

## Steering Committee

### Minutes

of meeting held in The Magnus House  
at 7.30pm on Monday 7<sup>th</sup> June 2010

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

Item	Action
<p>1 <b>Minutes of meeting of 12<sup>th</sup> April 2010</b></p> <p>The minutes were proposed by Warwick Lister-Kaye and seconded by Alisdair Stewart.</p> <p>Lara McDonald had submitted her apologies and also notification of her intention to resign from the Board.</p> <p>Graeme Scott noted the committee's thanks for all the work that Lara has put in to date.</p>	
<p>2 <b>Matters arising from the minutes</b></p> <p>→ Review of agreed actions from 12/04/10</p> <ul style="list-style-type: none"> <li>• 16/3 – Jim Hunter has kindly agreed to be our Social Champion. Our invited Economic Champion declined due to other commitments. It was decided to go ahead with two Champions at this time. Andrew Leaver to seek statements of support for use on website and other publications. Andrew also to organise a press release.</li> <li>• 17/1 – Meeting with Andrew Anderson at CLU has not been held.</li> <li>• 18/10 – FCS had provided a link to information on their website concerning the Lappet Moth outbreak. John Graham noted that FCS was due to introduce a 10km bio-exclusion zone and are also to undertake stakeholder consultation. Alisdair Stewart to be ACF representative in this matter. Andrew to notify FCS.</li> </ul>	<p>A Leaver</p> <p>A Leaver</p> <p>A Leaver</p>
<p>3 <b>Amendment to Articles of Association</b></p> <ul style="list-style-type: none"> <li>• Andrew reported that the Office of the Scottish Charity Regulator (OSCR) had requested a change to the Aigas Community Forest Articles of Association. Paperwork had been provided by Macleod and MacCallum. This alteration was agreed unanimously and minuted separately as required.</li> </ul>	

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<p>4 <b>LEADER and Ward Fund Applications</b></p> <ul style="list-style-type: none"> <li>• Andrew Leaver reported that the Ward Fund had approved a grant of £3,000 and that LEADER had given provisional approval of a grant for £4,000. This would be matched with £1,000 donated by Kilmorack Community Council and £2,000 worth of volunteer Director's time to create a £10k funding package for development and fundraising activity.</li> <li>→ Appointment of consultants for re-draft of business plan</li> <li>• This piece of work had been tendered through <a href="http://www.publiccontractsscotland.gov.uk">www.publiccontractsscotland.gov.uk</a> as required by LEADER funding.</li> <li>• Six tenders were received. Andrew outlined the pros and cons of each and provided a recommendation – Steve Westbrook. This recommendation was based on the level of experience Steve demonstrated with community buy-outs and forest purchases.</li> <li>• Steve Westbrook was approved.</li> <li>• Graeme Scott and Andrew Leaver to progress the business planning and impact analysis work as quickly as possible.</li> <li>→ Update on new website</li> <li>• This is also funded by LEADER and although not required Andrew also tendered this through the public contracts Scotland website.</li> <li>• Over 30 tenders had been received so far</li> <li>• It was agreed that Andrew could shortlist four for circulation to Warwick Lister-Kaye and John Graham so that a decision could be made on who to appoint</li> <li>→ Plans for printed literature</li> <li>• The development funding will also pay for leaflets, brochures, and company member recruitment forms to be designed and printed. John Graham has already started drafting a brochure. The content of these and the website should reflect the revised business plan. John and Andrew to liaise over production of printed literature.</li> </ul>	<p>G Scott A Leaver</p> <p>A Leaver W Lister-Kaye J Graham</p> <p>J Graham A Leaver</p>
<p>5 <b>Fundraising and PR</b></p> <ul style="list-style-type: none"> <li>→ Public Sector / Charitable Trusts</li> <li>• This group is currently focussing on the production of a revised business plan and an impact analysis to support applications.</li> <li>• Also awaiting launch of the new Lottery funded Growing Community Assets programme on 30 June.</li> <li>→ Private Sector</li> <li>• This group are considering the contents of an information pack to be sent out with letters and are working on a mailing list.</li> </ul>	

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<ul style="list-style-type: none"> <li>• John Graham suggested some form of debenture scheme where individuals can buy a debenture in the company which is refundable at zero interest after a set period. Andrew noted that this has been used by Highland Hospice in the 1980's and offered to contact Douglas Graham for more information. It was agreed that this scheme should be investigated.</li> </ul> <p>→ Community Fundraising</p> <ul style="list-style-type: none"> <li>• The Quiz Night in April raised £197.50 for each of the Forest and the Hall. It was well received and is planned to be repeated in 2011.</li> <li>• The concert series planned by Lara McDonald will not now go ahead.</li> <li>• A stall has been booked by Calum at the Community Gala on 12 June. Andrew agreed to prepare display material and be on hand for any questions.</li> <li>• Mark reported that FCS were compromising on the proposed bike event and this should now go ahead in August or September</li> <li>• Alisdair and Peter are making plans for a Golf Tournament</li> <li>• The idea of 'selling' squares of the forest was discussed. This may be particularly attractive to Clan Fraser and Clan Chisholm diaspora. We need to be careful that people don't believe that are actually taking ownership of a section of the forest. Andrew and John to investigate further.</li> </ul>	<p>J Graham A Leaver</p> <p>A Leaver</p> <p>M Hedderwick</p> <p>A Stewart P Masheter</p> <p>J Graham A Leaver</p>
<p>6     <b>AOCB</b></p> <ul style="list-style-type: none"> <li>• There was no other business</li> </ul>	

<b>Summary of Outstanding Actions</b>		
<b>Ref</b>	<b>Action</b>	<b>Person Responsible</b>
17/1	Meeting to be arranged with Andrew Anderson at HIE CLU	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
19/1	Circulate press release about the Forest Champions	Andrew Leaver
19/2	Notify FCS that Alisdair Stewart is the ACF nominated representative for stakeholder consultation on the lappet Moth	Andrew Leaver

<b>Summary of Outstanding Actions</b>		
<b>Ref</b>	<b>Action</b>	<b>Person Responsible</b>
19/3	Progress revisions to business plan and production of impact analysis with Steve Westbrook as quickly as possible	Graeme Scott Andrew Leaver
19/4	Shortlist website tenders and then agree which company should be appointed and initiate contract	Andrew Leaver Warwick Lister-Kaye John Graham
19/5	Progress preparation of printed literature	John Graham Andrew Leaver
19/6	Investigate potential for a debenture scheme. Contact Douglas Graham on same subject.	John Graham Andrew Leaver
19/7	Prepare display material and be on-hand at Community Gala	Andrew Leaver
19/8	Further planning for bike event in forest	Mark Hedderwick
19/9	Further planning for Golf Tournament	Alisdair Stewart Peter Masheter
19/10	Investigate idea of 'selling' squares of the forest to diaspora and others	John Graham Andrew Leaver

<b>Chair</b>		<b>Date</b>	