

## Steering Committee

### Minutes

of meeting held in The Magnus House  
at 7.30pm on Monday 9<sup>th</sup> May 2011

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

<b>Item</b>	<b>Action</b>
<p><b>1 Minutes of meeting of 14<sup>th</sup> March 2011</b></p> <p>The minutes were proposed by Calum Fraser and seconded by John Graham.</p>	
<p><b>2 Matters arising from the minutes</b></p> <ul style="list-style-type: none"> <li>24/3 – Andrew had informed Macleod and MacCallum that we did not want to take up their offer of Company Secretary services but hoped they would be able to remain as registered office. Macleod and MacCallum had replied indicating there would be a fee for this service. It was decided to change the registered office address to that of Graeme Scott's office.</li> </ul>	Andrew Leaver
<p><b>3 Business Planning</b></p> <ul style="list-style-type: none"> <li>24/1 – Graeme Scott has met with Steve Westbrook and Jon Hollingdale, the consultants appointed to re-work the business plan. Jon has identified the key tasks required to provide a more detailed set of projections for the plan and to support any negotiations with FCS over lease value and terms. It is expected that rental will be set by the DV and we will need to argue the case for a low rental value. This re-scoped consultancy falls within the existing LEADER project budget. Graeme will continue to work with Steve and Jon to complete the Business Plan by the summer.</li> <li>24/2 – Andrew Leaver has written to Bob McIntosh the FCS Director formally requesting to change the status of our existing NFLS approval from purchase to lease. If approved this will add a further 18 month period during which we can continue to investigate the potential for leasing and continue fundraising. The option to buy will remain although a new price would need to be sought from the DV.</li> <li>The LEADER project is due to end on 17<sup>th</sup> June. Andrew will seek an extension to allow for completion of the consultancy work.</li> </ul>	<p>Graeme Scott</p> <p>Andrew Leaver</p>

Item	Action
<p>4      <b>Fundraising and PR</b></p> <ul style="list-style-type: none"> <li>• 23/4 – Andrew will complete drafting of a newsletter and circulate by 16<sup>th</sup> May</li> <li>• 23/1 – John Graham and Peter Masheter had circulated the pledge leaflet to a wide range of contacts but no pledges have been received back.</li> <li>• Pledges from the community stand at £3,405.</li> <li>• Peter Masheter has been in contact with Brendan Clouston. Mr Clouston has made it clear that he will not support the Forest financially but is happy to meet for a chat. It was agreed that Peter and Graeme should arrange to meet him.</li> <li>• Actions 20/5, 20/6, 21/5 all carried forward until the outcome of the investigation over potential to lease the forest is known.</li> </ul>	<p>Peter Masheter Graeme Scott</p>
<p>5      <b>AOCB</b></p> <ul style="list-style-type: none"> <li>• Andrew noted that the first AGM was due in June. A date of 20<sup>th</sup> June was agreed. As this is the first AGM all directors are required to stand down and seek re-election. All present confirmed that they would be seeking to remain on the Board. Andrew to confirm the intentions of the other directors and to undertake other arrangements required for the AGM.</li> </ul>	<p>Andrew Leaver</p>

<b>Summary of Outstanding Actions</b>		
<b>Ref</b>	<b>Action</b>	<b>Person Responsible</b>
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
25/1	Change the ACF registered address to that of Graeme Scott's office and notify Macleod and MacCallum that their services are no longer required.	Andrew Leaver
25/2	Progress business planning activity with appointed consultants, aiming for this to be complete by the Summer.	Graeme Scott
25/3	Request an extension to the end date of the LEADER funding.	Andrew Leaver
25/4	Meet with Brendan Clouston to update him on the current state of play.	Peter Masheter Graeme Scott
25/6	Contact those directors not present to confirm if they wish to stay on the board or not. Make all necessary arrangements for the AGM on 20 <sup>th</sup> June.	Andrew Leaver

<b>Chair</b>		<b>Date</b>	