

Steering Committee

Minutes

of meeting held in Kilmorack Hall
at 7.30pm on Monday 31st August

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

Item	Action
<p>1 Minutes of meeting of 10th August The minutes were approved by John Graham and seconded by Steve Byford.</p>	
<p>2 Matters arising from the minutes</p> <ul style="list-style-type: none"> → Feasibility study <ul style="list-style-type: none"> • Comments on the study have been fed back to Crispian Cook. A second draft was published on the website in advance of the community ballot. The final version is to be collected from Crispian by Andrew on Friday 4th September. → Open day <ul style="list-style-type: none"> • Between 40 and 50 people of all ages attended the Forest Open Day on 23rd August. Feedback from the event was very positive. The personnel carrier arranged by John Graham was particularly popular. → Community ballot <ul style="list-style-type: none"> • The results of the community ballot were as follows: <ul style="list-style-type: none"> ○ 235 ballots issued ○ 159 returned ○ 150 in favour ○ 7 against ○ 2 spoilt ○ Return rate 67.6% ○ Yes vote 94.3% • The ballot has provided a clear mandate for the community purchase of the forest. • Thanks go to everyone who canvassed particularly non-committee members Floris Greenlaw, Bob Hemingway and Carrie Masheter. • The committee also noted their thanks to John Bruce, Elections Manager at The Highland Council. Andrew Leaver to send a letter of thanks to John Bruce. 	A Leaver

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3	<p>Company formation</p> <ul style="list-style-type: none"> • Graeme Scott had collected the paperwork from Douglas Graham at Macleod and MacCallum. The Memorandum and Articles of Association are to be signed by all 13 committee members. Those present signed. Graeme to arrange collection of other signatures. • It is necessary to appoint Directors to the Aigas Community Forest company. In the first instance it is expected these will be the same as the existing committee. Graeme Scott to check on the process for appointment of Directors and meeting to be held before end-September 2009 to agree who the Directors will be. • Andrew Leaver to send a letter of thanks to Douglas Graham. 	G Scott G Scott A Leaver
4	<p>Business plan</p> <ul style="list-style-type: none"> • A draft business plan was circulated at the meeting. Crispian Cook had prepared this based on the model suggested by the Growing Community Assets Fund and after discussion with Malcolm Wield at the NFLS. • Comments were requested from the committee by Thursday 3rd September. 	All
5	<p>NFLS application</p> <ul style="list-style-type: none"> • A draft of the NFLS application form, prepared by Amanda Bryan, had been circulated. This was discussed and comments were noted by Andrew for inclusion in a second draft. • Andrew to prepare and circulate second draft of NFLS application form. • Andrew will complete the NFLS application form and compile all supporting material in time to deliver to the NFLS office in Dingwall on Tuesday 8th September. 	A Leaver A Leaver
6	<p>AOCB</p> <ul style="list-style-type: none"> • Lara McDonald raised the Community Woodlands Association conference being held in Drumnadrochit on 7th and 8th November. As CWA members the committee have one free place at this conference. Additional places can be paid for. Anyone interested in attending should contact Lara. • John Graham opened discussion about the need to move into the next phase by increasing PR and planning for fundraising. John suggested that we should investigate a logo and agreed he would ask a local contact who is a graphic designer to come up with some ideas. Andrew Leaver noted that he was meeting with Martin Culbertson from LEADER on 1st September and would discuss with him the possibility of using LEADER funding to support fundraising and PR activity of the committee. It was agreed to add fundraising and PR to the agenda for the next meeting. 	J Graham A Leaver A Leaver

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Summary of Actions from Meeting		
Ref	Action	Person Responsible
11/1	Send letter of thanks to John Bruce at The Highland Council	Andrew Leaver
11/2	Arrange collection of signatures on Mem & Arts from John Lister-Kaye, Calum Fraser and Mia Scott	Graeme Scott
11/3	Identify process for appointment of directors to the Aigas Community Forest company	Graeme Scott
11/4	Send a letter of thanks to Douglas Graham at Macleod and MacCallum	Andrew Leaver
11/5	Forward comments on the Business Plan to Andrew Leaver by 3 rd September	All
11/6	Prepare and circulate second draft of the NFLS application form	Andrew Leaver
11/7	Complete the NFLS application form, compile all supporting documentation and submit to NFLS office in Dingwall by Tuesday 8 th September.	Andrew Leaver
11/8	Request some ideas for a logo from local graphic designer	John Graham
11/9	Discuss use of LEADER funding to support the fundraising and PR efforts of the Committee with Martin Culbertson	Andrew Leaver
11/10	Add fundraising and PR to the agenda for the next meeting	Andrew Leaver
11/11	Keep Teanassie Head JoJo Offord informed of meeting dates and option to attend meetings	Gavin Cormack
11/12	Prepare a schedule of meeting dates for the next 12 months	Andrew Leaver

Chair	Date