

Steering Committee

Minutes

**of meeting held in The Kirk Coffee Shop
at 7.30pm on Monday 11th January 2010**

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

Item	Action
<p>1 Minutes of meeting of 7th December The minutes were proposed by Alisdair Stewart and seconded by John Graham.</p>	
<p>2 Matters arising from the minutes → Company Formation</p> <ul style="list-style-type: none"> • A new set of Mem & Arts was signed by all present. Graeme Scott to collect signature from Peter Masheter and return completed document to Douglas Graham. 	G Scott
<p>3 NFLS Decision</p> <ul style="list-style-type: none"> • A letter has been received from FCS confirming approval of the ACF NFLS application to purchase the 700 acres of Aigas Forest. • The formalities of the sale should be concluded within 18 months of approval, this is by 17th June 2011. 	
<p>4 Valuation</p> <ul style="list-style-type: none"> • A report has been received from the DVS valuing Aigas Forest at £690,000. • Andrew Leaver to seek confirmation from FCS Land Agent that this valuation has been accepted by FCS and will stand for the next 18-months. • Graeme Scott to seek an estimate of the taxes, legal and other professional fees which will need to be paid in addition to this price. 	A Leaver G Scott
<p>5 Fundraising and PR</p> <ul style="list-style-type: none"> • Andrew Leaver circulated a draft newsletter. A few minor changes were suggested and this was agreed for circulation as soon as possible. Andrew to make changes, print and pass to Steve Byford for circulation. • Charitable status should be approved within 12 weeks of company formation being finalised. Graeme Scott to check the status of Gift Aid on donations received in advance of charitable status being approved. 	A Leaver G Scott

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<ul style="list-style-type: none"> • Graeme also to clarify the wording we should use to ensure that use of raised funds is not solely restricted to 'purchase of the forest' as money will also be required for professional fees and for developments after purchase is completed. 	G Scott
<ul style="list-style-type: none"> • Graeme Scott noted recent discussions with the Community Land Unit indicating that up to 20% funding may be available. There are some EU issues relating to providing grants for the purchase of forests and this may be revised to a percentage of the value of the land excluding the timber. • There are also indications that the Big Lottery Fund may re-open in June 2010. • Graeme Scott to keep in touch with CLU on both these matters • Andrew Leaver and Amanda Bryan to complete a list of potential charitable trusts to approach. Information taken from a range of publications. • Andrew Leaver, Amanda Bryan and Mia Scott all have experience of writing grant applications and will work on applications to trusts and other large funders. • Richard Clarkson indicated that the Aigas Field Centre fundraiser, Amy, had offered advice and support with this activity. 	G Scott A Leaver / A Bryan
<ul style="list-style-type: none"> • Approached should be made to local businesses. Steve Byford agreed to consider the best options for this. • Approaches should be made to individuals with a connection to the area. This needs further planning. • Lara suggested that an event be organised to invite such individuals to meet with committee members and learn more about our plans in a social environment. It was agreed this was a good idea and should be developed. 	S Byford
<ul style="list-style-type: none"> • Andrew highlighted that discussion with LEADER Highland had indicated that funds may be available to support fundraising activity. Before an application can be made to LEADER a fundraising plan needs to be prepared and costed. Andrew to draft a fundraising plan. • Other points / ideas discussed and to be included in the fundraising plan: <ul style="list-style-type: none"> ○ Family Quiz night planned for 26th February in Hall ○ Wee 3G bike event in planning for Autumn ○ Approach should be made to Highland Cross and Beaully and the Glens Trust ○ Committee could have an awareness raising presence at local events such as Tartan Heart and Black Isle Show. ○ Potential for an Easter Egg Hunt in the forest. This could directly involve Teanassie School. ○ Potential for a golf related event – Alisdair Stewart agreed to plan this. 	A Leaver

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<ul style="list-style-type: none"> ○ Richard Clarkson offered a guided visit to the Beaver and Pine Marten hides at the Field Centre as a prize for an appropriate event. ○ An auction either on-line or at an event ○ A formal mini-Ball at Achnagairn House ○ An ACF eBay shop ○ A Race Night 	
<p>6 AOCB</p> <ul style="list-style-type: none"> ● Andy Anderson at the CLU had indicated that if a refund was secured from Bell Ingram the committee would be able to keep the money. ● It was agreed not to pursue a refund from Bell Ingram. Andrew Leaver to write to CLU to confirm our position. ● Graeme Scott to make contact with Munro Gauld to reassure him and his partner that we had no part in and were not aware of any copying of the Kilfinan report. 	<p>A Leaver</p> <p>G Scott</p>

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Summary of Actions from Meeting		
Ref	Action	Person Responsible
15/1	Collect M&A signature from Peter Masheter and return all company formation paperwork to Douglas Graham	Graeme Scott
15/2	Seek confirmation from FCS Land Agent that valuation of £690,000 has been accepted by FCS and will stand for the next 18-months.	Andrew Leaver
15/3	Seek an estimate of the taxes, legal and other professional fees which will need to be paid in addition to purchase price.	Graeme Scott
15/4	Amend and print newsletter and pass to Steve Byford for circulation.	Andrew Leaver
15/5	Check the status of Gift Aid on donations received in advance of charitable status being approved.	Graeme Scott
15/6	Check appropriate wording for use when soliciting funds to ensure donations are not restricted solely to purchase of the forest.	Graeme Scott
15/7	Keep in touch with CLU with regard to CLU and Big Lottery Fund grants.	Graeme Scott
15/8	Complete list of charitable trusts to approach.	Andrew Leaver Amanda Bryan
15/9	Identify best options for approaching local businesses for a contribution.	Steve Byford
15/10	Prepare and circulate a fundraising plan.	Andrew Leaver
15/11	Write to CLU to confirm we will not be seeking a refund from Bell Ingram.	Andrew Leaver
15/12	Contact Munro Gauld to reassure him and his partner that we had no part in and were not aware of any copying of the Kilfinan report.	Graeme Scott

Chair	Date