

Kilfinan Community Forest Company
Minutes of Board Meeting
5th August, 2015

Present: David Blair, Steve Williamson, Rob Borruso, Di Wilson, Mark Bamford, Willie McAllan, Alasdair Porter, Jo Coley, Nikki Brown, Sara Maclean

Apologies: Fraser Brown, Fiona Hamilton

Declarations of Interest: None

New directors: A warm welcome was given to new directors Jo Coley and Al Porter. Jo is taking over the Treasurer role.

Minutes of Previous Meeting: Proposed: DB / Seconded: DW

Matters arising

Crofting Update (NB)

Press release now issued. Expectation is that interested parties will visit the forest first.

Youth Club (NB)

Insurance still being checked out. Awaiting sight of John King's PVG status.

Forest Access Co-ordinator (SM)

- The Young Peoples' Employment Project is progressing successfully despite some initial teething problems. There are 8 young people on this summer's programme which is proving a challenge to manage. Exit interviews are being held which will help identify any lessons to be learned for next year's programme and Sara will highlight these in her report at the conclusion of the programme. We also need to find out why girls are not applying for the programme. Older people on the woodworking days said how much they enjoyed working with the young people. This raises the possibility that older people could be team leaders on next year's youth employment project.
- Kew Seed Project. There is a small budget and it was agreed that Sara could use this to pay someone to identify and collect the seed. John King should be offered the job first given his knowledge and existing commitment to the project. Sara will be responsible for supervising adherence to the Kew rules.
- Geo-caching. 2 caches now hidden in forest and ready for treasure seekers.
- Sara drew the Board's attention to the draft Volunteer Handbook. The document would also assist induction of new staff and directors. This will be re-circulated and everyone asked to give feedback. For discussion next meeting. Sara advised KCFC should have a formal data protection policy which WM agreed to draft.
- Lucy Roper is bringing 2 groups of young people to the forest.. Sara will support and plans activities to include pond life and tree planting.
- At Sara's request the Board agreed that Sara would be contracted on a self employed basis with a maximum number of hours annually. Sara will submit regular, detailed timesheets. Michaela presently drafting the contract.
- John Muir awards are ongoing
- Dunoon Mountain Bike group previously indicated an interest in developing tracks in the forest. To be re-contacted to discuss further.

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Sara left the meeting

Development Manager's Report (NB)

- Projected income and expenditure was presented. As usual cash-flow will be a challenge. Six months salaries are in reserve.
- Social Enterprise Awards 2015. Nikki has submitted bids for both the Scottish and UK awards.
- 10 year plan. Nikki's application for the HIE summer school in Stirling was unsuccessful. She and WM will now work on the draft 10 year development plan. A meeting will be arranged for directors to discuss the plan and set priorities and timescales. (NB/WM)
- It was agreed Nikki will attend an event in Inverness on innovation which would assist preparation for our entry into a competition with a £100k prize (50% grant/50% loan)
- Heritage development. Heritage Lottery Fund have advised that they would not support a bid for all of the development work including event space. Instead Nikki will draft a bid for £20k-£30k to cover the heritage elements of the event space plan.
- Hydro report to HIE. It was agreed to hold this meantime while KCFC consider how we can most benefit from our intellectual knowledge. Nikki to investigate HIE Partnership Scheme.
- **CHECK** CWA conference – Conference (Rob / Mark) Dinner (Sara, Michaela, Nikki). CWA delegates are visiting KCFC Saturday 22/08/15. DW agreed to assist with preparations.
- Open Day Saturday 8th August. Arrangements in place and weather forecast is good!
- Proposed new employee Housing Support Worker. Agreed that this post is now required. Rob to draft Job description. Wages will be £10.50 / hour after suitable probationary period. This is in addition to a trainee post to assist with the sawmill and other duties as required.
- Woodworking workshop. This was a great success. A significant number of people could not make the event so it will be repeated.

Forest Operations (RB)

- Hydro – the scheme will go 'live' tomorrow (loud cheering!) following final testing. Rob chasing a number of snagging issues but nothing too serious. It was agreed to have an official switch on event to which the great and the good will be invited.
- Rob has improved access to curling pond and it is now draining. It appears to have a clay base.
- Housing – A&BC and West of Scotland Archaeology have signed off the archaeology condition on Planning Consent. Now gearing up for Building Control application.
- Sawmill a little quieter so focus has been on building firewood stocks. Work will commence shortly on a wood drying shed.
- Quad bike. Thanks to DB for use of quad bike. NB to check this is included on KCFC insurance.
- Compost shed. RB costing the work required to convert this into a woodworking workshop.
- It was agreed that it was essential that the toilets be upgraded. They are quite unsuitable for current requirements. RB tasked with refurbishment which must include separate male and female toilets. It was agreed to hire portaloos for the Open Day event.

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AOCB

HIE have asked Willie to speak at a conference on “innovation and communities” in Benbecula. He has requested further details.

DONM

Wednesday 26th August, 2015.