

Board of Directors

Minutes

of meeting held in Aigas Field Centre
at 7.30pm on Monday 7th April 2014

Present		Apologies	In Attendance
Graeme Scott	Andrew Leaver	Alison McAllister	John Lister-Kaye
Mark Hedderwick	Peter Masheter	Anne Forsyth	Ross Seldon
Calum Fraser	Nick Ward	Philip Webb	Paul McAllister
John Graham			

Item	Action
<p>1 Apologies</p> <ul style="list-style-type: none"> Apologies were received from Alison McAllister, Anne Forsyth and Philip Webb 	
<p>2 Co-option of new Board members</p> <ul style="list-style-type: none"> The maximum number of Board members is 12. There are currently five vacancies. Alison McAllister, Anne Forsyth, Philip Webb and Nick Ward had all volunteered to join the Board. All four new Board members were proposed by John Graham and seconded by Calum Fraser. All four will serve as co-opted members until the next AGM at which time they can be formally elected to the Board. GS welcomed all new Board members. 	
<p>3 Formal acceptance of conditions of Scottish Land Fund grant</p> <ul style="list-style-type: none"> AL outlined the contents of the offer letter from the Scottish Land Fund. It was agreed to accept this offer. 	
<p>4 Formal acceptance of conditions of SSE Highland Sustainable Development Fund grant</p> <ul style="list-style-type: none"> AL outlined the contents of the offer letter from the SSE HSDF. It was noted that the grant purpose only stated use for 'purchase' of the Forest. AL to seek clarification that this will also allow use of funds for management of the forest also. Subject to appropriate clarification being received, it was agreed to accept this offer. 	AL
<p>5 Update on current financial position</p> <ul style="list-style-type: none"> JG summarised the current financial position noting: <ul style="list-style-type: none"> Funds in bank are currently £5,820.38 There are no outstanding liabilities 	

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<ul style="list-style-type: none"> - A grant claim to HIE for £1,035 is due to be submitted - Approx. £300 due from Virgin Money Giving for Gift Aid on online donations - Grants promised from SLF and SSE will outweigh initial costs of purchase and so current financial position is healthy. • GS noted that a regularly updated cash flow projection will be important and undertook to provide this. 	GS
<p>6 Proposal to form working groups</p> <ul style="list-style-type: none"> • It was agreed to form the following working groups. Members are to meet/communicate between Board meetings to progress actions. <p>1. <u>Negotiations with FCS / Formal purchase and lease</u> Membership – GS/AL/PM Points to note:</p> <ul style="list-style-type: none"> - Require access rights through main forest section in case don't lease this area - Need to negotiate better terms with FCS on the leased area – currently not financially viable - Seek more security on lease of telecoms mast to O2 - Seek clarification on ownership of sections of old road and access rights to these - Can we get some initial felling plans agreed as part of the purchase? <p>2. <u>Recruitment of Development Worker</u> Membership – GS/AL/PW Points to note:</p> <ul style="list-style-type: none"> - Draft the Job Description and circulate for comment - Involve the wider Board at the appointment stage - Clarify reporting lines to Board and day-to-day - Seek feedback from Abriachan and other groups on their experience <p>3. <u>Selection of Specialist Forest Contractor</u> Membership – GS/JG/MH/PW Points to note:</p> <ul style="list-style-type: none"> - Start with development of a Forest Design Plan before identifying contractor - Set out the desired nature of the relationship for full Board to agree - Seek a partner that listens to the community and aids the fulfilment of aims, especially environmental aims - Aigas Field Centre (JLK) can offer advice on this process based on direct experience 	<p>AL</p> <p>AL</p> <p>JG</p>

Item	Action
<p>4. <u>Access, Paths and Interpretation</u> Membership – AL/MH/CF/NW/AF/AMcA Points to note:</p> <ul style="list-style-type: none"> - Need to develop a sound Access Plan – may need a consultant for this - Maximum opportunity for volunteer involvement in this activity - Can seek advice from Stewart Easthaugh, Access Officer at The Highland Council 	AL
<p>7 Public Meeting</p> <ul style="list-style-type: none"> • It was agreed to hold a Public Meeting with a heavy emphasis on consultation, especially regarding the activities of working groups 3 and 4. • The likely date for this will be during the last fortnight of May 	AL
<p>8 Schedule of future Board meetings</p> <ul style="list-style-type: none"> • It was agreed to schedule Board meetings on the first Monday of every second month i.e. <ul style="list-style-type: none"> - June 2nd - August 7th - October 6th - December 1st • Venue to be confirmed 	AL
<p>9 AOCB</p> <ul style="list-style-type: none"> • Make sure appropriate Public Liability Insurance and other relevant insurance is in place when Forest purchased • Provide the OSCR Trustee responsibility pack to all Board members • Clarify the position on Board members personal liability • AL noted that Amanda Bryan had volunteered to try and bring together a group of public, private and community landowners in Strathglass with a view towards establishing a landscape partnership and securing HLF and other funds. It was agreed that Amanda's offer should be accepted. 	AL AL GS

Summary of Outstanding Actions		
Ref	Action	Person Responsible
33/1	Seek clarification from SSE on purpose of grant	AL
33/2	Provide regular cash flow forecasts to the Board	GS
33/3	Move forward 'Negotiations with FCS / Formal purchase and lease' working group	AL
33/4	Move forward 'Recruitment of Development Worker' working group	AL
33/5	Move forward 'Selection of Specialist Forest Contractor' working group	JG
33/6	Move forward 'Access, Paths and Interpretation' working group	AL
33/7	Arrange Public Meeting for end of May	AL
33/8	Arrange venue for future Board meetings	AL
33/9	Ensure all appropriate insurances in place when Forest purchased	AL
33/10	Circulate OSCR Trustee guidance	AL
33/11	Clarify the position on Board members personal liability	GS

Chair		Date	