

Steering Committee

Minutes

of meeting held in The Magnus House
at 7.30pm on Monday 17th January 2011

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

In Attendance	
Nick Ward	Lyndsey Ward
Donna Macrae	John Lister-Kaye
Russell Ross	

Item	Action
In the absence of Graeme Scott, John Graham assumed the Chair. The Chair welcomed the members of the public to the meeting and noted that although this was a Director's meeting with a published agenda, members of the public would be given full opportunity to comment on discussion.	
1 Minutes of meeting of 29th November 2010 The minutes were proposed by Alisdair Stewart and seconded by Andrew Leaver.	
2 Matters arising from the minutes → Review of agreed actions from 29/11/10 <ul style="list-style-type: none"> 22/1 – Andrew notified Falck Renewables of Board decision from 29/11/10 by e-mail. A brief reply thanking us for considering their proposal was received. 	
3 Business Planning <ul style="list-style-type: none"> 22/2 – an e-mail has been sent to Martin Culbertson from LEADER but no reply received as yet. This action to be carried forward. 22/3 – A draft tender brief has been drawn up by Andrew Leaver and is with Graeme Scott for approval. This action to be carried forward. John Lister-Kaye noted the importance of a well developed business plan when attempting to secure funds. 	Andrew Leaver Andrew Leaver
4 Fundraising and PR <ul style="list-style-type: none"> 18/2 – John Graham, Steve Byford and Peter Masheter have been considering this action. Once the Pledge Leaflet is printed this will be sent with a covering letter to target companies. This action was revised accordingly. 	John Graham Steve Byford Peter Masheter

Item	Action
<ul style="list-style-type: none"> • 19/6 – Community Woodlands Association have issued a document 'Initial Research into alternative ways of funding land acquisition – with a particular focus on community share issues'. Andrew will report back on this at the next meeting. This action was revised accordingly. • 20/5 – This action has not been progressed but it was agreed that it should be carried forward. • 20/6 - This action has not been progressed but it was agreed that it should be carried forward. • 20/7 – A social bike event was held in the forest on January 8th. Attendance was not high but all enjoyed themselves. FCS have still not provided permission for a fundraising event. This action was carried forward. • 21/5 - This action has not been progressed but it was agreed that it should be carried forward. • 22/4 – A draft of the leaflet written by John Lister-Kaye and Andrew Leaver had been circulated before the meeting. This was agreed. Andrew to arrange printing of 1000 copies. A copy to be posted to each household in the community. Leaflets to be displayed in local shops and other outlets. • Andrew Leaver noted that a 'Make a Pledge' page had been added to the website allowing people to pledge on-line. • John Graham noted that no further contact had been made with the potential professional fundraiser who may be able to provide support on a voluntary basis. • Andrew Leaver noted that the joint Hall / Forest quiz night has been pushed back to September at the request of the Hall events committee. • Andrew Leaver noted that another Newsletter was due shortly and would be timed with the circulation of the Pledge Leaflet. 	<p>Andrew Leaver</p> <p>Andrew Leaver</p> <p>Andrew Leaver</p> <p>Mark Hedderwick</p> <p>Andrew Leaver</p> <p>Andrew Leaver John Graham</p> <p>Andrew Leaver</p>
<p>5 AOCB</p> <ul style="list-style-type: none"> • John Graham suggested more frequent (monthly) Steering Committee meetings. Andrew Leaver suggested keeping the formal meetings at 8-weekly intervals but the fundraising sub-committees meeting informally more regularly. No conclusion was reached. • John Graham suggested asking NFLS for an extension to the June 2011 deadline because of the uncertainty caused by the Pine Tree Lappet Moth. Andrew Leaver agreed with this suggestion and will sound out Malcolm Wield at NFLS. 	<p>Andrew Leaver</p>

Summary of Outstanding Actions		
Ref	Action	Person Responsible
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
21/5	Progress planning for on-line auction.	Andrew Leaver
22/2	Seek permission from LEADER to use existing grant to contract for specialist advice on the option of leasing the forest	Andrew Leaver
22/3	Undertake a tendering process to appoint a specialist forestry consultant (if LEADER agree use of funds)	Andrew Leaver
23/1	18/2 revised - Write to local, regional and national companies enclosing the Pledge Leaflet and seeking donations.	John Graham Steve Byford Peter Masheter
23/2	19/6 revised – Report back on content of CWA report on funding land acquisition and make recommendations for way forward with community shares.	Andrew Leaver
23/3	Arrange printing of 1000 copies of the Pledge Leaflet. Post a copy to each household in the community and seek to have them displayed in local outlets.	Andrew Leaver John Graham
23/4	Prepare and circulate a Newsletter at the same time as the Pledge Leaflet is distributed.	Andrew Leaver
23/5	Contact Malcolm Wield at NFLS about possible extension to the June 2011 deadline for fundraising.	Andrew Leaver

Chair		Date	