

Kilfinan Community Forest Company
Board of Directors Meeting
Monday 26-03-2012 at 17.30

Directors Present; Andrew Graham-Weall, Penny Graham-Weall, Vanessa Barlow, David Blair, Rob Blair, Eve MacFarlane

Apologies; Stuart Jack

Also invited; Sara Maclean, Jean Donaldson, Eamon Holmes.

Welcome; David welcomed all and explained the reason for the meeting, namely, a detailed handover for Sara and Jean following the end of the first 2 year project.

Congratulations; Kristin and Rob have a new son, Martin

Concerns from Jean and Sara; Communications with members, website updates, Finances.

- **Eve** will have logins and passwords, she will update website, and control email addresses / twitter / etc. JD and SM will keep live for 2 months as a changeover period.
- **JD** will send out email this week to explain situation
- **Newsletter** will become quarterly, Eamon will have Sara's format so he can drop stuff in.
- **>50 General Enquiries** per week to be passed by Eamon onto other board members.
- **Penny** will become **Treasurer** for time being. Working with Ailsa Close, should we ask **Kate Weir** to be our book keeper? Handover with **Sara** on Friday 30th March at 3.00pm.
- **Jean** owes 2.5 days for sorting out yearend / cheques / bank recs / etc. She will use this time in next 14 days.
- **Site Fuel** can come in 25 litre tanks ... **Stuart Jack** looking into.
- **Plant and Equipment** – up to scratch, needs to be looked after.
- **Ailsa Close** will need **Treasurers Report** for yearend return. **Eve** will compile this from the Executive Summary of Sara's report.
- **Liaison** with K.A.G. will be **Eve**.
- **SSE** requests for volunteering will be monitored by Eamon.
- **Produce market** will be arranged by **K.A.G** and **P.T.A.**
- **COMPOSTING ... Red** has offered a day each week, we have some funding, chasing more to make a proper job (**Eamon King**), needs more talks before we can move ahead.
Donations? ... Annual Subscription from local contractors? ...
- **Health & Safety** ... need volunteer to keep up to date (**Stuart Jack**), the up-to-date folders are kept in the office.

- **Insurance** ... renew in May 2012, **Eamon** to keep an eye on the mail, especially as it gets soggy in the box!
- **AGM** ... needs organising near financial year end ... also, if we hold it on a Saturday morning we might get more visitors. **(whole board to organise)**
- **PPE & Tools** ... **need regular checks, (Stuart Jack)**
- **Emergency site contact** will be David Blair.
- **PAT** ... ask **Rob Fletcher** in **June, also** to label all checked items.
- **K.A.G** ... review their lease for grant fund purposes.
- **Gate** ... need to fit damn quick when it arrives ... **RB, DB, AG-W, SJ.**
Also need to check site daily for theft, vandalism, etc, discuss **CCTV**

We will be having more frequent, shorter, more focussed board meetings in the near future!

More board members are needed, please try and think of suitable soft touches!

FRIDAY AT 4.00PM FOR DRINKS WITH TEAM AND LEAVERS

NEXT BOARD MEETING MONDAY OR TUESDAY NEXT WEEK ... 2ND OR 3RD, AT 7.30PM ... TO BE DECIDED