

## Board of Directors

### Minutes

of meeting held in Magnus House, Aigas Field Centre  
at 7.30pm on Monday 11<sup>th</sup> October 2014

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

Item	Action
<p><b>1 Apologies</b></p> <ul style="list-style-type: none"> <li>Peter Masheter, Anne Forsyth, Alison McAllister</li> </ul>	
<p><b>2 Minutes of Meeting of 3<sup>rd</sup> June</b></p> <ul style="list-style-type: none"> <li>These were accepted as an accurate record of the meeting. Proposed by Calum Fraser. Seconded by John Graham.</li> </ul>	
<p><b>3 Review of outstanding actions not covered on agenda</b></p> <ul style="list-style-type: none"> <li><i>33/2 Provide regular cash flow forecasts to the Board – to be undertaken once the forest is owned and business is operational</i></li> <li><i>33/9 Ensure all appropriate insurances in place when Forest purchased – Donnie to seek quotes for Employer's liability immediately and agree with Graeme</i></li> <li><i>33/11 Clarify the position on Board members personal liability – Graeme to make a presentation to future meeting</i></li> <li><i>35/2 Permanent wayleave through leased area and access to old road sections adjacent to A831 – these issues have been raised with the solicitor. Wayleave through leased area depends on outcome to current SLF application. Proving difficult to identify owner of the old road sections. Agreed not essential to pursue.</i></li> <li><i>35/8 – Letter sent to 'Say no to ABO' confirming ACF will not negotiate with ABO</i></li> </ul>	DC/GS
<p><b>4 Update from Forest Purchase and Lease working group</b></p> <ul style="list-style-type: none"> <li><u>New SLF application</u></li> <li>The updated valuation of the forest increased the purchase price from £690,000 in Dec 2009 to £760,000 in Sep 2014. This was seen as a 'good result' and thanks offered to Donnie for the work he undertook providing representations and meeting with the valuer.</li> <li>Andrew confirmed that a new SLF application has been submitted. BIG Lottery has indicated that this will be treated as a revision to the already approved application. The SLF committee meet on 13<sup>th</sup> November.</li> </ul>	

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<ul style="list-style-type: none"> <li>• The further amount requested is £513,000 which would bring the total grant for purchase to £684,000 with a further £6,000 for legal fees.</li> <li>• With the forest valued at £760,000 this leaves a match funding requirement of £76,000.</li> <li>• <u>Match funding options</u></li> <li>• Grants already received from SSE and The Highland Council as well as donations from the community provide £26,000.</li> <li>• Andrew and Graeme met with John Lister-Kaye who has offered the remaining funds required - £50,000 - from The Aigas Trust (subject to trustee approval at end-October).</li> <li>• Once the forest is under community ownership John requested that: <ul style="list-style-type: none"> <li>○ A seat be offered to an Aigas Trust nominee</li> <li>○ Consideration be given to the input of Aigas Field Centre staff when preparing the Forest Design Plan</li> <li>○ Aigas Field Centre staff be guaranteed vehicular access on the main forest road</li> <li>○ Field Centre staff be permitted to reinstate and maintain a path from Aigas Loch through part of the woodland – this path would be available for general public use</li> <li>○ ACF undertake not to develop or support the development of a second conservation education business in Aigas Forest</li> </ul> </li> <li>• Acceptance of this grant would remove any requirement to pre-sell timber or take out a loan, significantly improving the financial position of the organisation.</li> <li>• It would also help formalise the relationship with Aigas Field Centre and would be likely to lead to a number of joint projects such as path maintenance and habitat regeneration.</li> <li>• The Board agreed that John Lister-Kaye's offer of match funding be accepted.</li> <li>• Andrew to confirm acceptance to John.</li> </ul>	<p>AL</p>
<p><b>7 Update from Development of Forestry Management working group</b></p> <ul style="list-style-type: none"> <li>• Initial ideas presented by Phil at the last meeting were developed into an income forecast for the SLF application.</li> <li>• Donnie has met with representatives from Euroforest and Scottish Woodlands to discuss some pre-sale options (although these are not likely to be required).</li> <li>• Significant further work by this group will wait until the nature of ownership is clear after the SLF decision.</li> <li>• It was suggested that some initial work on the Forest Design Plan could be initiated by Donnie. Andrew and Donnie to discuss.</li> </ul>	<p>AL/DC</p>

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<p>8 <b>Update from Access, Paths and Interpretation working group</b></p> <ul style="list-style-type: none"> <li>The group's initial suggestions were well received at the public meeting.</li> <li>The next stage is to develop a formal access and recreation plan which will form the basis of funding applications.</li> <li>Donnie to investigate options around development of this plan.</li> </ul>	DC
<p>9 <b>Update on current financial position</b></p> <ul style="list-style-type: none"> <li>Bank balance currently over £33,500</li> <li>Second SLF revenue instalment expected in October.</li> </ul>	
<p>10 <b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>The public meeting on 11<sup>th</sup> September was attended by 26 people.</li> <li>Attendees confirmed that their top two priorities are <i>providing access and recreation opportunities</i> and <i>establishing a commercially viable long term planting scheme that includes encouraging native regeneration of the forest</i>.</li> <li>It was agreed that the next opportunity to undertake further community engagement will be after the SLF decision when ownership is clear.</li> <li>It was suggested that a winter forest open day be held.</li> <li>It is also proposed to circulate the prioritisation exercise undertaken at the public meeting electronically to seek a wider set of views.</li> </ul>	DC DC/AL
<p>10 <b>Date of Next Meeting Meeting</b></p> <ul style="list-style-type: none"> <li>The next scheduled Board meeting is for Monday 8<sup>th</sup> December in Magnus House.</li> <li>This date may be brought forward once the SLF decision is known.</li> </ul>	
<p>11 <b>AOCB</b></p> <ul style="list-style-type: none"> <li>Phil suggested that work be undertaken to identify potential grant funders, particularly charitable trusts. This was agreed to be a useful exercise for Donnie to undertake.</li> <li>John suggested that it may be possible to develop an informal partnership with the Scottish School of Forestry. Donnie to investigate this.</li> <li>It was agreed that 'Development Officer's Report' be added as a standing item on the agenda.</li> </ul>	DC DC AL

<b>Summary of Outstanding Actions</b>		
<b>Ref</b>	<b>Action</b>	<b>Person Responsible</b>
33/2	Provide regular cash flow forecasts to the Board	GS
33/9	Ensure all appropriate insurances in place when Forest purchased	AL
33/11	Clarify the position on Board members personal liability	GS
35/3	Andrew to confirm intention to investigate purchase of whole woodland to NFLS.	AL
36/1	Seek quotes for and purchase employer's liability insurance	DC/GS
36/2	Andrew to confirm acceptance of match funding offer to John Lister-Kaye	AL
36/3	Andrew and Donnie to discuss potential for initiating some work on the FDP.	AL/DC
36/4	Donnie to investigate options for development of an access and recreation plan.	DC
36/5	Organise a winter forest open day	DC
36/6	Circulate the prioritisation exercise undertaken at the public meeting electronically to seek a wider set of views.	DC/AL
36/7	Identify a list of potential grant funders for all currently proposed projects.	DC
36/8	Investigate potential for informal partnership with the Scottish School of Forestry.	DC
36/9	Add 'Development Officer's Report' as a standing item on the agenda.	AL