



## Kilfinan Community Forest Company

Minutes of Board Meeting  
Thursday 27th April, 2017

1. **Present:** Don McInnes, Di Wilson, Jo Coley, Mark Bamford, Nikki Brown, Mick Eyre, Rob Borusso, Fiona Hamilton
2. **Apologies:** Steve Williamson, Ali Porter
2. **Declarations of Interest:** Rob Borusso - housing legal issues. Will advise on technical matters and leave during decision making. DM & MB - AOB (employment of directors)
3. **Minutes of Previous Meeting:** Proposed: DW Secoded: JC
4. **Matters Arising:**
  - Andy's review. MB offered to mentor Andy through the process of taking on more responsibility for sawmill and sales. Provide a mobile phone and give spreadsheet training. Board decision that MB will also become Director responsible. Pay rise will be reviewed once responsibilities are finalised. **ACTION: MB & RB**
5. **Treasurer's Report:**
  - Profit & Loss projection presented.
  - NB will share bill of quantities spreadsheet with DM. Wages allocation needs to be checked. **ACTION: NB**
  - Formal agreement needs to be put in place for the Bridging loan that will be required soon. **ACTION: NB & SW.**
  - Apprentices have only had one week's work this month as the grant-funded contract has finished. One contract finishes at end May. Redundancy notices weren't issued as funding has been agreed from HIE. Decision to be taken as to nature of future contracts. Contracts would have to be target-driven. Board agreed 'labourer' contracts to be offered and targets drawn up by RB. **ACTION: RB**
6. **Development Manager's Report**
  - Forest Building. Positive meeting with HIE. Agreed to cover 44% of total costs. Diligent active monitoring and evidence required for each phase. Payment will only be made one a phase has been completed. RB will keep timesheets. HIE require accountant to provide 'going concern' statement, agreement to the internal capitalisation process for the timber, letter of approval re short-term bridging loan used for buying windows. Productive meeting held yesterday with accountant looking at cash-flow to ensure projection is realistic. Funding for project officer for Woodland Burials project was not agreed by HIE. Agreed to put woodland burial project on hold and reviewed early next year. NB writing press release and will circulate for approval. **ACTION: NB, RB**
  - Housing. Application pack has been produced by NB and circulated to all for feedback.
  - Princes Countryside Fund. Funding application has been made for development of training programme.
  - Glenan Wood, possibility of a community buy-out and may be a possibility for collaboration
  - JC will look over accountant engagement pack prior to board signing. **ACTION: JC**



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### 7. Operation Manager's Report

- Hydro - operating well. This month will be less productive but won't have financial effect for a few months.
- Firewood - almost sold out. Supplies available for home seasoning only.
- Sawmill is running well, worn bearings and wheels replaced.
- Drying room is filled with first batch of wood. Should take about one week to dry then stored in shelter under tarpaulin. Space to store one building's worth.
- Building warrants. Answers to questions for Plots 1 & 6 have been sent to Building Control. Hopefully will be received in a couple of weeks.
- Legals for Rural Housing Burden. Terms of burden need to be decided. Big issues are service charge (£800 to be reviewed after one year.) etc. Options for supplying electricity were offered. Decision urgently to be made by board. **ACTION: ALL DIRECTORS**
- Road access. DM has contacted David Logan, A&B and KCFC lawyer. Meeting to be arranged with David Logan and RB, DM, NB. Once agreement with council is reached, quotation from another lawyer is required to ensure best value. **ACTION: RB (DM, NB)**
- Management of Forest Centre building. RB is operations manager and will be making the decisions with the support of the board.

### 8. Forest Access Coordinator's Report

A report on the various group activities was presented.

- Kilfinan Wayfarers and Path - walking group running weekly. Need to re-focus on path volunteers for path maintenance.
- Forest Gym and Outdoor Mindfulness - despite approaching Health Centre to make GPs aware, there has only been one enquiry so this is not likely to remain a project.
- Woodworking Groups - women's group is going well. Hobby Shop ceased for time being due to lack of funding, but participants had completed their projects.
- Twigging Out - eight people have benefitted and an iron-age roundhouse has been built - thanks to MB.
- Baby Bears - this is the best attended group.
- Nature Club - met for first time on 15th April. Numbers expected to grow as word spreads. Pond-dipping confirmed the presence of Great Diving Beetle.

An update of development and funding

- Elaine Jamieson, FCS, meeting on Monday to discuss FCS Community Fund
- Princes Countryside Fund - completed by NB and result expected by end June. Will provide money for youth skills programme if successful.
- Supporting Communities Fund - £500 towards costs of Open Day in July
- Improving Public Access - application about to be submitted for over £90k for improvements to path network and Kilfinan Way. Deadline end May.
- Twigging Out - proposal submitted to Branching Out partnership.

Other

- Cowal Fest - visited to grade walking routes for this year's festival
- British Naturists - guided walk on 3rd May. All welcome!

Crofting

- Final stages of process have been reached. It is hoped completion can be celebrated at July Open Day.



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### **AOB**

Replacement Director

- Ian McPherson - has been invited to visit the forest and to a few meetings but has not accepted the invitations.
- Hannah Buss - has expressed an interest in joining the board. It was agreed to approach her and invited to the next meeting.
- It was suggested that CWA's procedures for appointing directors be looked at and considered.

Payment to Directors

- The Board agreed to authorise casual employment for DM and MB as no other people were available to fulfil the roles.

DONM

Thursday 11th May, 5 pm.