

## FINAL

- **FRIENDS OF GLENAN WOOD TRUSTEES' MEETING – April, 2020**
- **Date:** April 27, 2020
- **Time:** 10.00am
- **Place:** Remotely via video conference.
- **Attendees:** Mark Appleton, Heather Cattermole, Eve MacFarlane, Andree Hawke, Ian Lindsay, Lucy Roper, Robin Webster, Rob Borusso, Niall McFarlane, Rhyddian Knight
- **Apologies:** Mick Eyre

### Agenda items

1. *Minutes of last meeting.* Andree highlighted that, contrary to the wording in the draft minutes, the proposed acceptance of the Boost It loan was not unanimous. Eve said she would update the minutes accordingly. **ACTION: Eve**
2. *Finance and Fundraising.* On the subject of the proposed Boost It loan, the issue of formally accepting and communicating that acceptance to the Boost It fund administrators was discussed as Andree suggested that this action is required and has not yet been completed. Robin and Heather agreed to deal with this issue. Andree said that we yet have not yet received the funding from the Supporting Communities Fund which is due at the end of April and later provided an update stating that a decision from the Princes Trust has been delayed in relation to an application to access their Rural Start-up funding. **ACTION: Robin, Heather**
3. *Election of Niall McFarlane* Lucy proposed and Robin seconded the election of Niall McFarlane to the board. The proposal was unanimously accepted and all agreed that Niall, who has a home in Portavadie close to Glenan Wood and a background in finance, would be an excellent addition to the team. Niall will take over as the role of Treasurer from Lucy.
4. *Provision and use of an office* Rhyddian stated that he would not really need to use a traditional office-type space for his work and could cover any office/administrative duties from home. It was felt by the board that Mick might need to use some type of office from time to time but that, given the prospect of him being furloughed, continued payment for the existing office on Shore Road was no longer advisable. There was some discussion about the need/desirability of some form of office/tool-store on site at Glenan and Rob said that there exists a variety of static and touring caravans in various states of repair at KCFC which could in theory be used. However, there was general agreement that we do not want any unsightly structures on site. The issue of building something that would serve as a “tool-store incorporating a desk” was discussed in terms of the requirement, or not, for planning permission. Rhyddian said a simple office site/tool lock up at Glenan would be extremely useful and could easily be established with a basic 12 volt system. No firm decision was made on this. There is currently a grant application in to the Princes Trust for £4.5k which would, if realised,

include funding for an office. We already have funding for office items such as printers/laminators etc but Andree thought the TDDT would be understanding and we should just contact them to confirm this.

5. *Safety Report* Rhyddian stated that there was nothing to report in terms of incidents and said that the process of collaborating with Rob on formalising safety procedures is working well, with close liaison between the two having already taken place and more virtual meetings to follow. **ACTION: Rhyddian, Rob**

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6. *Covid 19 Planning/furloughing* It was agreed that in view of the Coronavirus crisis it makes sense for Mick to be furloughed and it was agreed that the board would top up his 80%-of-salary furlough payments with the extra 20% to ensure he was not disadvantaged. This furlough period would be backdated to cover all of April, May and June, with his contract to be extended accordingly. Lucy said she would speak to Richard to deal with the payroll element of this process. It was clarified that little could or would happen with any funding received in the present period, including the Boost It loan, and that the latter funding was simply contingent on a Project Officer as opposed to a specific Project Manager being in place with a monitoring report provided every three weeks. It was further clarified that the money would be received as a lump sum and spent on an “as and when required” basis.
7. *Pods update* Robin said there was a requirement to make sure pods were not of too basic a design and should befit the “glamping” description by being of an attractive/up market appearance. Rhyddian said it would be good to get Mick’s perspective on this and there was general agreement that much discussion/work was required around the balance between pod quality and available funding. Robin said that we should proceed with a request for planning permission from Argyll and Bute Council as this would draw out any potential difficulties or issues which may need to be remedied. He also mentioned the removal of plantation trees to open up views and the re-siting of the development from its original intended position to one closer to the concrete road. It was suggested and agreed that property owners at Derybruaich and Cuid Oiche be contacted and consulted about the proposals before planning applications were made. Robin said that he would resend out the plans and proposed budget to ensure Rob and Niall have sight of them. Rhyddian said that on the subject of landscaping that there may be scope for a consultative process involving the community and that he has a contact who ‘could provide some ideas for how meaningful community engagement for the change of use from commercial plantation might be best achieved and identify some potential folk to deliver this as a piece of work. Robin agreed that this was a good idea and said that he would be happy to receive such input.

**Action: Robin, Rhyddian & others**

8. *Other funding issues* Eve said that she would be happy to start working on material for the website to progress the idea of generating funding from a “shopping list” of items or “sponsor a tree” type option. Rhyddian said the idea of sponsoring an acre might work better in terms of linking funding to specific forest activities and projects. Ian explained how he has been working on getting t-shirts produced and modelled the Mk 1 iteration of a proposed design. The garments could be produced at a unit price of £5 if 100 were purchased. Ian offered to pay for their initial production with upfront finance, to be repaid as and when the items were sold – a very generous offer by him.

9. Governance Andree informed the board that board training was available through a charity called Inspir Alba who could provide free training remotely which might last a couple of hours and would concentrate on helping the board to “focus” its activities. Heather asked if everyone has been able to access governance-related documents on Drop Box using a link she sent. All agreed to check.
  
10. Next meeting No date was set for the next meeting.

ENDS