



Kilfinan Community Forest Company

Minutes of Meeting

Wednesday 26th July 2017

Agenda Item	Minutes	Action
Present	Hannah Buss, Di Wilson, Mark Bamford, Nikki Brown, Don McInnes, Jo Coley, Steve Williamson, Fiona Hamilton	
Apologies	Ali Porter	
Declarations of Interest	NB - continuation of employment opportunity. NB will remain in meeting to discuss possibilities, remit and remuneration.	
Minutes of Previous Meeting	Proposed MB Seconded DM	HB draft letter to formally appoint RB
Matters Arising	Housing: little interest has been shown locally in plots. It was decided to explore the option to look at model of self-build and affordability that is taking place in Perth at the moment.	HB to share & investigate further SW/RB to investigate planning for burial of ashes.
Health & Safety	Warning signs to be checked on timber stacks.	RB to check stacks
Treasurer's Report	Forecast presented. Housing income will be taken out.	JC to update forecast and share with RI
Operations Manager's Report	Forest Building - slightly behind schedule. Decision re roofing needs to be taken. Timber income is anticipated in next month - price has gone up. Meeting with Councillors has been set for 7th August. DM, RB, SW will attend. Composting bays need sorted in advance.	SW/MB to liaise with RB re bays

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Forest Access Coordinator's Report	<p>Report submitted in advance, with group activities all continuing and news expected shortly on funding applications.</p> <p>Youth Skills Development Programme finishes tomorrow and has been very successful thanks to a good number of volunteers delivering an interesting and useful programme on a small budget. This will be shared during the Open Day. Many thanks to all the volunteers who have made this possible.</p> <p>Crofting - Patrick Krause of the Crofters' Federation will be in attendance at the Open Day to help us mark the registration of the new crofts.</p> <p>Summer Forest School - average of fifteen children attending, which is good as there is also summer play scheme happening in Glendaruel.</p>	
Development Manager's report (Final)	<p>NB submitted her report outlining the stage each project has got to and any decisions required to be taken by the board.</p> <p>Nikki was thanked by the Board for her hard work, commitment and success in driving forward so many projects. NB expressed willingness to continue to be involved in some way with KCFC as her detailed knowledge and very positive connections with funding bodies would be a great loss.</p>	
Staffing	<p>Andy is bringing in orders and working on product development. He has been booked on "business gateway" course. Mobile phone for orders direct to sawmill has been acquired. Whiteboard required - mobile number and Andy let people know where to find him if not at sawmill.</p> <p>NB - employment will be continued on a consultancy basis for approximately 1 day per week to work on projects, newsletters and press releases @£150 per 8-hour day.</p>	
Governance	<p>This will be the focus of next meeting. Review of constitution, policies, handbooks and election of office bearers.</p>	<p>HB will look into organising a 'Vision' day for staff and board members</p>
Open Day	<p>Saturday 30th. 12 noon to 5 pm. Tent will go up on Friday. Crofting announcement will be made around 12.30 pm. KAG's BBQ, children's activities, craft activities.</p>	

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Project Priorities	Hot Polytunnel and Woodland Burials. Sepa have objected to the initial planning application. Ashes disposal will be taken forward in the first instance. NB will take forward these plans on a consultancy basis. DM will work on business plan.	NB - email plans for various projects. FH send link to Dropbox
AOCB	KAG lease. MB will look at existing lease and discuss with KAG chair.	
DONM	Governance meeting to be confirmed by email.	