

Board of Directors

Minutes

of meeting held in Magnus House, Aigas Field Centre
at 7.30pm on Monday 24th November 2014

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

Item	Action
In the absence of Graeme Scott, the meeting was chaired by John Graham	
1 Apologies <ul style="list-style-type: none"> • Graeme Scott, Philip Webb, Nick Ward 	
2 Minutes of Meeting of 3rd June <ul style="list-style-type: none"> • These were accepted as an accurate record of the meeting. Proposed by Peter Masheter. Seconded by Calum Fraser. 	
3 Formal acceptance of Scottish Land Fund Grant offer <ul style="list-style-type: none"> • Andrew confirmed that the full grant offer from the Scottish Land Fund was now £740,000 consisting of £684,000 for forest purchase, £6,000 for legal fees and £50,000 for Development Officer salary and associated costs. • Andrew also read out the expected project outcomes and indicators as included in the SLF application and the offer letter. • The proposal to accept the grant was made by Andrew Leaver and seconded by Mark Hedderwick. All present were unanimous in accepting the grant. 	
4 Match funding and timing of purchase <ul style="list-style-type: none"> • A further £76,000 is required to meet the purchase price of £760,000. As noted previously this will come from: <ul style="list-style-type: none"> ○ SSE Highland Sustainable Development Fund £20,000 ○ The Highland Council Aird Ward Fund £3,000 ○ Community donations £3,000 ○ The Aigas Trust £50,000 • All funds except The Aigas Trust grant are currently in the bank. • It was agreed that Andrew should work with John Lister-Kaye to agree the content of a grant offer letter from The Aigas Trust which can then be circulated to the full Board for approval. • It was also agreed that Aigas Community Forest would cover 	AL

Item	Action
<p>reasonable legal costs incurred by The Aigas Trust for this process.</p> <ul style="list-style-type: none"> • Assuming The Aigas Trust money can be received in time it was agreed to aim for a transfer of ownership from FCS to ACF by the end of January 2015. 	
<p>5 Report from Development Officer</p> <ul style="list-style-type: none"> • Donnie provided an update on work carried out since the last meeting including: <ul style="list-style-type: none"> ○ Initial scoping of the Forest Design Plan ○ Research into establishing a woodfuel supply business ○ Potential for a Directors' study tour of other community forest groups ○ Draft of a health and safety policy ○ Initial research on deer management options • The following actions were agreed: <ul style="list-style-type: none"> ○ Sub-groups should maintain contact with Donnie and report back on activity to him by 12th December ○ The Board need to discuss and agree high level objectives for the Forest Design Plan – Donnie to bring a proposal forward to the next meeting ○ Donnie to bring a proposed timetable for community consultation on FDP to next meeting ○ Donnie to bring forward an outline of deer management options to the next meeting ○ Donnie to bring forward a proposal for a woodfuel business to a future meeting 	<p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p>
<p>6 Date of Next Meeting Meeting</p> <ul style="list-style-type: none"> • The next Board meeting is scheduled for Monday 12th January 2015 in Magnus House. 	
<p>7 AOCB</p> <ul style="list-style-type: none"> • It was agreed that we should aim to hold a community celebration when ownership is transferred from FCS • Andrew discussed the possibility for developing branding and signage with particular emphasis on roadside signage '<i>You are now entering Aigas Community Forest</i>'. It was agreed that a small amount of budget be allowed for this with match funding provided by HIE. 	<p>AL</p>

Summary of Outstanding Actions		
Ref	Action	Person Responsible
33/9	Ensure all appropriate insurances in place when Forest purchased	AL
33/11	Clarify the position on Board members personal liability	GS
36/4	Donnie to investigate options for development of an access and recreation plan.	DC
36/5	Organise a winter forest open day	DC
36/7	Identify a list of potential grant funders for all currently proposed projects.	DC
37/1	Work with John Lister-Kaye to agree the content of a grant offer letter from The Aigas Trust and then circulate to the full Board for approval.	AL
37/2	Bring a proposal for high level objectives for the Forest Design Plan to the next meeting	DC
37/3	Bring a proposed timetable for community consultation on FDP to next meeting	DC
37/4	Bring forward an outline of deer management options to the next meeting	DC
37/5	Bring forward a proposal for a woodfuel business to a future meeting	DC
37/6	Investigate options for developing branding and signage for the forest	AL