

**Minutes of the Kilfinan Community Forest Company Board of Directors,
held at the Office at 5pm, Tuesday 5th November 2013**

Present: Steve Williamson, Andrew Graham-Weall, Willie McAllan, Jamie Chaplin-Bryce, David Blair, Fiona Hamilton, Fraser Brown, Robert Borruso

Apologies: Nikki Woolf

David welcomed everyone.

Minutes of previous meeting – 21st October, proposed correct by WM and seconded by FB.

Operations Manager Report

- Felling operations. 4,000 tonnes harvested and at roadside. Projected 6000 tonnes to be taken by wagon to the boats. Additional felling licence area won't be done this time as it's only just gone on public register. Next commercial fell can commence next year, should LTFP be approved. Extra road needed for access to timber that will also give access to dam and hydro. This will go out to tender next year. Meeting with Andy (Egger) about power outage – decided to manual fell, meaning KCF responsible for that felling and will keep the timber for firewood.
- Road – holding up reasonably well but needs patching in a few areas. We have enough crushed rock to put a cap on afterwards
- Drainage being organised for quarry – costs will be swapped from insurance budget that can't be spent within period of project
- Shed. Foundations poured. Scheduled to arrive early Dec but won't be put up until mid-December. Verbal guarantee it will be completed by 31st Dec. Jamie to get this guarantee in writing via email. There needs to be a penalty clause/retention of payment because if it isn't finished in time it means a loss of business. Concrete floor needs to be made for sawmill. Delivery of mill will be delayed until shed constructed. The electrics will be run up beforehand and ready to be fitted. Cable to be ordered and fitted as soon as possible. Cable for housing to be ordered at the same time under phase 3.

- Solar Panels. Not going to be feasible.
- Operations building. Requires cladding, but sawmill won't be ready until end Dec. Solutions: David has a sawmill or we come to an arrangement with Bute who have larch available in return for a loan of our firewood processor. Or wrap the bottom ½ m with some silage wrap. Jamie to speak to Bute in the first instance. All cladding boards would need to be sapwood-free. Electricians are ready at the building.
- Compost. Craig has reported that the nearest bunker is falling away. It needs a weld and a tie or support. Tractor turning the compost is causing the strain. It needs cross-braced from the bottom. Rob will organise.
- Marketing. Marketing budget of £1500 to be spent before end December. Nikki suggested Craig produce some pictures for publicity/posters/flyers/calendars (need events in the diary) David suggested getting a load of firewood bags with logo on. This would allow Jamie to shift some of the budget he has for bags to something else. Any more ideas to be emailed to Nikki/Willie.
- Rhododendron. Second claim needs to be put in. Third claim being pushed into next year by Tom. First claim should be back before we need to pay for third invoice. Jamie meeting with Ross.
- Firewood processing. Jamie suggested buying some tarpaulins so that wood can be undercover to have firewood supplies. It was suggested making use of the Alstor while it's here. Colin and Paul's time could be used.
- There is around £80k still to spend by Christmas, including wages. The problem is when larger items are bought as we need to accumulate the money before we spend it. Leader has promised to turn claims around more quickly. We need a larger pot of money to ease cash-flow. An additional £20k into cash-flow, in addition to the £50k already put in, would be needed.
- VAT. Our turnover is going to exceed VAT threshold. Ailsa is looking into registration and will advise. This will suit very well when buying equipment for building etc.. Afterwards we can de-register if threshold is not being hit.

- Power shut down to allow lineside felling, 14th – 21st November.
- Signs have been installed at entrance— everyone agreed they look great.
- Next year we could aim to engage the community more with events every month. Volunteer Coordinator post could be used to help organise. From guided walks to demonstrations and larger events. Archaeologists could be programmed in. Tuesday Afternoon volunteering could be highlighted weekly on the calendar.

Treasurer's report

- SIS bridging loan application has been sent off.
- Hydro loan. Loan out over 5 years would be unaffordable. Repayment over 10 years could be achievable. Repaying loan and maintenance costs would leave £18k surplus income. John Whitehead, Co Hydro, has sent more formal quotation. £165k of which £10k would be for training. Training is something we could raise some funding for. This quotation cuts his profit because he likes what we're doing and he can see us being useful as demonstration site and a springboard for future business. Finance needs to be put in place, but we don't need to draw it all down.
- Volunteer Coordinator post. It was agreed that Craig be approached to take this on.

AOB

Housing

Block work has been done for power connection to housing. Steven Gove and Paul Farrell coming out for meeting next Wednesday (13th). Prior to that Housing Outline Strategy needs written and a preliminary map prepared. Pegging out would be possible. Priority is the condition of the road. Paul Farrell needs to trust that the road will be kept in good condition. It will be made as tidy as possible.

Next Meeting - Wednesday, 20th November, 5 pm