

Glengarry Community Woodlands Directors Meeting

28.09.2016

The Old Forestry Depot @ 19.30hrs

Directors Present:

George Cross, Catriona Menzies, Lindsay Rogers, Colin Grant, June Mathers, Grace Grant. In attendance - Tom Cooper (CDO)

Chairing this meeting - George Cross

note - meetings of 20th July 2016 and 17th August 2016 also chaired by George Cross

No apologies received as all Directors present.

Summary of Actions from This Meeting

No	Action	Who	When
1	none		
2	minutes to be approved and signed	Board, Chairman	Oct/November
3	none		
4	Apply for Easter school funding Items from CDO report Check on PVG	Tom Tom June, Tom	December ongoing November
5	Report from CWA Conference Report from Knoydart visit Evaluation after Events Official 'Thank you' after events	Tom Tom Subcommittee Tom	November Dec ongoing
6	Storage invoicing Report on ongoing work at Depot Continuing talks around renting out space	Treasurer Tom/George Colin	Yearly November November
7	Contact with Lisa Bell re suggestions Research business cards Funders Logo page	Grace Tom Colin/Tom	Sept November November
8	Accounts to be circulated and agreed before AGM Wednesday 26th October	Grace	ongoing
9	Directors Recruitment Page Draft Directors Pack	George/Tom/Grace George/Tom/Grace	asap asap

No	Action	Who	When
10	AGM Agenda and Invites AGM seating - borrow tables & chairs from Hall AGM catering	June/Grace/Tom Catriona Tom Lindsay and Grace	asap October October
11	Craft Fair - making of items for purchase - to meet at Depot Craft Fair - as many as possible to help set up and staff stall Formation of subcommittee to discuss Presentation/Signage and Branding of GCW	all all Board	2nd November 10am-1pm 19th November November agenda
12	Pole Lathe demonstration by Bruce Kocjan-Briggs (date changed after meeting from 7th to 14th Oct)	anyone available	October 14th 2-4pm

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

Proposed - George Cross

Seconded - Colin Grant

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

Item 10 - it was decided not to invite Margaret Boyd to visit the Board until a new Board is in place after the AGM.

4) CDO Report:

Tom delivered his report electronically before the meeting, for perusal by the directors. He re-iterated how pleased he was to be in Glengarry, and the Board thanked him for his work so far.

One major achievement noted is him allocating one half day per week to bringing the children from the school along to the woodland for educational purposes. Working closely with the school is the foundation of building a Forest school. This fits in to the Schools National Curriculum for Excellence. It is hoped that a Holiday Forest school Club will be started next Easter. To that end Tom is considering applying for various grants as money must be raised to fund building a shelter, equipment and an assistant amongst other costs.

Tom is in contact with Suzanne Barr of Abriachan to discuss their Forest school and it was suggested that Strammash in Fort William might be worth contacting also.

Establishing a forest school is seen as an important activity for current education and for the future enjoyment of the woodlands.

It was agreed that Tom will liase with June to check that our PVG is in order.

Volunteer recruitment and activity are being pursued, both locally and further afield.

Tom is meeting with Chris Piper to discuss the Forest Plan. He is also meeting with Johnny Bell to discuss the legal structures of GCW and GCW Trading, and to discuss how best to use the two parts of our Charity.

Networking is ongoing with other organisations, VAL and Lochaber Environmental Group being two.

He is also working on applying for funding to upgrade the Depot even further - any potential major applications will be fed back to his line manager (George) and then to the Board for consideration before proceeding.

George thanked Tom on behalf of the Board for the progress seen so far.

5) Events:

Trees For Life - 11th September

Smallwoods - Smallwoods machinery 22-23rd September

It was agreed that both of these events had been very successful and provided opportunities for further networking and putting GCW 'on the map'. note - It is already on Google maps thanks to Kenny Grant. (Associate member)

It was also agreed that some kind of evaluation should take place directly after events to learn both what was successful and why, and what could be improved on. It was suggested that this should be done after every event. The Board would set up a subcommittee to deal with this.

Grace had mailed both Joyce Gilbert (TFL) and Amanda Calvert (Smallwoods) on behalf of the Board to thank both them and all of the participants for the effort put into these events.

It was noted that Grace has done this routinely in the past for every event held in conjunction with other groups, and this will now be done by Tom as CDO.

It is also hoped that in the future when funding allows GCW will try to produce a small gift to go with any such thank-you, in appreciation.

Amanda has said that she will contact us to discuss the feedback she collected.

photos for both of these events will be posted online, and Colin has agreed to print out some copies for Lindsay to keep for her own records.

Visit to Knoydart

This is likely to take place on either Wednesday 12th or Monday 17th Oct. in conjunction with Amanda Calvert. The visit is to assess the very successful wood fuel business run there.

Amanda can take 2-3 people. Tom is going and Grace, and George. Colin proposed that Tom tries to arrange a visit to another group who have not been successful in this venture, to try to assess what is the best way forward for GCW. This was agreed.

A wood fuel business forms part of our Forest Plan so it is important we get as much information as possible about this.

CWA conference - 1-2nd October

Tom has signed up for this as has Grace so that several workshops can be attended. Tom will report back to the Directors.

6) Depot Development:

a) Colin reported back on the subletting of the storage space. Steve is anxious to conclude this but has two questions.

