

# Glengarry Community Woodlands

08 October 2015

Lindsay Rogers House @ 19.30hrs

## Directors Present:

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

In attendance - Margaret Boyd of VAL

## Objective: Governance Training, event of 10th Oct and other business

### Summary of Actions from This Meeting

No	Action	Who	When
1	Contact J Bell with names of Directors	George	Soonest
2	Contact J Fleming regarding Trust funds	George	Soonest
3	Bank account alterations	Grace	By end Nov
4	Public liability insurance	Grace	By end Nov
5	Book room for interviews - 28th Oct	Catriona	Soonest
6	Draft interview questions	George	Soonest
7	Confirm Abriachan visit	Bruce	Soonest
8	FCS/Ben Lennon meeting for Nov	Grace	Oct
9	Specification for Forest work tender	Bruce	By end Oct
10	Posters for event on 10th	Colin & Lindsay	Immediate
11	Maintain heritage centre box file	Lindsay	Ongoing
12	Skills audit commencement	Grace	Oct/Nov
13	Pay Lindsay	All	Soonest
14	Draft specification for graphics	George	Soonest

**Previous Minutes:** The previous minutes were agreed as a true record. All the actions are complete or in hand.

**Directors Roles:** The following was agreed:

- Chairman - Bruce
- Vice Chairman - Catriona
- Treasurer - Grace
- Minutes Secretary - George
- Marketing & Communications - Colin

It was noted that a Company Secretary is not required and that any legal functions that may be required would be contracted. The role of the CDO is within the job profile. The line manager to the CDO is Bruce.

## **Governance Training:**

Margaret Boyd took the group through a presentation that covered the following:

- Importance of Articles
- Directors responsibilities, duties, roles and authority, especially as it relates to Companies House and OSCR.
- Need for Directors to be strategic, not operational and to have a mission and values.
- Need for Directors to be active, support, have integrity, be respectful (particularly for dispute resolution), have duty of care, take collective responsibility, declare 'conflicts of interest', take no financial benefit and report changed circumstances.
- Need to set up induction training, policies, procedures (eg for claims and allowances and running meetings), seek advice, conduct skills audit and succession planning.
- Communicate effectively and openly (publish minutes online in pdf format), have ambassadors into the community but take care with data protection.

**Finance:** It was agreed that Finance would be a standing item on the agenda.

Grace reported the first tranche of monies, to cover 6 months CDO employment, has arrived in the bank from SLF.

There has been no recent response from Glengarry Trust. George to contact Jon Fleming for any news.

Grace is following up for public liability insurance. It was agreed to hold off on signing the legal agreement for access to the site, as we may own it quite soon.

Necessary changes to bank details, due to the change from Steering Group to Company, are ongoing. Grace action.

**Community Development Officer:** Grace reported there had been 3 expressions of interest so far, with one application. The job is advertised with CWA, VAL, HIE, on our website (and therefore on Facebook) and posted around the village.

It was agreed that the interview panel would be Bruce, Grace or George and Margaret (or another rep from VAL). George will draft some questions for others to add to. Catriona to book hall room for 28th Oct.

There was brief discussion about the pros and cons of contracting rather than employing. It was agreed to defer until the best candidate is identified.

**Visits:** It was agreed to concentrate on Abriachan. The 19th or 20th Oct were suggested and Bruce will confirm. Other possibilities are Aigas (good website) and Forest School Kilfinnan.

**Branding:** Grace had contacted three individuals and presented some options. The group discussed the need to reflect our name, be representative of the tree species (Oak, Scots Pine, Silver Birch, Rowan and Hazel) and be clear in graphic terms (font, colour, theme, scale, different media etc) George will write a draft specification and send to Grace for finalisation and to get quotes.

**Event - 10th October - 11.00hrs at the Community Hall:** All agreed this was in hand. But there has been a poster problem. Lindsay and Colin are posting some in village.

Grace suggested a meeting with Ben Lennon of FCS. She will contact for November meeting.

**Any Other Business:**

Chris Piper - Grace had contacted and he's happy to continue working with us. Bruce to send a draft specification of work requirements to George.

Companies House & OSCR - George to write to J Bell to confirm Director names.

Security - Grace has already written to Ben Lennon on this.

Box file - Lindsay will maintain the box file of information in the heritage centre

Skills audit - Grace will review system from Margaret and commence

Quiz prize box - We all owe Lindsay £5 for the magnificent prize box. There's going to be one lucky winner!

**Next Directors meeting:**

Grace's house, 19.30hrs on Tuesday 20th October.

George Cross, 09 October 2015.

**These minutes are agreed and approved:**

**Date:** \_\_\_\_\_ **Role:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_