

## **Minutes of Board of Directors of KCFC held on 06.10.2011**

**Welcome** Meeting started at 6.10pm

Stuart Jack thanked everyone for coming.

### **Sederunt**

Alison Mulholland, Stuart Jack, Vanessa Barlow, Eve MacFarlane, Kristin Leicht, David Blair, Robert Blair.

### **Apologies**

Andrew Graham-Weall, Penny Graham-Weall, Eamon King.

### **Minutes of Last Meeting**

Proposed: Kristen Leicht.

Seconded: David Blair.

### **Matters Arising**

As we still have no treasurer, it was suggested that perhaps Sue Minns would be a possibility for the position, or perhaps as a bookkeeper to keep everything in order for the accountant. SJ pointed out it was not necessary for the board to have a treasurer, but perhaps a bookkeeper was an option.

The AGM papers have also been amended to say 'on behalf of...'

### **Sub Groups**

#### **Forest Development Group**

Sarah has reported that things are on course. The financial report is up-to-date, with £2985.44 available for the future jobs fund. The RBS account is not all core funds, as detailed in her report.

DB has contacted the council to see about possible funding for the composting scheme – he is awaiting a reply.

David Munro is due to start tree felling on Sunday and the path would start after this was finished.

### **Marketing**

EMacF asked about the member's login area on the website and if it was actually necessary. After a short discussion, it was agreed that there was no need for member's to have access to such an area as it site could quickly get out of control. Therefore it was agreed that she would report back this back to the group and that only 1 or 2 people should moderate/update the site. It was suggested that JD, SMcL and EK should see what works best to this end. EMacF also asked if consideration had been given to a KCFC

calendar. After a short talk it was agreed that it may be a very good idea and very possibly something that should be done.

#### Development Officer

EK has already submitted his report to the board. The amount for an overdraft on the Co-Op account was agreed by the board.

#### Renewables

There had been no recent meeting of the group but details of progress are included in EK's report. A cheque has now been signed for the planning permission to erect the meteorological mast.

#### Staff Matters

AM left the meeting so as the board could discuss the forest workers. On her return it was disclosed that SJ will conduct appraisals for all staff next week.

#### Any Other Business

SJ said that KCFC was a community company and as such had a huge responsibility to the community to be as transparent as possible at all times. We had to ensure that correct procedures were in place for everything, in every aspect of the business. After a discussion, the board decided that all action points and major decisions should be noted in the minutes, but that the details, being confidential should be filled in on a separate sheet – signed by 2 board members and filed for future reference. AM suggested that the chairperson of the meeting should also sign this sheet. This was agreed by the board and will be implemented immediately once the sheet has been formulated.

The formula for future meeting agendas and how the minutes are presented was also agreed by the board.

It is duly noted for the minutes that the correct terminology for Alana's position, pay etc has to be sorted as this has not been done. EK will be asked to check this for the board.

VB also mentioned that ILA is also available to staff who wish to take courses.

SJ also informed the board that EK is on all the sub groups and gives weekly updates. He also said that an 'organigram' detailing the company structure was needed.

VB thanked SJ for keeping the board right.

#### Any Other Competent Business

DB suggested that because the minutes of the last AGM were 5 pages long, that they should be condensed to 2 pages. After a short discussion, this was agreed by all. AM also suggested that instead of printing out lots of copies of the minutes, that the condensed version should be made available to the

public in local shops and post offices, and an advert should be placed in the local paper to let the local public know they this. The board agreed and asked EMacF to arrange to the ad.

VB said that KAG membership was up and asked about payments for beds but it was agreed that this would be discussed at the next meeting.

Fundraising was also raised. EMacF said a fundraiser would be helpful and more board members were also needed.

### **Meeting Actions and Decision**

No members login on website. 1 or 2 moderators/administrators.

Overdraft amount agreed.

Signing sheet to be formulated for details of all important decisions and actions.

Formula for agenda and minutes agreed.

Details and terminology of Alana's position and pay etc to be finalised.

Detailed company structure to be sorted onto 'organigram'.

Minutes of last AGM to be condensed and advert to be placed in paper.

### **Next Meeting**

AGM on 19.10.2011

Next board meeting on Wednesday 26<sup>th</sup> October 2011 at 6.00pm.

**Meeting Closed at 7.45pm.**