

Glengarry Community Woodlands Directors meeting

6th April 2016

Glengarry Community Hall @ 19.30hrs

Directors Present:

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

Summary of Actions from This Meeting

No	Action	Who	When
1	Paths for All Funding	Gary	April
2	Purchase equipment	Bruce/Colin/Gary	April
3	Dundreggan & Findhorn visit for Directors	Gary	Spring
4	Findhorn visit and visit calendar	Gary	Summer
5	Meeting for draft development plan / C piper	Bruce	April
6	Progress depot development as noted.	Gary	April/May
7	Find if depot has postal address	Gary	Soonest
8	Fire risk assessment (& extinguishers).	Gary/George	May
9	Spring newsletter	Gary	April
10	Try to acquire big drums	Colin/Bruce	July
11	Pot Plants to Lindsay for 4th June	All	May
12	Labels/bags purchase	Lindsay	Soonest
13	Craft Fair items to Lindsay (holders coasters etc)	All	Autumn
14	Develop work plan	Bruce	Soonest
15	Adopt Lead Director responsibilities	All	Ongoing
16	Companies House letter - advice/VAL	Grace	Soonest
17	Lease storage space - insurance check	Bruce	Soonest
18	Lease storage space - costs and contact	Colin	May
19	Lease storage space - newsletter information	Bruce/Gary	May
20	Insurance for use of tools	Bruce	April
21	Blue Energy - chase up	Bruce/Gary	April
22	NDR form - sign and send	Bruce/Gary	April
23	Ascertain Architect time frame - stage 1.	George	April
24	Agenda for public meeting	George/Colin/Lindsay	Soonest
25	Branding meeting Lisa 15th April @ 19.30	Grace	Soonest
26	Response to CDO - reduced hours	Bruce	Soonest
27	Next meeting hall bookings (TBA)	Catriona	March

Previous Minutes: The previous minutes for 16th March 2016 were agreed as a true record.

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

Item 3 - Colin to give Gary receipts to submit to Grace to pay Colin (for equipment). Directors agreed that chainsaws and other larger equipment be purchased more locally.

Item 6 & 7 - Bruce has contacted Chris but Directors support an extra meeting with Chris. Bruce to arrange.

Item 16 - George noted he is working on the fire risk assessment with Gary

Item 22 - Drums - Bruce is to contact Joyce Gilbert. Colin to contact High school.

Item 23 - Plant sale - provisionally set for Saturday 4th June. All agreed: Colin Pot holder/s; Lindsay to get labels & bags; Grace to supply coasters & keyrings; teas & coffees.

: Grace to supply teas & coffees.

For Christmas Craft Fair Colin suggested Reindeer Pot holder/s; Lindsay to get labels & bags; Grace to supply coasters & keyrings;

Work Plan: Speaking to his previously circulated report, Bruce outlined the 2 year work plan. Directors agreed:

The overall work plan was acceptable but it would be worth considering adding reference to strategic objectives. In addition Bruce is to develop a weekly work log for Gary based upon a draft from Grace, submitted at the meeting.

VAL - Directors Responsibilities/Advice Reports Template: Referring to the previously circulated documents, Bruce went through the 'sharing the workload' document from VAL. Directors agreed the Lead and Support officers, with some adjustment, as noted below:

Board led Activities i.e. where the CDO is not directly involved	Lead	Support
Line management of CDO and Development of HR Policies and Procedures.	Bruce	Colin and George
Distribution of Agenda, previous Minutes and Papers for Board meetings.	George	June
Board meeting venue arrangements.	Catriona	Lindsay
Website and Membership data base.	Colin	George
AGM prep. (The practical things that have to be done within specified timescales e.g. sending out notice of the AGM 21 days before etc). Board succession planning (to be discussed at a Board meeting).	June	Lindsay
Finances/Funding reporting and Spokesperson on behalf of GCW.	Grace	Bruce

Board level connection and communication with other local organisations and groups, and similar organisations from other areas. (This would need to be done in liaison with the CDO).	Catriona	Grace
---	----------	-------

