

Glengarry Community Woodlands Directors meeting

16th March 2016

Glengarry Community Hall @ 19.30hrs

Directors Present:

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

With the permission of the Chairman, items 4, 6 and 10 were removed from the agenda.

Summary of Actions from This Meeting

No	Action	Who	When
1	Paths for All Funding	Gary	April
2	Prices for equipment - circulate	Gary	Soonest
3	Purchase equipment	Bruce/Colin/George/Gary	April
4	Dundreggan & Findhorn visit for Directors	Gary	Spring
5	Findhorn visit and visit calendar	Gary	Summer
6	Woodland finance in development plan	Bruce feed to C Piper	Soonest
7	Review draft development plan from C piper	Bruce/George/Gary	April
8	Circulate report template	George	Soonest
9	Use report template	All Directors	Ongoing
10	Review depot plan and report back to Grace	Directors	Soonest
11	Progress depot development as noted.	Gary	April/May
12	Find if depot has postal address	Gary	Soonest
13	Invitation to Beinneun for next meeting	Gary	Soonest
14	Branding - liaison with Lisa as noted	Grace	Soonest
15	Circulate finalised H&S policy	Gary	Soonest
16	Ascertain fire extinguisher costs.	Gary	April
17	Communication contacts	Gary/Bruce	Soonest
18	Spring newsletter	Gary	April
19	Acquire BBQ (or disposable)	Bruce (via Jon?)	Soonest
20	Shopping for Treasure Hunt	Catriona	By 28 Mar
21	Items for Treasure Hunt	June	By 28 Mar
22	Try to acquire big drums	All	July
23	Pot Plants to Lindsay	All	May
24	Craft Fair items to Lindsay	All	Autumn
25	Next meeting hall bookings (NB public - 20/4/16)	Catriona	March

Previous Minutes: The previous minutes for 17th February 2016 were amended at page 2, point 2 to read "Grace" instead of "Gary" (Review HIE technical assistance funding) and otherwise agreed as a true record.

Matters Arising (13/1/16): All matters arising are noted as complete, on the agenda, or ongoing. Except:

Paths for all funding - Gary circulated an application form that he had completed and needs permission to progress. After discussion, permission was given with the exception that Rhododendron work be removed, due to possible conflict with LCF funding. Gary to progress and keep Directors updated.

CDO Report: Gary took Directors through his previously circulated report. Grace queried the need for a large 20" chain saw and after discussion it was agreed that two smaller 16"saws with 2 safety kits were preferable.

It was also agreed that Rhoddie removal training was not yet needed and Gary confirmed we could remove rhoddie using techniques he is already aware of. Gary to follow up prices and re-circulate. Bruce, Colin and George will liaise with Gary to purchase as most cost effective.

Gary reported that on 19th February the Board was registered for rural payments online with Business Registration Number (BRN) of 237912.

Gary reported on the Woodland Trust meeting and walk round, which a few people attended, including a visit to Dundreggan. Gary is to arrange a visit for Directors. Gary also highlighted the possible logging access issues from the woodland by the river. This is ongoing.

Grace was concerned that there was too much focus on the Forest Plan and more was needed to encourage community volunteers. It was noted that Gary had attended the school and was introduced to a recent community council (CC) meeting. It was thought that a quarterly attendance at the CC was a good idea. Weekend volunteering/walks were discussed.

Directors noted a walking group was arranged for 22nd March 10.00hrs @ depot.

Vision/Mission/Strategy/Business Plan: Speaking to his previously circulated report, George outlined progress. Grace and George had drafted some ideas for the vision/mission/strategy document and at the business planning meeting of 4th March 2016 it was agreed that Chris Piper would embed these ideas in the early sections of the business plan he is working towards for GCW. It is hoped that there will be a draft ready for the Directors meeting of April. Following advice from Chris Piper it was agreed that the evolving document be called a 'development' plan rather than a business plan, whilst noting the need that finance must be considered and that there was a 'funding' heading in Chris Pipers draft. Bruce will feedback this need for woodland finance to Chris.

Following the recommendations of the report, Directors noted the drafts, agreed they be embedded in the evolving development plan and noted that the draft work will then return to Directors for approval. Bruce, George & Gary will initially review the draft from Chris.

Meeting Reports Template: George spoke to his previously circulated report, to introduce a formal reporting process, in response to advice during the VAL training. An example implication

was discussed regarding IT standardisation but this was left 'as is' at this time. Directors were positive that the template should make decision making clearer and meetings shorter. Directors agreed to use the template for all future reports. George will circulate.

Depot Development: Grace circulated a plan and reported that David Knight had approved the safety works funding. Directors were positive about the plan but will report any issues they note to Grace. Gary is to liaise with relevant agencies to establish system for reconnecting electricity and replacing damaged box and main fuse and report back to Directors. Also to liaise with electrician for safety works.

Gary to liaise for a skip, for digger (if needed, for example for the pit) and for fencing along the road and report back to Directors prior to incurring costs. Gary to contact Scottish water for change of ownership.

Gary left the meeting.

Finance: Grace went through her previously circulated report and noted a potential deficit of £532.79 should we not gain further income. A number of ideas were discussed (eg, sponsored cladding, gift aid, the trust, Beinneun) but due to the importance it was agreed that a future specific meeting be set up for 'funding'.

The meeting then drifted off into insurance (Gary now on insurance due to chainsaw), the postal address of the depot (Gary to chase up) and Gary to invite Beinneun wind farm to next meeting.

Branding - update: Grace circulated latest from Lisa. Catriona had seen a similar squirrel logo and queried copyright. It is thought that as Lisa's work is original it will not fall foul of copyright. Grace to confirm understanding with Lisa. Grace to send Lisa a draft front page of the development plan for Lisa to 'mock up'. Grace to get possible meeting dates from Lisa.

H&S Policy - update: Bruce reported that the H&S folder is now in the depot. Risk assessments and procedures work are ongoing. There is a visitors book and emergency contacts available. Gary to circulate finalised H&S policy.

1st aid training was discussed and all thought this was a really good idea.

Gary to ascertain fire extinguisher costs.

Newsletter - discussion: George suggested that 'Communication' be a standing item in order to broaden our message systems. All agreed to this and a further suggestion that the newsletters be seasonal with other messages on at least a monthly basis and as necessary. This to include establishing links and systems for Facebook messaging, the GCW website, Glengarry Life, Lochaber life and other press contacts. Bruce will action these via Gary, including a 'spring' newsletter.

Treasure Hunt: 28th March Easter Monday. Bruce had been round the route with Jon Fleming and it took about 2.5hours.

Three aspects:

1- Treasure Hunt - Bruce has this in hand.

2 - BBQ - some discussion. Cater for 20. Catriona to shop for required items. Bruce to contact Jon Fleming regarding gas BBQ.

3 - Easter Egg Hunt. June will supply some items that help via water park. Catriona to shop for prizes.

Any other business:

Plant Sale - Lindsay asked for everybody to consider potting on a few plants from gardens for plant sale at her gaff in May/June.

Craft Fair- Lindsay asked for everybody to make items for sale. She will book a table (as will Catriona)

Teddy Bear Picnic - Lindsay said that this was arranged for August-ish. She needs big drums if anybody can help.

Next prior meetings:

To consider items 4, 6 & 10 - work plan - 23rd March 19.30hrs at hall

To consider funding - TBA

Next Directors meeting (public):

20th April 2016 (19.30hrs at the Community Hall)

Written by: George Cross 19/03/2016

These minutes are agreed and approved:

Date:_____ **Role:**_____

Name:_____

Signature: _____