1. Regarding shelving - he has been told he could provide this as there is none there at present and George has offered to help with its installation.
2. Insurance - he has been finding this difficult to get, so it was agreed that Tom will liase with him over contacting NFU to make sure he can arrange an independent policy - but if possible with our existing insurers.
3. An annual invoice would be sent by the Treasurer for payment through a D/D with one month payable in advance.

b) concerning things still to be done at the depot;

1. Tom wanted to record thanks to Alec (Sutherland) for flattening all of the wire rubbish to allow it to be put in the skip. And to Alan White and Ken Grant for giving time and effort to load the skip with him. Most of the rubbish has been cleared from around the Depot now.
2. George will liase with Tom over the remainder of work to be done.

7) Branding

It was agreed to ask Lisa Bell to produce a version of our logo adding a small Gaelic name at the bottom.

It was agreed to ask Lisa to get a quote for a Corten sign as per her suggestion.

It was agreed that Tom should get a quote for business cards with CDO and depot details now that the phone is installed. These could be given out at various events.

It was agreed that there is a need for an easy way to be able to access a page with our funder Logos when anything is printed for circulation. Tom and Colin are to confer on producing this.

8) Finance

Grace had circulated the financial statements submitted to VAL to produce our formal end of year accounts. She went through current figures and informed the Board that when VAL have produced formal accounts, they will be circulated to the Board who need to sign them off.

It was pointed out that creating an income stream, especially one which would give us a reserve fund of 3 months is a requirement, and must be addressed as a priority.

It was agreed that GCW should consider changing banks, to get a Debit Card for the CDO, but this will be dealt with after the AGM in October when signatories will change.

At this point too a D/D will be set up for payment of SSE and BT bills. In the meantime the treasurer will pay them on request.

It was proposed that we join Lochaber Environmental Group - this was regarded as good idea, the advantages being networking and volunteering. It is £20 per year membership, but it was put on hold until we are more stable financially.

Lindsay handed over the £15 remainder from the Plant Sale, to be banked.
Grace will pay in the £17 donations raised at the TFL event.
Money from the Quiz is still being collected by Lindsay.

9) Directors

There was discussion over the best way forward to recruit new Directors. It was agreed that a subcommittee be formed (George and Tom) who will look at options and advise the Board.

1. Tom will circulate a one page document of information to the members, and when we receive applications they will be considered by the Board
2. Tom will allocate 2hrs per week to actively contact members to explain the need for a changing Board over time and the advantages of being a director.
3. A more informative Directors pack will be produced for all Board members to read and consider. When this is circulated it was agreed that nil comment within a given time frame will be taken to mean acceptance
4. It was agreed that we need to produce other formal policy documents for our Board, which Board Members will review before accepting. A sub-committee will be formed to deal with this.
5. It was noted that while the CDO can advise, the Board must make the decisions on such documents.

10) AGM Arrangements

The date for this has been set as being the **26th October**.

June is arranging the invites to members in the agreed fashion described in our Articles - 21 days before the AGM.

The Agenda will be that described in our Articles (17), plus the CDO report, and AOB, which will include an invite to the members. Invites will also be sent to other interested parties. Grace and Tom to assist in this.

Johnny Bell has been invited and can attend.

Power point presentations will be given by Tom (CDO) and Grace (finances)

Catriona offered to ask the Hall Committee if we could borrow chairs and possibly two tables.

Lindsay, Grace and Tom will do catering.

11) Craft Fair - 19th November

Lindsay informed us that a second table could be made available should we wish - but it was decided that one would be enough.

There was discussion around the presentation of GCW at events such as this - it was suggested that an event such as this is firstly a publicity opportunity and any money made is secondary to this.

It was suggested that jam and chutney are best sellers at this event.

It was agreed that anyone available should meet at the Depot on November 2nd to make craft items between 10-1pm

Also as many as possible to be available on the day to set up and staff the table.

Lindsay suggested the purchase of a 6ft plastic banner - this was not agreed on two counts,

1. We have no funds to pay for this (see item 8, where we decide not to join LEG meantime on cost grounds, in spite of the obvious benefits)
2. There was no consensus around this purchase.

It was suggested that more time be spent discussing our Presentation/Signage and Branding as a Group, perhaps via a sub-committee.

Tom Informed us he will be on Paternity leave so will not be available to assist this year, but has ideas for developing this next year.

It was agreed that no action be taken meantime on any of this.

12) Any other business:

1. Lindsay reported that Bruce (Kocjan-Briggs) was interested in doing a demonstration for the Board of his Pole Lathe. This was arranged for Friday 14th October between 2-4pm at the Depot and George, Lindsay, and June are all able to attend.
2. Lindsay is working on hedgerow experimentation to produce craft items.
3. Colin gave Tom the Electrical Certificate from Stephen White (electrician) for safekeeping. Tom will thank Stephen on behalf of the Board.

Note not discussed but added to these minutes by Treasurer, for the attention of the Board - We have been advised by our accountant to transfer all monies from BOS (set up under Steering Group) to RBS account, and close the BOS account. The Treasurer will proceed with this unless the Board decide otherwise.

There being no other business, the meeting was closed.

Next meeting - AGM, 26th October at 7.30 at The Old Forestry Depot

Written by: Grace Grant

These minutes agreed and approved on:

Date: _____ Role: _____

Name: _____

Signature: _____

