

Steering Committee

Minutes of meeting held in The Magnus House at 7.30pm on Monday 12th April 2010

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

Item	Action
<p>1 Minutes of meeting of 1st March 2010 The minutes were proposed by Lara McDonald and seconded by Calum Fraser.</p>	
<p>2 Matters arising from the minutes</p> <ul style="list-style-type: none"> → Review of agreed actions from 01/03/10 • 16/3 – Sir John Lister-Kaye has agreed to be our Environmental Forest Champion. Professor James (Jim) Hunter has been approached and is interested in being our Social Forest Champion but wants more information. Andrew Leaver to write to Jim Hunter and also to contact the potential Economic Forest Champion. • 17/1 – Meeting has not been held. Andrew Anderson of CLU has been on holiday. Our original contact, Kirsty Conti, left HIE at the end of March. Our contact is now Pam Noble based in Auchtertyre. • 17/2 – Communication with LEADER has confirmed the potential still exists for up to 45% funding for our fundraising activities. Andrew Leaver is drafting application to be sent to LEADER for comment by 16 April and submitted formally by 27 April. Andrew to also approach The Highland Council Ward Discretionary Budget for match funding. • 17/3 – Warwick Lister-Kaye is to draft up content for a Facebook page and once agreed to create and manage this page. • 17/5 – The joint Hall / Forest letter to SSE has been redrafted, agreed and sent. 	<p>A Leaver</p> <p>A Leaver</p> <p>A Leaver</p> <p>A Leaver</p> <p>W Lister-Kaye</p>
<p>3 Fundraising and PR</p> <ul style="list-style-type: none"> → Feedback from Fundraising Committees • The <i>Public Sector / Charitable Trusts</i> committee has met and an action list was prepared following this meeting. 	

Item	Action
<ul style="list-style-type: none"> • Current focus is on the LEADER application which amongst other things will provide the funds for an independent evaluation of the wider socio-economic benefits of community ownership of Aigas Forest and also refinement of the Business Plan prepared by Bell Ingram. It is felt that both of these are needed to improve the likelihood of funding applications being successful. • Warwick Lister-Kaye has confirmed that the Aigas Field Centre fundraiser is happy to provide advice. • The <i>Private Sector</i> committee feel that they need a high quality 'prospectus' as part of their presentation. This will be funded through the LEADER application. In the meantime there was agreement that the committee could start drafting a list of targets and considering the best way to approach each of them as individuals or in a group. • The <i>Community</i> committee have agreed a number of events to run or develop: <ul style="list-style-type: none"> ✓ Bruce MacGregor Concert, Kilmorack Hall, Late-May ✓ Concert Series – under development ✓ Community Gala, Teanassie School, 12 June ✓ Bike Event – under development ✓ Golf Tournament – under development ✓ Race Night – under development → PR • There was positive feedback on the picture and article featured in the Inverness Courier in March 	<p>J Graham P Masheter S Byford</p> <p>L McDonald L McDonald C Fraser M Hedderwick A Stewart L McDonald</p>
<p>4 Company members</p> <ul style="list-style-type: none"> • Andrew Leaver highlighted the need to recruit at least 20 company members for Aigas Community Forest as a requirement of the NFLS. • Andrew proposed two alternative recruitment approaches. 1. A low key route through committee, friends and the newsletter; or 2. A high profile mailshot to all publicly listed voters on the electoral roll which also gives a clear opportunity to make a donation. Option 2. was preferred. Andrew to build this into the LEADER application. 	<p>A Leaver</p>
<p>5 Dates of future meetings</p> <ul style="list-style-type: none"> • Andrew circulated a revised schedule of meetings at 8 week intervals and proposed that he send e-mail 'Action Reminders' to all committee members at 4 week intervals. The proposed dates and the sending of reminders was approved. 	
<p>6 AOCB</p> <ul style="list-style-type: none"> • Andrew Leaver agreed to contact FCS and request an update on the Pine-tree Lappet Moth. 	<p>A Leaver</p>

Summary of Outstanding Actions		
Ref	Action	Person Responsible
16/3 Revised	Approaches to be made to identified individuals to become 'Forest Champions'. Letter to be sent to Jim Hunter. Approach to be made to potential Economic Forest Champion.	Andrew Leaver
17/1	Meeting to be arranged with Andrew Anderson at HIE CLU	Andrew Leaver
17/2	LEADER application to support Fundraising and PR activity to be drafted, circulated to Public Sector committee for agreement and submitted	Andrew Leaver
17/3 Revised	Investigate potential for use of social networking sites. Content for a Facebook page to be drafted and agreed by e-mail. Once agreed page to be created and managed.	Warwick Lister-Kaye
18/1	Approach to be made to The Highland Council ward discretionary budget for match funding for LEADER application.	Andrew Leaver
18/2	Draft a list of private sector targets and consider the best way to approach each of them as individuals or in a group	John Graham Peter Masheter Steve Byford
18/3	Community Fundraising - Bruce MacGregor Concert, Kilmorack Hall, Late-May	Lara McDonald
18/4	Community Fundraising – Develop ideas for Concert Series	Lara McDonald
18/5	Community Fundraising – Co-ordination of stall at Community Gala on 12 June	Calum Fraser
18/6	Community Fundraising – Develop potential for a mountain bike event	Mark Hedderwick
18/7	Community Fundraising – Develop ideas for a Golf Tournament	Alisdair Stewart
18/8	Community Fundraising – Develop ideas for a Race Night	Lara McDonald
18/9	Write Company Member recruitment and fundraising mailshot into LEADER application	Andrew Leaver
18/10	Contact FCS for update on Pine-tree Lappet Moth	Andrew Leaver

Chair	Date