

## **Minutes of Board of Directors of KCFC held on 30.11.2011**

**Welcome** Meeting started at 4.10pm

Stuart Jack thanked everyone for coming.

### **Sederunt**

Alison Mulholland, Stuart Jack, Vanessa Barlow, Eve MacFarlane, David Blair, Robert Blair, Andrew Graham-Weall, Penny Graham-Weall, Eamon King, Sara McLean, Jean Donaldson.

### **Apologies**

Kristen Leicht.

### **Minutes of Last Meeting**

Proposed: Vanessa Barlow.

Seconded: Eve MacFarlane.

### **Matters Arising**

Amended minutes to be sent out.

SJ apologised that no action points were sent out, from the last meeting.

### **Sub Groups**

#### **Forest Development Group**

There is a folder available in the office with all the minutes from previous meetings. There was no meeting this week.

The tender for the path is ongoing.

EK said there was a discrepancy of land and was waiting for a response from the agricultural office in Oban so the map of the boundaries can be redrawn.

The new log splitter has arrived, and the wood fuel is drying out nicely. The price for logs has had to be revised, even though, after meeting with other local distributors, agreement was reached.

Lighting for the site is in hand, and cctv will be installed.

AGW said he had some strip lights that may be of use on site.

It was agreed that the Xmas holidays would start from the 23<sup>rd</sup> December.

### **Marketing**

The car share has been going well and there has been a press release.

The xmas market went well.

Calendars are still available, ads have been placed on notice boards and it was suggested that everyone should take a few to sell on or buy as presents.

Twitter and facebook are going well too.

The website is now being updated more regularly and EK and JD agreed to work together to update the development officer part of the site.

#### Development Officer

EK said reporting weekly takes up a lot of time. SJ suggested this could reduce to fortnightly with a small update in between. This was agreed.

#### Renewables

EK said he had received no feedback from some other members of the renewable group. There followed a short discussion about the group.

Wood fuel has started selling.

It was decided to tender the wind development to a consultancy.

The hydro study is about to start its second phase.

#### Staff Matters

After a discussion, it was unanimously agreed that the site would close from the 23<sup>rd</sup> December to the 9<sup>th</sup> January, for the Xmas and New Year holidays.

There also a short discussion about future employment funding.

#### **Any Other Business**

After a short discussion, it was agreed to review, adopt and sign off on a drug and alcohol policy for the site. This was to include a zero tolerance of drugs and alcohol during working hours, and disciplinary procedures. Although there is already a policy in place, it was felt a review would clarify it.

There was also a short discussion about the responsibilities and image of members of the board to the public.

The board decided that they would look at the possibility of supplying some sort of logoed uniform to employees in the new year.

Expenses were discussed, and it was agreed that a coherent policy would have to be investigated and agreed.

The issue of dogs on site was raised again and it was agreed that this would be followed up by the FDG.

### **Any Other Competent Business**

SMcL said that extra care has to be taken with spending as funds are low.

EK said there were still some outstanding funds from LEADER and the funding for the mast 'maybe' sorted. Updates will follow.

There followed a short discussion on whether it was a good idea to get VAT registered or not. It was decided to wait and review in the future, if it was felt it would be beneficial.

VB said the apple tree has arrived.

E-mail addresses with @kilfinancommunityforest.com, for the board members should be utilised by the board to make it easier for members to keep up to date with board business, it was agreed, and this would be sorted for anyone not yet set up.

SJ informed the meeting that the first drinks for the xmas night out were paid for.

### **Meeting Actions and Decision**

Amended minutes from previous meeting to be sent out.

Xmas holidays from 23<sup>rd</sup> December 2011 to 9<sup>th</sup> January 2012.

EK and JD to update development officer part of website.

Review, adopt and sign off drug and alcohol policy for everyone on site.

Agree on expenses policy.

### **Next Meeting**

Next board meeting on 11<sup>th</sup> January 2012.

**Meeting Closed at 5.30pm.**