

Board of Directors

Minutes

of meeting held in Kilmorack Hall
at 7.30pm on Monday 12th December 2011

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

Item	Action
<p>1 Minutes of meeting of 1st September 2011 The minutes were proposed by John Graham and seconded by Mark Hedderwick.</p>	
<p>2 Matters arising from the minutes</p> <ul style="list-style-type: none"> 25/1- The registered address for Aigas Community Forest has been changed to Andrew Leaver's home address. This was retrospectively approved by the Committee. Andrew is also now the registered Company Secretary. As a result we no longer have any fees attached to the provision of these services. 	
<p>3 Annual Accounts</p> <ul style="list-style-type: none"> The annual accounts were prepared, independently examined and submitted within the timescales required by Companies House. These were retrospectively adopted by the Committee. Andrew to submit a copy of the annual accounts to OSCR. 	Andrew Leaver
<p>4 Business Planning</p> <ul style="list-style-type: none"> Review of draft business plan A draft business plan has been prepared by Amanda Bryan, Graeme Scott, Steve Westbrook and Jon Hollingdale. A full set of financial forecasts is still to be completed by Graeme. The Business Plan was discussed and a number of amendments agreed. Andrew and Amanda to make agreed amendments to the plan. Graeme to complete the financial forecasts. Mark Hedderwick offered to provide support with the Access Plan when required. 	Andrew Leaver Graeme Scott

Item	Action
<ul style="list-style-type: none"> - Update on FCS Seedcorn Funding • £2,900 has been secured from FCS Seedcorn funding to support indicative lease valuations from the DV and advice from Community Woodlands Association. • Andrew and Alisdair to meet with Jon Hollingdale and the DV in order to start the process. 	Andrew Leaver Alisdair Stewart
5 AOCB	
<ul style="list-style-type: none"> • None 	

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
27/1	Submit a copy of the annual accounts to OSCR	Andrew Leaver
27/2	Update draft business plan based on Board discussions	Andrew Leaver Amanda Bryan
27/3	Complete a full set of financial forecasts for business plan	Graeme Scott
27/4	Meet with Jon Hollingdale and DV to initiate indicative lease valuation process	Andrew Leaver Alisdair Stewart

Chair	Date