

Llais y Goedwig Board Meeting
Owain Glyndwr Centre, Machynlleth, Powys

10.00am 4nd May 2010

Present: Roger Davies (RD), Fay Sharpley (FS), Jenny Wong (JW), David Williams (DW), Zena Wilmot (ZW), Dave Petty (DP) and Jane Gronow (JG) and Adam Thorogood (AT)

Agenda Item		Action
1. Apologies	Deb Wozencraft (DJW), and Carolyn Swain (CS)	
2. Minutes of last meeting	Approved with corrections	ZW
3. Matters Arising	<p>Forward planning for Coed Lleol (CLI) Potential future projects/roles for CLI were discussed and the possibility for overlap / duplication of roles. It was agreed to continue dialogue and, where overlap does occur, to look at how to work in partnership. Llais y Goedwig (LlyG) board members on the CLI steering group will be able to input further at the next CLI steering group meeting on the 1st July 2010.</p> <p>Coed Lleol exit strategy The handover from CLI staff to the LlyG board and any new LlyG staff was discussed. Currently funding decisions with Forestry Commission Wales (FCW) have not been finalised and it is unknown if there will be funding for a new member of staff. CLI staff ideally aiming to have an overlap of at least a month with new any staff member. The official handover discussions to take place at the September LlyG board meeting on the 7th September.</p> <p>The role of the new member of staff was discussed. ZW to pass on her job description and list of work outputs to JW</p> <p>Legal requirements and insurance JW has got two quotes for insurance and has discussed the possibility of offering discounted insurance to LlyG members. ZW to find out how many of the current membership are companies.</p> <p>Communities 2.0 There has been no communication from them since last meeting. JW to follow up with them.</p> <p>Llais y Goedwig registration documents FS to email ZW registration documents ZW to add scanned pages with signatures and send to the board</p>	<p>FS / CLI</p> <p>FS/CLI</p> <p>ZW</p> <p>ZW</p> <p>JW</p> <p>FS / ZW</p>
4. Financial management	<p>JW and JG have worked on setting up spreadsheets to keep a good record of budgets and keep track of any grants. An area of the website is to be set up for the sole access of board members. For added transparency the budget spreadsheets will be made available on the area of the website as a locked document.</p> <p>Any emails to JG concerning her treasurer duties to be labelled 'ACCOUNTS'</p>	<p>JG</p> <p>All</p>

	<p>The role of the treasurer was discussed and it was agreed that the treasurer role was separate from project management. JG, with the support of ZW, to write a description of this role and email it to the board.</p> <p>The person managing a project (eg. JW is the project manager for the climate change Next Steps project) needs to agree budget and outputs with the board. During the project delivery any substantial changes to this needs to be ratified with the board.</p> <p>A manual on how to manage projects for Llais y Goedwig board members and for anyone working on projects with Llais y Goedwig was discussed. This form to be available to members of Llais y Goedwig.</p> <p>This would take the form of a 'project management style sheet' / guide to finance to be drafted by RD and DW.</p> <p>JW to write one retrospectively for the Environment Wales grant.</p>	<p>JG / ZW</p> <p>RD / DW</p> <p>JW</p>
<p>5. Website</p>	<p>The website it online and working. The only work that remains outstanding is a clickable map showing LlyG members in Wales. There has been a good response with inquiries coming through the website.</p> <p>The website needs proof reading and rationalising.</p> <p>Once the pages are finalised they need translating.</p> <p>Whilst proof reading, board members to choose a page that they feel they can keep updated.</p> <p>Moderation of comments left on the website was discussed. It was agreed that it was the role of the secretary but the secretary could delegate to an employee.</p>	<p>All</p> <p>ZW</p> <p>All</p> <p>JW</p>
<p>6. Publications</p>	<p>New publicity is needed for LlyG as the postcards are very out of date.</p> <p>Who we are leaflet General leaflet about LlyG to be compiled by RD.</p> <p>Llais y Goedwig leaflet for local authorities This was completed by DW and sent around to the board for comments. Not everyone had received that email. ZW to email copy to RD DW to research the right people to contact in the local authorities</p> <p>Insurance factsheet ZW to follow this up with Phil Tidey and Kath McNulty and try to get the factsheet ready by the first of the roadshow events.</p> <p>How to apply for grants FS to compile</p> <p>DJW to give general support on publications RD to look at establishing LlyG branding for documents</p>	<p>RD</p> <p>ZW DW</p> <p>ZW</p> <p>FS</p> <p>DJW / RD</p>

