

Board of Directors

Minutes

of meeting held in Magnus House, Aigas Field Centre
at 7.30pm on Wednesday 11th February 2015

Present		Apologies	In Attendance
John Graham	Andrew Leaver	Anne Forsyth	Donnie Chisholm
Graeme Scott	Nick Ward	Warwick Lister-Kaye	Steve Morris
Calum Fraser	Peter Masheter	Alison McAllister	
Mark Hedderwick	Philip Webb		

Item	Action
<p>Extra Presentation by Steve Morris, Woodland Trust Scotland on opportunities to work together on Ancient Woodland Restoration Project.</p> <ul style="list-style-type: none"> • Steve has already been working with Donnie and is preparing a report and recommendations for the area of ancient woodland in Aigas Forest • There is no obligation to accept the recommendations but they are likely to be in keeping with our organisational aims • There is potential to use Aigas as a demonstration site for Steve's project within a couple of years • The Board were interested to hear from Steve and welcomed the opportunity to work in partnership • Further discussion will take place when the report is available 	
<p>1 Apologies</p> <ul style="list-style-type: none"> • Anne Forsyth, Warwick Lister-Kaye 	
<p>2 Minutes of Meeting of 12th January</p> <ul style="list-style-type: none"> • It was noted that under AOCB it should say that all future requests to Board members seeking approval outwith the normal Board meeting should allow for adequate time to consider the request. • Subject to the change above the minutes were proposed by John Graham. Seconded by Calum Fraser. 	
<p>3 Review of outstanding action not covered on the agenda</p> <ul style="list-style-type: none"> • Insurance <ul style="list-style-type: none"> ○ Existing employer and public liability provided by The Highland Council. ○ Donnie to continue to seek quotes for woodland insurance providing fire cover but not storm damage ○ Donnie to seek quotes for trustee indemnity insurance • Access and Recreation <ul style="list-style-type: none"> ○ It was noted that progress was being made identifying a route for a path from Kilmorack to Aigas ○ Andrew highlighted that the title searches have 	DS

Item	Action
<p>identified that there are no formally recognised rights of way in the Forest</p> <ul style="list-style-type: none"> • Storm Compensation <ul style="list-style-type: none"> ○ Andrew had contacted FCS who were clear that there was no chance of compensation or of FCS clearing blown trees following recent storms • Health and safety <ul style="list-style-type: none"> ○ Phil Webb confirmed that he is happy to act as he designated H&S officer and that an accident book has been purchased ○ Phil identified further H&S requirements including but not restricted to site risk assessments; hazard and constraints map; generic risk assessments; emergency planning procedures (fire, pollution) and provision of Emergency First Aid training to volunteer group leaders ○ Phil and Donnie to work together to ensure all H&S policies and practices are in place 	PW/DC
<p>4 Update on forest purchase</p> <ul style="list-style-type: none"> • The solicitor has indicated that everything is progressing satisfactorily, however was still not able to provide an absolute date for completion. 	
<p>5 Renewal of telecoms mast lease</p> <ul style="list-style-type: none"> • Andrew summarised the paper that had been circulated. It was agreed to ask CKD Galbraith and Macleod and MacCallum to seek renewal of the lease with an expectation of no immediate rent increase. • If fees are not fully covered by the tenant the HIE grant can be used towards these costs. • Andrew to notify CKD Galbraith and Macleod and MacCallum 	AL
<p>6 Deer Management Plan – Concept</p> <ul style="list-style-type: none"> • Donnie summarised the deer management plan concept paper which had been circulated • It was agreed that we should seek co-operative management of deer within the blue fence line on the map • The next stage is to identify and invite all landowners within the fence as well as all neighbouring landowners to a meeting • Donnie and Andrew to prepare a list all relevant landowners and circulate for comment • Landowners then to be invited to a meeting 	DC/AL DC/AL
<p>7 Board membership update</p> <ul style="list-style-type: none"> • The content of the paper was noted. 	
<p>8 AOCB</p> <ul style="list-style-type: none"> • None 	

Summary of Outstanding Actions		
Ref	Action	Person Responsible
36/4	Donnie to investigate options for development of an access and recreation plan.	DC
36/7	Identify a list of potential grant funders for all currently proposed projects.	DC
37/5	Bring forward a proposal for a woodfuel business to a future meeting	DC
37/6	Investigate options for developing branding and signage for the forest	AL
38/1	Provide a trustee induction session	GS
38/2	Arrange a deer management meeting with neighbouring landowners	DC
38/5	Organise a forest open day and ownership celebration in May	DC
38/6	Establish and monitor a budget / cashflow forecast	GS/DC
38/7	Provide feedback on and support for development of forest design plan	WLK
38/10	Circulate board members skills audit	AL
39/1	Donnie to continue to seek quotes for woodland (fire) insurance and trustee indemnity insurance	DC
39/2	Phil and Donnie to work together to ensure all H&S policies and practices are in place	PW/DC
39/3	Andrew to notify CKD Galbraith and Macleod and MacCallum they are to seek renewal of telecoms lease	AL
39/4	Donnie and Andrew to prepare a list all relevant landowners regards deer management	DC/AL
39/5	Invite landowners to a meeting to discuss options for collaborative deer management	DC/AL