CDO lead Activities which lend themselves to additional 'support' by a Board member/s	Board Member/s
Community communication	Catriona and Lindsay
Local awareness raising events + local fund raising	Lindsay
Path network	Bruce and George
Forest classroom, following discussion and agreement by full Board.	Colin and Bruce
Liaison with Forestry Consultants	Bruce, George, Colin and Grace
Volunteers Building up a bank of volunteers will need to be an on-going activity. Keeping volunteers motivated and valued can be time consuming but really important.	George, Lindsay and June
Investigating and applying for on-going funding, following approval by Board.	Grace / Colin

Directors agreed the following rotation of Chairing and Minute Taking of the board:

Jan - Mar 2016	Apr - June 2016	July - Sept 2016	Oct - Dec 2016
Bruce/June	Grace/Lindsay	George/Catriona	Colin/Bruce

But also agreed that all required support would be given to those less confident.

The Directors agreed the following Action Plan leads

Topic	Lead
1. Strategic Plan	George
2. Operational Plan	George (as part of above)
3. Reporting requirements	Bruce

4. Line Management of CDO	Bruce
5. Monitoring of CDOs working hours	Bruce
6. Chairing of meetings	Rotation
7. Sharing the workload	Agreed above
8. Reporting to Funders Tracker	CDO report item into future
9. Succession planning	June
10. Development of a Directors Pack	Grace
11. Policies and Procedures	Bruce
12. System for reviewing and reflecting on activities	Bruce
13. Community feedback/Communication	CDO (Catriona/Lindsay support)
14. Templates	George

Finance: Grace went through her previously circulated report and noted the recent income of £15589 from SLF and £125.99 from Glengarry Trust - with thanks.

Current balance = £25034.12.

Grace reported we now had digital banking (Hurrah!) - with RBoS

Catriona presented a hall hire bill and £82.50 as income from the recent BBQ/Treasure Hunt.

Thanks to all...

Catriona reported a letter from Companies House regarding tax. Grace to contact VAL with urgency.

Insurance: Discussion regarding email from Gary. Bruce to contact insurer to confirm situation of 'named people' and progress to acceptance (should there be no issue) as this is needed for the hand tools recently purchased (in addition to the future use of chainsaws).

Leasing Workshop Space: Discussion as local trades are requesting storage space and we could generate income. Bruce to check insurance. Colin to research costs and have initial discussion with tradesmen. Bruce to ask Gary to place note in next newsletter for possibility of leasing to interested parties, including possible small workshop businesses.

Blue Energy - update: Bruce reported Gary had contacted but no response yet - maybe due to holidays. Bruce to chase up.

Council Tax: Colin explained actually 'Non Domestic Rates' (NDR) and Gary has completed a form that needs signature. Directors noted that, as a charity there should be no NDR payable - nor indeed 'water rates'. Bruce to follow up both with Gary and particularly to note that the Community Hall doesn't pay these.

Architect: George reported verbally that he, Lindsay and Gary had met David Mee at the site. David is dealing with item 1 of the tender - drawing to warrant standard the existing site and giving advice against possible future needs - for £1200. David has dealt with community work before.
George to enquire what time frame David intends to complete within.

Agenda for next meeting (public): Directors discussed, amended and agreed a standard public meeting template. George to re-write and circulate, including to Colin for publication on the web and Facebook and to print out a few for Lindsay to put up as posters.

Branding: Grace requested a date for a meeting with Lisa and it was agreed she contact Lisa to suggest 19.30hrs on Friday 15th April, which should enable all Directors to attend.

Any other business:

Notice Board - Gary has it and is in communication with Hall committee members. Catriona strictly stipulates that there will be no rubbish put up.

CDO reduced hours - the Board noted a request from the CDO for a reduction in working hours. A sub group to be formed to consider the request and Bruce to respond promptly.

Next Directors meeting (public):

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

Written by: George Cross 07/04/2016

These minutes are agreed and approved:

Date: _____ **Role:** _____

Name: _____

Signature: _____