

Board of Directors

Minutes

of meeting held in Magnus House
at 7.30pm on Monday 4th June 2012

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

Item	Action
<p>1 Minutes of meeting of 26 March 2012 The minutes were proposed by John Graham and seconded by Peter Masheter.</p>	
<p>2 Matters arising from the minutes</p> <ul style="list-style-type: none"> 28/6 Annual Accounts for 2011/12. These are due to be lodged by 30/11/12. Information has been passed to Graeme Scott who will prepare the accounts for Independent Examination. 	
<p>3 Development of Lease and Purchase Options</p> <p>➤ Update on leasing option</p> <ul style="list-style-type: none"> A letter was sent to FCS requesting that the leasing methodology be reconsidered based on the results of the indicative lease valuation exercise. FCS responded agreeing to reconsider the methodology and confirming that the 20th November 2012 deadline would be extended. No further information has been received from FCS on this matter. Andrew to contact FCS for an update. Update on purchase option A letter was sent to FCS requesting permission to pursue a purchase option in parallel to the lease option and requesting more time to do this. FCS confirmed we can pursue a lease option and will allow flexibility on the deadline if significant progress is demonstrated in advance of 20th November 2012. Andrew and Graeme met with Neil Gerrard from HIE who confirmed that the Scottish Land Fund is due to be reopened this year. At the time of the meeting Neil had no further information about the criteria for funding the SLF will use, however he was supportive of the ACF project and indicated potential financial support towards further development work. John attended a Big Lottery Fund meeting and was told by representatives of the BLF that their Growing 	Andrew Leaver

Item	Action
<p>Community Assets stream would fund land purchase from FCS – this is a change in position since 2010.</p> <ul style="list-style-type: none"> Andrew had also contacted The Highland Council and Malcolm Wield at FCS about additional financial support to put together a purchase funding package and pursue lease options. Both organisations had indicated that support would be likely. 	
<p>4 Proposal to secure funding for and contract with a Development Worker</p> <ul style="list-style-type: none"> Andrew and Graeme put forward a proposal that HIE, FCS and the Council should be approached for grants to fund a development worker to push forward the purchase and lease options over the next 6-8 months. It was suggested that this person be self-employed and contracted to ACF to fulfil specified tasks. This proposal was approved. Andrew to complete applications to potential funders and to prepare and circulate a brief to recruit a development worker. A small group will be agreed at the next Board meeting to interview potential candidates and make an appointment. 	Andrew Leaver
<p>5 Community Engagement</p> <ul style="list-style-type: none"> Sunday August 26th was agreed as the most suitable date for the next Forest Open Day. Mark suggested including some basic orienteering and agreed to find out more. It was noted that the action to issue a newsletter remains outstanding. 	Mark Hedderwick
<p>6 Dates of Future Meetings</p> <ul style="list-style-type: none"> It was agreed to hold meetings on the first Monday of each month until further notice. Andrew to check availability of Magnus House with Warwick. 	Andrew Leaver
<p>7 AOCB</p> <ul style="list-style-type: none"> Andrew informed the Board that Ian Hepburn from North West Mull Community Woodland would be at his house on Wednesday 6th June and members were invited to meet with him. 	

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
29/1	Contact FCS for update on reconsideration of leasing methodology	Andrew Leaver
29/2	Submit funding applications to HIE, FCS Community Seedcorn Fund and The Highland Council Ward Discretionary Budget	Andrew Leaver
29/3	Prepare and circulate a brief to recruit a self-employed development worker	Andrew Leaver
29/4	Investigate simple orienteering options for Forest Open Day on 26 th August	Mark Hedderwick
29/5	Check availability of Magnus House for monthly Board meetings	Andrew Leaver

Chair	Date