

Steering Committee

Minutes

of meeting held in The Magnus House
at 7.30pm on Monday 14th March 2011

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

In Attendance	
Peter Smith	Susan Smith
Donna Macrae	Ron McLaughlin
Russell Ross	

Item	Action
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 17th January 2011 The minutes were proposed by Alisdair Stewart and seconded by Peter Masheter.	
2 Matters arising from the minutes <ul style="list-style-type: none"> There were no matters arising not dealt with in the agenda. 	
3 Pine Tree Lappet Moth Update <ul style="list-style-type: none"> John Graham and Alisdair Stewart were unable to attend the recent FCS meeting on the PTLM. Feedback from other sources indicates there was no further information to report and that FCS still have insufficient data to draw conclusions. Further updates will be sought from FCS on a regular basis. 	
4 Business Planning <ul style="list-style-type: none"> 22/2 – An application change request form was submitted to LEADER on 24 /01/11 to request a redistribution of the project budget to support expert advice on the lease option. This was approved. Graeme Scott circulated two financial projections for Aigas Forest, one based on a purchase scenario, the second on a lease situation. These were a re-working of the Bell Ingram figures provided in Summer 2009 and acted to demonstrate the differences in income from grants and the telecoms mast under lease. Graeme also highlighted that the projected income from timber sales 	

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<p>and expenditure on fencing and the access project are able to be varied. It was agreed that there are too many variables to make an informed decision on the leasing route without more thorough investigation.</p> <ul style="list-style-type: none"> 22/3 – Graeme Scott had held discussions with our appointed business planning consultant, Steve Westbrook and also with Jon Hollingdale who is a forestry expert. It was suggested that Steve could sub-contract Jon to provide the expert advice on leasing we require. It was agreed Graeme should meet with Steve and Jon and re-scope the business planning work required. If this falls within the LEADER budget, Andrew is to write to the NFLS asking for conversion of our application to the leasing option. If agreed this will result in a further 18-months in which the lease can be investigated and, if appropriate, negotiated. It will not prevent outright or partial purchase at any time in the future although this would be based on a re-valuation of the Forest. 	<p>Graeme Scott</p> <p>Andrew Leaver</p>
<p>4 Fundraising and PR</p> <ul style="list-style-type: none"> 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 – FCS have still not provided permission for a fundraising event. This action was cancelled.. 21/5 – This action has not been progressed but it was agreed that it should be carried forward. 23/3 – The pledge leaflet had been printed and circulated to households on the published electoral roll. At time of meeting 6 pledges had been received totalling £2410. 23/1 – Now that the pledge leaflet is available John and Peter undertook to contact local, regional and national companies. 23/2 – Andrew reported back on the September 2010, CWA research into community shares. This research did not add much to discussions already held by the Committee and did not provide evidence of success or failure with community forests. It can be seen as another way to increase pledges and donations and may still be considered in the future. 23/4 – A newsletter has not been produced but remains a target for the Spring. 23/5 – Andrew contacted Malcolm Wield at NFLS who indicated that it was unlikely NFLS would extend the June 2011 deadline for any reason, except a conversion to the lease option. 	<p>Andrew Leaver</p> <p>Andrew Leaver</p> <p>Andrew Leaver</p> <p>John Graham</p> <p>Peter Masheter</p> <p>Andrew Leaver</p>

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<p>5 AOCB</p> <ul style="list-style-type: none"> Andrew noted that the first annual Community Land Scotland conference was being held in Harris on 29th and 30th March. Amanda Bryan will be attending in her own right and will report back any relevant information. Andrew read out a letter from Macleod and MacCallum indicating that the first year of Company Secretary services was complete and the annual charge would now be £275 + VAT. It was agreed that the Board members would undertake the Company Secretary functions but that we would ask that the registered office remain at Macleod and MacCallum. John Graham reported that the bank balance at the time of the meeting was £2,044.76. 	<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
21/5	Progress planning for on-line auction.	Andrew Leaver
23/1	18/2 revised - Write to local, regional and national companies enclosing the Pledge Leaflet and seeking donations.	John Graham Peter Masheter
23/4 (revised)	Prepare and circulate a Newsletter for the Spring of 2011.	Andrew Leaver
24/1	Meet with Steve Westbrook and Jon Hollingdale to re-scope the business planning work in view of investigation of the lease option.	Graeme Scott
24/2	If re-scoped consultancy falls within the LEADER budget, write to the NFLS asking for conversion of application to the leasing option	Andrew Leaver
24/3	Reply to Macleod and MacCallum declining the offer of Company Secretary services but requesting the registered office remains at their address.	Andrew Leaver

Chair		Date	