TGDT Board Meeting

Date: 14th October 2020

Video Conference (5 - 7pm)

Minutes

Present: Doug Nisbet (DN, TGDT Director & Chair), David Toovey (DT, TGDT Director & Treasurer), Jenny Herschell (JH, TGDT Director), Alastair Sharp (AS, TGDT Director), Andy Wallace (AW, TGDT Director), John Polak (JP, TGDT Director), Tilly Smith (TS, TGDT Director & Vice Chair).

In attendance: Oli Giles (OG, TGDT), Fiona Robb (HIE), Paul Harrington (HIE) - part.

Apologies: Liz Henderson (CNPA),

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

Actions carried over from previous meeting (updates in *italics*)

Minutes		
Conflict of interest and governance	No conflicts of interest or governance issues were raised	
Minutes of previous meeting	TGDT Board minutes from 9th September were approved. Proposed by Jenny Herschell Seconded by Doug Nisbet	
Matters arising from previous actions	OG confirmed job descriptions for Dorenell funded roles have been produced and sent to Foundation Scotland Discovery Centre Supervisor contract has been finalised The board discussed future funding for the food bank and potential for support from the Church of Scotland. DN suggested applying to	

	CoS for 1 years operation costs.	
Development Plan Projects	**Affordable Housing** Paul Harrington joined the meeting seeking clarification on two issues. OG outlined these to the board 1. The trusts self imposed condition that the site sale would nt be completed until the development funding has been secured 2. The boards understanding of the level of finance required to complete the development. OG recommended dropping the condition to complete when the development funding is secured. This will allow HIE to progress the trusts application for demolition funding. The board agreed to drop the condition and complete the purchase ASAP. OG outlined the figures in the business plan circulated in advance of the meeting highlighting that long term finance will be required to fund the gap between grant funding anf the development cost. Short term finance will also be required to meet the build costs of the three units being sold. The board discussed the various options for this bridging loan and selling the houses 'off plan' to a housing association. DN summarised that the board weren't being asked to make a decision on the finance but need to be comfortable with the likely long term financial implications of the development. FR indicated that the funding appraisal papers would address management capacity and financial viability and PH expressed confidence in the trust board in both areas. TS asked if the level of borrowing is consistent with other community led affordable housing projects. PH and OG advised that yes it's normal for there to be a gap between grant and project costs and a mortgage type loan was usually taken. AW asked if any formal applications for finance have been made? OG said no but 3 companies have been informally approached and expressed an interest. DN asked DT if he had anything to add on the financial information already presented? DT stated that the project does carry an element of financial risk but that it is being managed and communicated. DN highlighted the three remaining issues with the site for board consideration 1. Wildlife survey results – OG confirmed surveys have been completed and no bats or other wildlife of significance was found. 2. Site Investigation work required in advance of purchase – OG confirmed that there was a risk that TGDT would be liable for the cost of the SI if the sale didn't proceed (£3,800). 3. Access issue – OG has asked SLF to confirm what their expectation for the resolution of this issue is. If there is a time or cost implication to this we can speak to SLF about an	

	extension. **Campsite** CES were asked to conduct a valuation on the lying in field and instructed Savills but this hasn't been done yet OG has completed an application to the CES Community Capacity Grants programme for the development phase of the campsite project. **Glenlivet Projects** Doug suggested a small working group to pursue the two possible asset acquisitions in Glenlivet, TS and DT to join Doug and Oli on this group. FR offered to help scope some feasibility support for this via the HIE call off contract	**OG to chase CES for valuation** **OG to set up a meeting** **OG and FR to work on a brief for the SC call off contract**
COVID – 19 update	**Staff** 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 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. **Hostel & Discovery Centre** The Hostel is open and bookable as a self contained self catering unit but the 'rule of six' dramatically limits potential and has led to cancellations. The board discussed whether to make changes to the hostel operation or ride it out and agreed to look at adding another bathroom and other security measures such as making the rooms more self contained. OG confirmed the Disciovery Cente would be closing on Sunday 25th October. John Polak highlighted that this is the start of the English half term but all felt the potential benefit of open does not warrant the cost.	
Finance report	OG presented the Hostel and Trust finance reports and the board reviewed the statements that were circulated in advance of the meeting. The board confirmed the payment of invoices for the school site conveyancing and Discovery Centre garden improvements.	OG to pay Discovery Centre garden and school site conveyancing

		invoices
Dorenell	We are awaiting the outcome of the first round of Dorenell funding. TS asked if we know what the group have already funded, DT explained that no grants have been made yet so it's unknown.	OG share the Dorenell decision as soon as he has it
TGLP	OG outlined the timeline for completing the Digital archive that will launch week commencing 2nd November. The site is currently being tested by volunteers and their feedback will be sent to our developer for final tweaks. Some issues still exist with the title's, descriptions and other metadata with the phase 1 material but Jules has been working through the files in preparation for them to go live.	
AOB	TS asked if the snowcam funding can be used for a dark sky cam. All agreed this is an excellent idea	
DONM	**11th November 2020 5 – 7pm via Zoom** Topic: TGDT Board Meeting Time: Nov 11, 2020 05:00 PM London Join Zoom Meeting https://us02web.zoom.us/j/84768280964?pwd=bW0xeTBDS3lzZ25OenBvT0RsSXYrQT09 Meeting ID: 847 6828 0964 Passcode: 170074 **18th November 2020 6.30pm TGDT AGM via Zoom** Topic: TGDT AGM Time: Nov 18, 2020 06:30 PM London Join Zoom Meeting https://us02web.zoom.us/j/82961010027?pwd=T3VuNHJCN3BIY0drbzc0WnBNdVNHdz09 Meeting ID: 829 6101 0027 Passcode: 466829	