

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

26th January 2010
10.30am

Present: Roger Davies (RD), Fay Sharpley (FS), Jenny Wong (JW), Jane Gronow (JG), Carolyn Swain (CS), Dave Petty (DP), David Williams (DW), Zena Wilmot (ZW), Deb Wozencraft (DJW)

Agenda Item		Action
1 Apologies	None received	
2. Approval of Minutes	Minutes of previous meeting approved	
3. Matters Arising not on Agenda	<p>1. JW reported on Llais y Goedwig's (LlyG) request to join the 'Third Sector Climate Change Leadership Group, (the Wales Council for Voluntary Action (WCVA) 'Greening Up' project- for existing 'green' groups to offer leadership/advice to 'non-green' groups.) A written response received by JW from WCVA's Policy officer stated that WCVA are in discussion with Wales Environment Link (WEL) and LlyG request will be discussed. It was agreed not to take any action until LlyG received an invitation to join.</p> <p>2. Funding Scoping Study: this is ongoing, DJW will be contacting Board members to obtain relevant information.</p> <p>3. JW to meet with Communities and Nature (CAN) officer to discuss her group's failed application; to ask whether there is likely to be any further smaller value rounds and also sound out the possibility of LlyG acting as an umbrella project manager and sub contracting out funds. This would enable LlyG to act as an accumulator of member group applications and may therefore increase the chances of securing funds.</p> <p>4. Coed Lleol (CLL) ToR, to be sent to LlyG Board</p> <p>5. CLL to transfer agreed sum of £500, less translation allowance, to LlyG account. DJW to advise Small Woods.</p>	<p>DJW</p> <p>JW</p> <p>DJW</p> <p>DJW</p>
Matters Arising	<p>1. Website: to be up and running by end of January, for Board to trial. JW had e.mailed web-sitemap to Board members. Need agreement from Board re. who will be responsible to review/update text of specific pages. Responsible people do not have to be Board members. Local Menter Iaith's may offer low cost translation services.</p> <p>Communities 2.1: once LlyG is an officially registered company, Communities 2.1 can help with IT/advice and support to set up virtual office. JW to clarify exact scope of assistance/finance/supply of laptops. To register first, then explore possibilities. Individual LlyG e.mail addresses to be set up.</p> <p>Action: all to let JW know if available to assist with web pages (or not)</p> <p>2. Woodland Management Roadshow: JG & JW reported on ideas for the series of 3-4 events to be held regionally. They would be structured around the management plan; evaluation of/opportunities woodlands offer. To invite Forestry Commission Wales (FCW) to talk about Better Woodlands for Wales (BWW). To comprise of lectures/discussion themes in the morning, followed by work shops. Poss. themes: community consultation/woodland management/practical woodworking and/or field visit in the afternoon. ZW to contact FCW re. available</p>	<p>All to contact JW</p> <p>JW</p> <p>All</p> <p>ZW/FS</p>

	<p>resources. ZW & FS to contact CWG's that have offered to host an event. Dates: between May & October (& replicated thereafter-subject matter to evolve to suit interest shown). Detailed plan to be prepared for next meeting</p> <p>3. Insurance Event: Thanks to ZW, the event was very successful with good feedback received and a lot of interest generated. It was suggested that the topic should be included in the woodland management roadshows. The production of a joint information document from the event was discussed (LlyG, CLL, SWA, Confor). ZW to meet with Confor to discuss. (See Item 7)</p> <p>4. Marketing strategy: RD had circulated draft strategy for comment. RD to put doc into table form for ease of use. It was agreed that individuals would need to register as individuals to ensure they received information. (problem with disseminating information to wider membership-to reach beyond nominated group reps) It was agreed to contact CWA (Scot) to see how they addressed the issue.</p> <p>5. CLL Staffing: It was agreed that the office would be staffed on Tues & Thursday, and Monday- prior to Board meetings. The answer machine message would be changed accordingly.</p> <p>6. Business Plan: JW announced that LlyG reps would be meeting with Barbara Anglezarke (01.02.10) to discuss proposal to FCW. JW/RD/FS/JG to attend. It was agreed to meet prior to discuss the roadshows. ZW to book room in Aberystwyth. DJW to send on CLL ToR's. To be decided: working relationship with CLL. Depends on CLL working areas/funding. LlyG to confirm – dependant on funding opps. JW reported on £400 EW grant towards a funding strategy. She has had one quote of £860 per day (consultancy) -to investigate others. All to pool info. Asap.</p> <p>7. New Community Woodland Group (CWG) study: Tender doc. From FCW had been circulated. FCW were keen to work with LlyG. It was discussed in-depth and decided not to apply for various reasons (conflict of interest/protection of members/use of database etc). LlyG is keen to be part of the process, poss.sit on steering group, happy to inform and advise (consultancy fee?) RD to contact FCW.</p> <p>8. Update to members: to include information about new website, roadshows, insurance event, AGM report, information on CWG study and on M & A's when done. ZW to update report and pass round Board for comment. As a process, the Board to confirm whether or not an item should be included in the update as the meeting progresses.</p>	<p>JG/JW</p> <p>ZW</p> <p>RD ZW to contact CWA</p> <p>DJW</p> <p>ZW</p> <p>DJW</p> <p>All</p> <p>RD</p> <p>ZW</p>
<p>4. M & A's (Memoranda and Articles of Association) & 5. Registration with Co's House</p>	<p>FS not had opportunity to complete. Will send round draft set of M&A's. Board to review, ready to sign at next meeting/Monday. If no response by Sunday-take as approval. Registration can then go ahead, fee of £10 will need to be sent.</p>	<p>FS/Board</p>
<p>6. Communication between Board/staff</p>	<p>E-mail access can be a problem Reasonable response times-non-urgent min 1 week E-mails to be set up to give 'away'/ 'out of office' reply Urgent message- set up 'have read' reply. Contact sheet-Skype/phone numbers-back up.</p>	

	'Action' note on e-mails that require input. For interest only: mark FYI	All
7. Insurance seminar	Info requested: how many delegates from Wales? Contact Kath re. presentations. Joint publication? LlyG/CLL/Small Woods/ConFor Can you get insurance info through medium of Welsh? Exec summary in Welsh? Intro/definitions/Q&A/contacts Targeted marketing-sponsorships? Free download or charge for document? ZW meeting with Small Woods and ConFor on the 3 rd Feb and will raise these points.	ZW
8. Tender for Firewood	Include members feedback to LlyG in 'Update' Not seen as 'community/small scale industry' friendly Forestry Contracting Association (FCA) and ConFor are planning to lobby FCW. It was discussed whether LlyG should get involved and decided that LlyG should share position with these other organisations. RD/JW to talk to Mike Pitcher. RD to organise meeting	JW / RD
9. AOB	1. Next AGM: not before the end of CLL support period RD received a holding response from the Minister, Jane Davidson re her woodland-dialogue 2. Welcome to David Williams as new Board member 3. JG as Treasurer informed that £999 Environment Wales grant now in the account, requested to work with CLL on setting up accounting system 4. Next WSAP (Woodland Strategy Advisory Panel) meeting 16/17th March Cardiff, including launch of Combating Climate Change doc. (JW to attend) Date of next meeting: (Every 1st Tuesday – alternate months) 2010: 2 nd March, 4 th May, 6 th July, 7 th Sep, 2 nd November	