recovery approach he'd taken with the budgets and that TGDT was contributing it's management time as match. It was suggested the salaries needed to be protected as TGDT has experienced issues recruiting due to the rural and isolated nature of our area. OG confirmed that if both posts were funded some economies could be achieved in recruitment.<br>It was agreed that David Toovey and OG would meet Tom separately to cover additional budget questions. | OG to produce JD's for the two roles<br><br>OG & DT to meet Tom separately |

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| | Doug highlighted the opportunity to cooperate with other communities and confirmed TGDT would welcome the chance to work more closely with Dorenell partners.<br>Tom asked if the legacy plan for TGLP was available and if HES had provided their letter of support? OG confirmed he'd raise circulating the plan at the next TGLP board and chase HES.<br>Tom thanked the board again for their time and left the meeting. | OG to seek TGLP board permission to share legacy plan and chase HES letter of support. |
| **Minutes of previous meeting** | TGDT Board minutes from 8th July were approved.<br>Proposed by Alastair Sharp<br>Seconded by David Toovey | |
| **Matters arising from previous actions** | OG confirmed Alpha Projects are continuing to refine their bid and have shared a demolition programme that would see work start on site in early January.<br><br>Demolition warrant has been applied for and we're awaiting technical appraisal<br><br>Ecological site surveys begin tomorrow<br><br>Dorenell applications have been submitted | |
| **Conflict of interest and governance** | Alastair asked if the ownership of no. 47 Main Street posed a potential conflict of interest. All agreed that the access issue could be resolved without a conflict of interest. | |
| **Development Plan Projects** | **Affordable Housing**<br>CARES application has been submitted – response expected by mid October.<br>Conveyancing complete but access issue with a neighbouring property ongoing.<br><br>**Campsite**<br>CES were asked to conduct a valuation on the lying in field and instructed Savills. There are some issues with the paperwork held by Savills which is delaying the valuation.<br>OG highlighted the LMV policy circulated to the board which may be relevant.<br><br>**Glenlivet Projects**<br>This was covered with Tom and await Dorenell decision before making any firm decisions | |
| **COVID – 19 update** | **Staff**<br>OG confirmed that Discovery Centre staff contracts would terminate on 25th October when the Centre closes. The board considered a proposal to retain the DC Supervisor as TGDT would qualify for a Job Retention Bonus if the post was | |

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| | extended to end of January. The board asked what tasks the DC supervisor would be doing during the winter? OG highlighted the preparation of material for the digital archive as being a significant piece of work requiring staff input. The board agreed to the extension to the end of the season 2021, OG confirmed this would give the DC Supervisor Continuity of Employment beyond two years and therefore additional employment rights.<br><br>**Hostel & Discovery Centre**<br>The Hostel is open and bookable as a self contained self catering unit. The board asked if the prices had been revised for smaller groups. OG confirmed he is looking at this and that there is a higher than usual minimum worthwhile booking due to the additional cleaning required. Discovery Centre visitor numbers and income was circulated in advance of the meeting.<br><br>**Community helpline and response**<br>The foodbank continues to see good use and is being supplemented by the village shop.<br><br>OG updated the board on the provision of IT equipment which has now benefitted 15 households. A further 5 households have been referred to the scheme and are having their needs assessed.<br><br>OG confirmed that the final date for spend on the supporting communities fund is 30th September. | OG to prepare DC Supervisor contract to November 2021 |
| **Finance report** | OG presented the Hostel and Trust finance reports and the board reviewed the statements that were circulated in advance of the meeting.<br>OG presented the revised cashflow forecasts and all agreed that the forecasts should be reviewed at the next meeting after the end of the quarter.<br>Doug suggested applying to the Church for funding for the food bank and OG will look at this. | OG to update and recirculate the CFF<br><br>OG to prepare an application to CS for foodbank funding |
| **Dorenell** | The board agreed that the focus of the Development Officer post should be on community assets which has the most potential impact. | OG to consider this when drafting JD's |
| **TGLP** | TGLP board accepted TGDT proposal for CES and TGDT roles on legacy group.<br>Digital Archive nearing completion and JI assisting with editing | |
| **AOB** | OG raised the AGM which is scheduled for 11th November and suggested that it will need to be a Zoom meeting. OG also reminded the board that we have a members meeting from 6.30 – 8pm tonight and all were welcome to stay on. | |
| **DONM** | **14th October 5 – 7pm via Zoom**<br><br>Topic: TGDT Board Meeting | |

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| | Time: Oct 14, 2020 05:00 PM London<br><br>Join Zoom Meeting<br><br>https://us02web.zoom.us/j/82997389914?pwd=bUFvMklXeVEwOEVoYWEzS3VUeDhBZz09<br><br>Meeting ID: 829 9738 9914<br><br>Passcode: 277977<br><br>One tap mobile<br><br>+12532158782,,82997389914#,,,,,,0#,,277977# US (Tacoma)<br><br>+13017158592,,82997389914#,,,,,,0#,,277977# US (Germantown)<br><br>Dial by your location<br><br>+1 253 215 8782 US (Tacoma)<br><br>+1 301 715 8592 US (Germantown)<br><br>+1 312 626 6799 US (Chicago)<br><br>+1 346 248 7799 US (Houston)<br><br>+1 646 558 8656 US (New York)<br><br>+1 669 900 9128 US (San Jose)<br><br>Meeting ID: 829 9738 9914<br><br>Passcode: 277977<br><br>Find your local number: https://us02web.zoom.us/u/kbSovyOcma | |