<p>7. Next Steps</p>	<p>LlyG has successfully raised funds to produce a resource pack on climate change. Adam Thorogood (AT), a Forestry MSc student, has joined LlyG as a volunteer to work on this project. AT will be developing this project into his MSc dissertation with supervision from Bangor University and JW. AT will be attending the roadshow events to give out the memory sticks and do short questionnaires on the day and following up with a further interview a few weeks later.</p> <p>AT joined the meeting and reported on the research on climate change and showed the board the written introductions to a selection of texts.</p> <p>AT suggested that it would be useful to have a glossary of terms and this was agreed by the board.</p> <p>The board discussed how the information should be pitched and organised and it was agreed that:</p> <ul style="list-style-type: none"> - The flash drive would have a bilingual gateway introducing the user to the material - The material would be grouped into thematic areas - Key words would be used to identify material - There would be a pathway through the material from basic to complex <p>AT to continue literature search and send information to JW.</p> <p>Contractor to work on the HTML coding for the memory sticks needs to be found. Specifications for the memory sticks to be checked before they are ordered in bulk. JW to ask Tim Radford. ZW to order memory sticks one all is agreed</p> <p>It was agreed that during the period of Next Steps funding, the memory sticks would be given out free of charge but with a suggested donation of £5. Thereafter there would be full cost recovery.</p>	<p>AT / JW</p> <p>JW ZW</p>
<p>8. Roadshow</p>	<p>ZW gave an update on the roadshow logistics. All the hosting groups have been confirmed and indoor venues provisionally booked. ZW has visited Troserch woodland and will be visiting Montgomeryshire Wildlife Trust on the 12th March.</p> <p>ZW will continue with logistics DJW to liaise with JW and JG about speakers JW to coordinate AM session with other board members.</p>	<p>ZW DJW JW</p>
<p>9. Environment Wales project (registration, design of project proposal)</p>	<p>JW has clarified that the registration process does need to identify a clear project. DJW has amalgamated comments from RD and JW and this has been sent to LlyG's Environment Wales support officer.</p> <p>The board discussed focussing the project on two key elements:</p> <ul style="list-style-type: none"> - Education and Awareness - Training and Volunteers <p>The suggested project is to take the template of the climate change Next Steps project and apply this to other topics. This would go alongside rolling out the roadshow events to other areas of Wales.</p>	

10. Forestry Commission negotiations	<p>Barbara Anglezark is on leave until next week so no update ready for this meeting.</p> <p>ZW to invite Barbara Anglezark to come to the next steering group meeting to update Llais y Goedwig on the pathfinder projects.</p>	<p>ZW</p>
11. AOB	<p>WCVA has a new grant available to support new volunteers. 25K is available. JW to look into putting in a bid.</p> <p>Communities and Nature (CAN) are changing their system and new small grants opportunities will be opening in the Autumn. Someone from CCW who is involved in CAN to be invited to the roadshow events.</p> <p>Costing of volunteer hours – match funding guidance on the Welsh European Funding Office (WEFO) website has a sliding scale from £6.50 to £25.50 depending on the type of work and level of responsibility of the volunteers. WCVA, however, have a standard rate of £6.50 for all volunteer match funding. This does not reflect the role of volunteers in many organisations and makes it more difficult to apply for bigger projects. DW to draft a letter to WCVA.</p> <p>Accounts – The board approved DP to be removed and JG to be added as signatory of the Llais y Goedwig account. ZW to post registration documentation to JG ZW to email headed paper with LlyG company registration number added to JG</p> <p>Events – RD to attend Woodfest</p>	<p>JW</p> <p>DJW</p> <p>DW</p> <p>ZW</p> <p>ZW</p> <p>RD</p>
Date of Next Meeting	<p>Tuesday 6th July @ the Owain Glyndwr Centre in Machynlleth</p>	