

Minutes of the Kilfinan Community Forest Company meeting of the Board of Directors in Kilfinan Community Forest on Tuesday 24th April 2012 at 6pm

Attendees:

Rob Blair
David Blair
Andrew Graham-Weall
Penny Graham-Weall
Stuart Jack, Chair
Eve MacFarlane

1. Welcome

Stuart Jack welcomed the group.

2. Apologies. No apologies received as full board attended.

3. Minutes of Previous Meeting

The following minutes were discussed and approved. Minutes from 30 November 2011 proposed as correct by SJ seconded by AG-W. Minutes from 26 March 2012 were proposed by RB and seconded by EmcF and minutes of 4 April 2012 were proposed by AG-W and seconded by DB.

4. Matters Arising

Board Roles

SJ is happy to adopt the role of onsite Health & Safety Officer and will ensure correct PPE onsite and maintain tools regular checks.

SJ still to weld the final bay in the composting area and offered to turn compost with the tractor in the meantime when onshore. The drop-off bays will need improving as they are becoming damaged.

Volunteering

AG-W is keen that Directors get involved in volunteer work-parties on site on Saturday mornings.

Annual General Meeting

The date of the AGM was discussed and a potential date of Saturday 26th May suggested. Potentially at 11am on the forest site to follow the Kyles Allotment Group AGM at 10am. Eve will check with John Moran, Secretary of KAG if the community polytunnel could be used and followed by a BBQ.

Fencing

DB to chase up Coventry Fencing re the forest gate.

AG-W to research the installation of CCTV by Directors.

5. Finance

The finances of the core account was discussed and core funds are now in place with RBS with over £7k in the account.

6. Staff Matters

It was agreed that we need to appoint a part-time administrator and that we need to advertise locally in the area. AG-W will produced a poster with a closing date of Monday 7th May. The contract will include managing the members database, general office administration, fund-raising and help with financial admin with 4 hours per week for a trial period of one month. The hourly rate will be negotiated. Eve volunteered to line manage this role.

It was recognised KCFC still need someone to operate the compost system. The person should be a contractor with experience of operating tractor and chipper equipment and possibly chainsaw. They would be responsible for site tidying and split between processing composting and woodfuel coinciding with Eamon's hours onsite.

Any future posts with KCFC require robust job descriptions and contracts with an allocated Line Manager.

Eamon requires an appraisal in early July, which will be conducted by Stuart Jack with feedback from the Board.

7. Any Other Business

The board discussed the need for a project plan for the direction of the Development Officer's remit and the steps and milestones required. This is required by the AGM. David will request this from DO and the Board will input.

Milled Timber

The board noted that the site gate needs to be in place before milled timber can be sold.

8. Date of Next Meeting

The date of the next meeting will be Monday 21st May at 6pm to discuss the project plan with the DO.