

Approved Minutes of the Meeting of the Board of Directors/Trustees

Tuesday 20th March 2018, 19.00-21.00

HDDT Office, Brander Building, The Square, Huntly

- Present** Les Allan (LA, Chair), Bruce Murray (BM), Mary Scott (MS), Carole Small (CS), Jamie Wilkinson (JW)
- In Attendance** Jill Andrews (JA), Donald Boyd (DB), Debbie Haefner (DH, Minutes), Rosemary Munro (RM), Claire Newman (CN)
- Apologies** Alastair Ross (AR)

Ref	Item	Action	By when
1	Welcome, Apologies, Introductions & Declarations of Interest		
	LA welcomed all to the meeting and noted the apologies. Special welcome to Rosemary Munro and Claire Newman who attended with a view to becoming a Board member. The declarations of interest were distributed. No amendments required.		
2.	Minutes of Previous Meetings		
	Minutes of Board meeting held on 23/02/18 were approved. Matters arising: <ul style="list-style-type: none"> Changes to M&A of Association – The idea in principle to update our M&A were approved at the members meeting. Clarification from DTAS on a couple of points required first before we present them to members for formal approval. The members meeting held on 06/02/18 – thanks to all who attended. Thanks to BM for producing the newsletter, however it was noted that distribution needs to be wider, DB/BM to discuss printing costs. 	DB/BM	31/03

Building a resilient, inclusive and enterprising community

3.	<p>Financial Report</p> <p>DB presented a summary of the financial position, showing reserved / committed funds. Key points and decisions:</p> <ul style="list-style-type: none"> • Current bank balance £299,601 • Unrestricted funds amount to £234,111 • Restricted funds amount to £65,491 • Further 'committed' funds amount to £83,119 • Further to our discussion at the previous board meeting DB had spoken again to Social Investment Scotland (SIS) re our options for paying off the loan off quicker. As a result DB recommended that we amend the decision taken at our previous meeting to double our quarterly loan repayments and instead retain the current level of repayment (£11,683/quarter) and make a lump sum of £50,000 by 31st March. The board agreed with this proposal. DB to arrange with SIS, having first taken advice from our accountant. • MS noted that we have to reserve an amount for procurement and project management costs for the Greenmyres to Gartly Moor path (Outdoor Access Trust for Scotland). 	DB	31/03
4.	<p>Development Manager's Update</p> <p>DB provided an update on developments since the last Board meeting via email prior to this meeting.</p> <p>Requests / Proposals:</p> <ol style="list-style-type: none"> 1. Amend decision re SIS loan. YES, see section 3 above 2. Approve the GRE-HDDT intercompany loan documentation. YES, see section 5 below 3. Agree to Greenmyres proposals (a) ecobothy/house and (b) development pipeline YES see section 6 below 4. Huntly Hotel survey – NO. see section 9 below 		
5.	<p>GRE Update</p> <p>DB briefed all on the minutes of GRE board meeting, noting that new HDDT board members are required.</p> <p>As requested at the previous GRE board meeting DB has prepared a simple proposal to document the relationship between the two companies in terms of the SIS Loan. The need for such a document came to light during the preparation of the first set of management accounts. The document proposed has been reviewed by Jane Dempster, our accountant. The GRE board approved it in February 2018 and asked that it should also be agreed by the HDDT board.</p> <p>The document was approved. DB to arrange signing by both parties.</p>	DB	30/04

6.	Greenmyres Proposal		
	<p>JA presented a summary of where we are with Greenmyres at the moment and briefed all on the two proposals which were emailed prior to the meeting.</p> <p>Proposal 1: conversion of farmhouse into bothy Proposal 2: Pipeline of site development 2018-22</p> <p>Proposal 1: Conversion of farmhouse into bothy After much discussion it was agreed that:</p> <ul style="list-style-type: none"> the tenancy will have to end by end of September 2018 (effectively giving tenants 6 months notice). DB/LA to make this known to the tenants. JA to seek costings from John Pascoe, QS for various modular additions to the proposal to increase the specification of the bothy structure. These to include insulation, CCTV, indoor toilet, etc). JA to present these plans and costs to the board prior to and at the next board meeting on 17/04. The aim would be to get a consensus decision on the specification at the next board meeting to allow planning and building warrant applications to be prepared shortly thereafter <p>Proposal 2: Pipeline of site development 2018-22</p> <ul style="list-style-type: none"> The board approved the phased, incremental approach proposed and the plans for phase 1 for 2018. It was agreed that the direction of travel be reviewed after Phase 1 has been achieved. <p>DB to send all the summary report for the Greenmyres Energy Hub.</p>	<p>DB/LA</p> <p>JA</p> <p>JA</p> <p>ALL</p> <p>DB</p>	<p>01/04</p> <p>10/04</p> <p>17/04</p> <p>03/19</p> <p>31/03</p>
7.	Huntly 2030		
	<p>Is there anything specific HDDT wants to add into the Ice Cream Architecture study? It was agreed that a special meeting regarding this should take place in early May – DH to determine a date via Doodle Poll.</p>	DH	10/04
8.	Board Matters		
	<ol style="list-style-type: none"> At the previous board meeting it was agreed that we need to review existing policies and procedures and develop new ones where necessary. LA has offered to take on this task. LA is stepping down from his role as Chair at the AGM therefore it is vital that we recruit a new Chair (and new directors), in the meantime it was agreed to appoint a Vice-chair to fill the gap if required. All to have a think about who wants to take on this role. The 5-year term rule still applies, however should a director wish to carry on, each additional year must be agreed by the board by secret ballot. The current five-year rule can only be changed by changing the M&A of Association so it would be good to do this when we change our M&A to make us eligible for Community Right To Buy. DB to seek advice from DTAS on this 	<p>LA</p> <p>ALL</p> <p>DB</p>	<p>30/06</p> <p>17/04</p> <p>17/04</p>

	matter and also find out if we should set an upper limit for years' service.		
9.	AOCB		
	<ul style="list-style-type: none"> • Staff reviews have been done, DB now working on updating contracts and duties as there are a few changes internally. • Huntly Hotel – DB has been in talks with the owner of the hotel with a view on HDDT purchasing it. DB had received a costing for a building survey and commercial valuation which had come in at a £4,000. It would be possible to do only the commercial valuation at this stage but the board declined at this time until it is clearer what we might want to use the building for (tied in to the Ice Cream Architecture process) and how the costs of refurbishing owning the hotel could be met. 	DB	17/04
12	Close of meeting		
	<ul style="list-style-type: none"> • LA thanked everyone for their attendance and closed the meeting at 21.30. • Next meeting is Tuesday 17th April at 19.00 		