

Board of Directors

Minutes

of meeting held in Magnus House
at 7.30pm on Monday 2nd July 2012

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

Item	Action
In the absence of Graeme Scott, Andrew Leaver took the role of Chair	
1 Minutes of meeting of 4th June 2012 The minutes were proposed by Calum Fraser and seconded by Mark Hedderwick.	
2 Matters arising from the minutes <ul style="list-style-type: none"> • 29/1 – Update on FCS position on leasing. Bob Frost at FCS has confirmed that FCS are considering a new leasing methodology. They are continuing to discuss this internally and with CWA before making information public. The option to lease will be extended for at least the time it takes for FCS to conclude their deliberations. • Since the last meeting the re-launch of the Scottish Land Fund has been announced but there are still no details available on the application criteria or process. 	
3 Development Worker <ul style="list-style-type: none"> • Update on funding applications • Andrew confirmed that funding applications had been made to The Highland Council, HIE and FCS. All three have provided grants and funding is in place for the development worker post and associated activity. • Update on recruitment process • The brief was finalised and has been posted on the Public Contracts Scotland website and circulated by CWA, Community Land Scotland and Highland Environmental Network. • Agree an appointment process • It was agreed that Andrew could short list the applicants to be invited to interview by Board members. Andrew also to arrange the interview date and location. 	Andrew Leaver

Item	Action
<p>4 Community Engagement</p> <ul style="list-style-type: none"> • Forest Open Day still planned for Sunday 26th August. • Mark offered to arrange a Treasure Hunt. • Andrew to confirm that Aigas Field Centre still able to offer a guided walk. • Alisdair may be able to arrange viewing of Peregrine Falcons if they are still present at end-August. • Possibility of a bring your own food barbecue was discussed. To be agreed at next meeting. • It was noted that the action to issue a newsletter remains outstanding. • Andrew to also arrange publicity for the Open Day through Teanassie and Tomnacross Primary Schools. 	<p>Mark Hedderwick Andrew Leaver</p> <p>Andrew Leaver</p>
<p>6 Dates of Future Meetings</p> <p>Confirmed dates are:</p> <ul style="list-style-type: none"> • 6 August • 1 October • 5 November • 3 December <p>All these meetings in Magnus House at 7.30pm</p> <p>Date and location for September meeting to be confirmed.</p> <p>Public Meeting and AGM also to be arranged for the Autumn.</p>	<p>Andrew Leaver</p> <p>Andrew Leaver</p>
<p>7 AOCB</p> <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
27/3	Complete a full set of financial forecasts for business plan	Graeme Scott
28/5	Prepare a newsletter for the community	Andrew Leaver
30/1	Short list Development Worker applicants and arrange interview date and location	Andrew Leaver
30/2	Arrange Treasure Hunt for Forest Open Day	Mark Hedderwick
30/3	Check if Aigas Field Centre can provided guided walk for Forest Open Day	Andrew Leaver
30/4	Publicise Open Day through Teanassie and Tomnacross Primary Schools	Andrew Leaver
30/5	Arrange date and location of September Board meeting	Andrew Leaver
30/6	Arrange Public Meeting and AGM for the Autumn	Andrew Leaver

Chair		Date	