

MINUTES: Glengarry Community Woodlands

Glengarry Community Woodlands

First Directors Meeting

30 September 2015

Glengarry Community Hall @ 20.30hrs

Directors Present:

Bruce Kocjan-Briggs, Grace Grant, Colin Grant, Catriona Menzies , Lindsay Rogers, June Mathers

Objective: Commence Company Business and finalise event of 10th Oct

Summary of Actions from This Meeting

No	Action	Who	When
1	CDO job advert on our website	Colin	Soonest
2	Contact bank - change business address to Twin Deer Law	Grace	By end Nov
3	Contact VAL - dates for Directors training	Grace	By end Nov
4	Inform HIE and SLF of OSCR number and company status	Grace	Soonest
5	Contact Chris Piper - Forest Plan	Bruce	Soonest
6	Circulate information for Directors.	Grace	Soonest
7	Publish appropriate information to website.	Colin	Soonest
8	Directors to read Articles etc	All	Soonest
9	Ask Hector re a contacts box to be kept in heritage centre	Lindsay	By end Nov
10	Setting up enquiry form on web site	Colin	By end Oct
11	Arrange date for Abriachan visit	Bruce	Soonest
12	Poster design, print and post up.	Bruce	Soonest
13	Quiz & prize basket	Lindsay	For 10th
14	Raffle and food	Catriona	For 10th
15	Loaf of sandwiches for 10th Oct	June	For 10th

Previous Minutes: This being the Directors meeting of the company, there were no previous minutes.

Initial Business: The Directors unanimously agreed to co-opt George Cross as a Director. George joined the meeting.

Bruce Kocjan-Briggs, was nominated for Chairman by Catriona (seconded by Colin) and this was unanimously agreed.

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Grace presented a list of 17 items for consideration:

- 1 & 2. FCS had been asked for access to the site and they have responded with quite a daunting legal document. Johnny had been asked about this and he said it was quite standard. But in the light of the fact that insurance will also be needed it was agreed to put this and item 2 (insurance) on hold.
3. Colin to put CDO job advert on our website.
4. Grace is contacting the bank to change business address to Twin Deer Law (Johnny agrees this a good idea).
5. Grace contacting VAL for dates to do Directors training for governance and financial probity.
6. First tranche of money due from SLF (for revenue - CDO post).
7. Grace is informing HIE and SLF of OSCR number and that we're now a company
8. For continuity, Directors agreed that Chris Piper continues to provide service into Forest Plan work. Chris had reduced his previous bill as 6 days on the initial contract were not used. Bruce to contact Chris.
9. George has written (today) and hand posted letter to Trust secretary (and emailed Chairman) requesting £10k shortfall funding.
10. Grace will circulate information for Directors. Colin to publish as appropriate to website. All Directors to read Articles etc.
11. Lindsay to ask Hector about a contacts box for information to be kept in heritage centre. Directors discussed possible need for laptop/tablet and other IT facilities for new CDO.
12. Bruce already elected Chairman. Other directors positions to be discussed and agreed at future meeting.
- 13, 14 & 15 - all noted
16. Colin setting up enquiry form on web site
17. Bruce will enquire about date for Abriachan visit (likely to be Oct school holidays). Grace mentioned HIE will pay.

Event - 10th October - 11.00hrs at the Community Hall: Bruce suggested title to be "Meet the Woodland". Bruce doing posters. Treasure Hunt postponed until spring. Lindsay doing quiz and Directors agreed a £30 prize. June doing a loaf of sandwiches. Catriona doing raffle and food.

Any Other Business: There was none.

Next Directors meeting: To save £15 a time, Directors agreed to host Directors meetings in turns. It was agreed that using Wednesday as a general rule was acceptable. But for the next meeting - Lindsays house, 19.30hrs on Thursday 8th October. George Cross Thursday, 01 October 2015.