

Steering Committee

Minutes

of meeting held in The Magnus House
at 7.30pm on Monday 2nd August 2010

Present	Apologies	In Attendance
Graeme Scott Peter Masheter John Graham Mark Hedderwick Alisdair Stewart Andrew Leaver	Calum Fraser Warwick Lister-Kaye Steve Byford Gavin Cormack	

Item	Action
1 Minutes of meeting of 7th June 2010 The minutes were proposed by John Graham and seconded by Alisdair Stewart.	
2 Matters arising from the minutes → Review of agreed actions from 07/06/10 <ul style="list-style-type: none"> • 19/2 – Andrew confirmed that he had notified FCS that Alisdair Stewart would be the ACF contact with regard to the Pine-tree lappet Moth. To date FCS have made no further contact with Alisdair. • 19/6 – Neither John nor Andrew had taken the idea of a debenture scheme forward. Graeme Scott noted that it could be discussed during compilation of the business plan with Steve Westbrook. 	A Leaver G Scott
3 Update on Changes to NFLS <ul style="list-style-type: none"> • Graeme updated the committee on discussions with Andy Anderson at HIE and subsequently with Malcolm Wield at the NFLS and John MacKenzie, the FCS land agent. It is apparent that changes to the Public Services Act in July this year may result in FCS introducing greater flexibility to the NFLS. This would increase the options available to ACF with regard to securing control of Aigas Forest. Graeme Scott and Steve Westbrook are to fully investigate these as part of the business planning process. 	G Scott
4 LEADER / Ward Fund Development Projects → Progress on re-draft of business plan <ul style="list-style-type: none"> • Re-drafting of the business plan has been started. Jon Hollingdale at CWA is providing an estimate of potential income from woodfuel and is also confirming the Bell Ingram income forecasts for timber sales. Graeme to meet with Jon Hollingdale to discuss his feedback. This work is being undertaken free of charge. 	G Scott

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<ul style="list-style-type: none"> • The plan will need to reflect the increased flexibility within the NFLS and so we will need to wait until more guidance is produced by FCS on this matter. • Andrew Leaver and Graeme Scott are meeting with Steve Westbrook on 4th August to confirm the way forward. → Progress on new website • Andrew, Warwick and John considered the tenders received for this piece of work and Cromarty based Plexus were appointed. • Work on the site has been progressing well and it is due to go live by 6th August. • Andrew has applied to HMRC for Gift Aid Registration and once this is received Andrew will be able to sign up with a third-party on-line giving site to allow secure on-line donations. → Plans for printed literature • Andrew to draft a leaflet to encourage company membership. This will be professionally designed and printed then mailed to each household in the community and circulated at events and by other routes. • It is also intended to produce a general leaflet about the organisation and our aims to encourage donations. Andrew noted that the content of this should reflect the business plan and so this has been delayed. 	<p>A Leaver</p> <p>A Leaver</p>
<p>5 Fundraising and PR</p> <ul style="list-style-type: none"> → Recent press coverage • Andrew noted recent and expected coverage in the Inverness Courier regarding plans for fundraising and the recruitment of Forest Champions. → Public Sector / Charitable Trusts • The Big Lottery Fund announced the re-opening of Growing Community Assets at the end of June. Although not ruling out the funding of community purchase of government owned assets, the guidelines made it clear that funding is not expected to be made available for this kind of activity. This effectively rules ACF out of securing lottery funding. • Applications to other public bodies and charitable trusts require the revised business plan. → Private Sector / Individuals • ‘Adopt our Forest’ campaign. This idea has been mooted at previous meetings and was given prominence in the Inverness Courier article at the start of July. • John had received positive feedback from the Clan Chisholm Society and some suggestions on how to promote the scheme. 	

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<ul style="list-style-type: none"> • Andrew suggested attempting to recruit Lord Lovat as a Forest Champion and figurehead for this scheme. This was agreed. • Andrew proposed that the new website be enhanced to provide a video / graphic that would encourage donation. It was agreed to spend a little more on this. Andrew to get a quote from Plexus. <p>→ Community Fundraising</p> <ul style="list-style-type: none"> • Mark still waiting on final confirmation from FCS on use of the Forest for a bike event. If permission is provided the event may be turned around in just 3-4 weeks and so would require a lot of support. • Peter proposed a Texas Scramble golf tournament for September. Peter and Alasdair to work together to organise this. 	<p>A Leaver</p> <p>A Leaver</p> <p>M Hedderwick</p> <p>P Masheter A Stewart</p>
<p>6 AOCB</p> <ul style="list-style-type: none"> • Andrew confirmed that Aigas Community Forest had been granted charitable status by the Office of the Scottish Charity Regulator on 30 June 2010. • Andrew proposed another Open Forest Day for the end of September or early October. It was agreed that this should be arranged. 	<p>A Leaver</p>

Summary of Outstanding Actions		
Ref	Action	Person Responsible
18/2	Draft a list of private sector targets and consider the best way to approach each of them as individuals or in a group	John Graham Peter Masheter Steve Byford
19/6	Investigate potential for a debenture scheme. Contact Douglas Graham on same subject. Discuss with Steve Westbrook as part of business planning process.	Andrew Leaver Graeme Scott
20/1	Progress revisions to the business plan taking account of all changes to the NFLS as a result of changes to the Public Services Act.	Graeme Scott
20/2	Meet with Jon Hollingdale to discuss woodfuel business projections and the review of the Bell Ingram income forecasts.	Graeme Scott
20/3	Sign up with a third party website to allow on-line secure giving on the new Aigas Community Forest website.	Andrew Leaver
20/4	Prepare a Company Membership leaflet and mail to the community to encourage membership.	Andrew Leaver
20/5	Contact Lord Lovat to invite him to be a Forest Champion and figurehead for the 'Adopt a Forest' campaign.	Andrew Leaver
20/6	Contact Plexus to identify costs for enhancement to website to include video / graphic for 'Adopt a Forest' campaign.	Andrew Leaver
20/7	Progress planning for bike event.	Mark Hedderwick
20/8	Progress planning for golf tournament	Peter Masheter Alisdair Stewart
20/9	Plan for an Open Forest Day in late-September or early-October.	Andrew Leaver

Chair	Date