



Kilfinan Community Forest Company

Minutes of Meeting
Thursday, 22nd June, 2017

| Agenda Item | Minutes | Action |
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| Present | Di Wilson, Jo Coley, Ali Porter, Rob Borusso, Hannah Buss, Fiona Hamilton | |
| Apologies | Steve Williamson, Mark Bamford, Nikki Brown, Mick Eyre, Don McInnes, | |
| Declarations of Interest | no declarations | |
| Minutes of Previous Meeting | Proposed: JC Seconded: DW | |
| Matters Arising | | |
| Health & Safety | <p>RB attended course and has clear idea of the Construction Design Management work that needs done. Communication is normally the main problem . Board needs to appoint RB formally as contractor and principal designer. Construction phase plan will be created.</p> <p>H&S policies all need brought up to date. RB can't write policies because of conflict of interest. Fraser Brown has relevant qualifications and will be asked to write them as he is independent from the organisation.</p> | HB draft letter to formally appoint RB |

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| Treasurer's Report | Financial forecast presented. Bills have been paid for various professional fees. CIS loan and wages need paid at the end of the month and cash flow will be tight. Timber extraction hasn't yet started but money is expected in July. Fine weather in May has had negative impact on hydro income. | |
| Operations Manager's Report | Billy Dixon, Building Control, visited, inspected the Forest Centre base and confirmed the building warrant will arrive by end of week. Road issue - David Logan has still not progressed anything. New composting contract has been issued for three years at 2008 rate. RB will push for more as the landfill tax has increased. | |
| KAG | To be invited to next meeting. | |
| Crofters | To be invited to next meeting. | |

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| Governance | <p>NB looking on ACAS website to see what policies should be in place. Development Plan should be printed off so it can be used as a working document at board meetings and all directors can be more aware of Director induction needs to be implemented. Constitution needs to be reviewed. Sub groups suggested; Governance(MB+all), Staff Support (MB+HB), Projects, Community Engagement (DW), Health & Safety (AP, HB) It was decided a full board meeting will be held on first Thursday of every month with a fixed agenda. Staff will be asked to submit reports the week before. Third Thursday of month can be sub-group meeting or another board meeting. Governance will be focus of this sub-group meeting.</p> | <p>HB will investigate cost of using Basecamp for on-line communication and file sharing MB speak to Michaela Blair about D Hunter's exit interview. DW - get contact RB mentioned re governance training.</p> |
| DONM | Thursday 6th July 5 pm - full board meeting. Thursday 27th July - governance meeting | |