

Glengarry Community Woodlands

Directors' meeting

9th December 2015

Glengarry Community Hall @ 19.30hrs

Directors Present:

Grace Grant, Catriona Menzies, Lindsay Rogers, Bruce Kocjan-Briggs, Colin Grant. In attendance - Gary Servant

Apologies: June Mathers, George Cross

Summary of Actions from This Meeting

No	Action	Who	When
1	Directors skills audit review	Bruce	Soonest
2	Review HIE technical assistance funding	All	January
3	Insurance - purchase from NFU	Grace	Soonest
4	Settle hall invoice	Grace	December
5	Finalise Chris Piper contract	Bruce	Soonest
6	Finalise CDO contract for Gary	Bruce	December
7	Draft and submit LCF funding application	Gary	December
8	Directors contact details to Gary	Grace	Soonest
9	December newsletter	George	December
10	Article for Lochaber Life (inc. photos)	Grace and Gary	January
11	Funding application for display board	Colin and George	By March
12	Branding - collate comments on draft designs, arrange next meeting	Grace	December/January
13	Contacts for Beinneun wind farm to Gary	Grace	December
14	Celebration event invitation and Christmas cards	Lindsay/Bruce	December
15	Next meeting hall booking	Catriona	December

Previous Minutes: The previous minutes were agreed as a true record.

Matters Arising: All matters arising are noted as complete, on the agenda, or ongoing.

Finance: Grace took Directors through the current position and updated everyone on progress with the finance for the land purchase (totalling £202k including legal fees, and consisting of funding from the Scottish Land Fund and from The Glengarry Trust). The settlement date for purchase was expected to be on the 14th or 15th of December, and a small 'handover ceremony' and photo opportunity with the Directors was proposed at 10am on 15th December, to be followed by a more formal celebration event in late January.

An outstanding figure of around £2000 provided by HIE to GCW for 'technical assistance' was noted, and may have to be returned if it cannot be re-scheduled for relevant works.

An outstanding figure of around £6000 will remain from the Scottish Land Fund grant once purchase is completed (due to overestimate of the legal fees - which were approx £2k rather than £8k), this can be re-scheduled for use on other capital items. In addition the Scottish Land Fund grant includes provision for £4500 for tree safety works, and £1900 for Directors training, it was agreed that it seemed prudent to use some of this funding to cover the annual insurance cost for the woodland, the buildings and events (approximately £800).

Catriona will pay the outstanding Hall invoice.

Chris Piper - letter of engagement: Chris produced a draft work schedule and contract letter following the meeting with Directors on 20th November; Grace will circulate to all Directors (and GS) and any comments or feedback to be forwarded to Bruce by 10th December.

Community Development Officer report:

A draft employment contract was forwarded to Gary at this evenings meeting, based on discussions with Directors on 20th November. Gary agreed to review and discuss detailed arrangements further with Bruce and VAL if necessary.

Gary mentioned the possibility of funding for Rhododendron seedling removal and birch woodland restoration (along the river path) through the Landfill Community Fund; he would produce draft for circulation before closing date on Friday 11th December.

Grace will forward Directors contact details to Gary.

Ideas for re-scheduling the capital funding were discussed - notably upgrading the depot buildings, improving access to the site, deer fencing and firewood processing.

December newsletter:

George will prepare a brief update and Colin will circulate. Gary to work with George to prepare a newsletter in January.

Article with photos for Lochaber Life to be prepared and submitted in January (Grace and Gary).

Display Boards: Catriona had a positive response to the proposals at the recent Hall committee meeting and also emphasised that GCW were welcome to make use of the existing notice board beside the Post Office. Colin had identified a suitable new notice board for sale, and would work with George to draft a funding application for this for the next meeting of the Glengarry Trust (March 2016). The new board to include a 'Whats On in Invergarry This Week' section, as well as info on the community woodland.

Branding: Grace, Bruce, Colin & George have had an initial meeting with Lisa Bell to discuss the logo and will circulate the initial set of drafts to all; all are happy to proceed with engaging Lisa to design the GCW logo and branding; aim to get the design finalised in January, and Grace will arrange to meet up again with Lisa in January to progress this. Any comments or feedback on the draft designs to be sent to Grace.

Any other business:

Community Renewable Energy Funding - Gary to make contact with the representatives of the new Binneun Wind Farm (Neil Reid) to discuss future funding opportunities for GCW.

Future Celebration Event - Lindsay outlined proposals for a family event in the community hall on 30th January (late afternoon) to mark the community acquisition of the woodland. Invitations to be sent to all members and the event to be open to all local residents. Format to be an informal buffet and bring-your-own 'pot-luck'. Ceilidh music, party-games, cake and chocolate were all suggested. Lindsay will prepare an insert to go into a Christmas card for all members; signs and notices to go up in January.

Other events

Lindsay suggested the following events for 2016: Treasure hunt and BBQ, Plant sale, Teddy Bears Picnic, Nearly New Sale, Halloween Event and a Craft Fair.

Exchange visits

Bruce mentioned that Broadford Community Woodland had extended an invitation to visit, and likewise Gary extended an invite from Evanton Community Woodland for a future visit.

Next Directors meeting:

At or following the public meeting on 13th January 2016 (19.30hrs at the Community Hall)

These minutes are agreed and approved:

Date: _____ **Role:** _____

Name: _____

Signature: _____