

**Llais y Goedwig Board Meeting**  
Unit 6, Dyfi Eco Park, Machynlleth, Powys

11.00am Tuesday 5<sup>th</sup> September 2011

**Present:** Roger Davies (RD) (Chair), Jo Cooper (JC) (minutes), Fay Sharpley (FS), Jenny Wong (JW), Adam Thorogood (AT), David Williams (DW), Jane Gronow (JG)

**Mentioned in minutes:** Barbara Anglezarke (BA)

Agenda Item		Action
1. Apologies	Ruth Stafford (RS)	
2. Minutes of July meeting	Approved	
3. Matters arising (not on agenda)	<p><b>Printer issues-</b> These are now solved now as FCW have an obligation to provide printing facilities as part of the office, a new shared printer has been ordered for the office and should arrive in the next week.</p> <p><b>Book keeping-</b> Jane and Jo met about this and Jo can now make payments to and from the bank account. RD and JG will keep control of expenditure so need to approve spending, all spending must have an action plan number by it and there is no extra money so no new spending to be made, other than that already assigned for the next month, until next funding arrives in October</p> <p><b>Funding database-</b> Awaiting work from Tim. JW to remind Tim to do this. Need a password only portal for members. Also want to expand this resource for other opportunities such as enterprise.</p> <p><b>WSAP next meeting-</b> in Nov in Monmouthshire, looking at new carbon code. John Griffiths has been invited to view woodland there, so may be able to talk to him there. There will be a business meeting next day to update on Glastir.</p> <p><b>Charity Status-</b> Decided to wait till after Christmas to do this, as we can't change till after March AGM anyway. Good if everyone looks at info on Charity</p>	<p>JC</p> <p>JC / all</p> <p>JG / RD</p> <p>JW</p> <p>JW</p>

	<p>Commission website before next two meetings, so a rounded discussion can be had at these meetings.</p> <p><b>Companies house</b> JW to contact accountant for correcting mistakes in companies house records</p> <p><b>Jo's contract changes with extra book keeping hours-</b> to be sorted out with RD and JC.</p>	<p>All</p> <p>JW</p> <p>RD / JC</p>
<p><b>4. Action plan</b></p>	<p><b>a. FCW project</b></p> <p>Contract with FCW needs to be finalised this month to get next lot of funding by next month (Oct). Following meeting with Barbara Anglezarke (BA) she wants to see an increased membership. She is happy with case studies etc. but also need to show how we are representative of CWGs. Agreed to produce a marketing plan, and more funds have been put in to this. RD has slimmed plan to remove duplications, and lower priorities that could wait till future years. RD to check with BA the budget heads to track against so JG and JC can have a system from the start on tracking budget codes.</p> <p><b>b. Assignment of tasks</b></p> <p>Decided to go through FCW workplan and put names against each. All to read plan, and make sure they are happy with it before RD goes back to BA.</p> <p>Discussion on whether we are going to have WEL (Wales Environment Link) membership? It is expensive but could see how it works for a year to get access to information, contacts and links. JW to be link point for this. Decided to trial it for a year.</p> <p>AT to be WCVA link.</p> <p>Cynnal Cymru- membership is free so decided we should join that, DW to be link for them. £1000 for implementation of plan.</p> <p>Greg Wilkinson has offered to read through</p>	<p>RD</p> <p>JG / JC</p> <p>All</p> <p>JW AT</p> <p>DW</p> <p>How was</p>

	<p>things for us (used to work for Reuters). Bilingualism on website- is important and we've had the lack of it highlighted by BA. Policy docs and static pages should all be translated. News, blog posts and other dynamic content harder but people should be free to post in any language. Need analysis and further case studies parked for now, though JW is producing one anyway for FCW.</p> <p>All to send news on their own groups to Jo for website. Jo to follow up round robin queries and send list of outstanding to RD.</p> <p>RD to update plan with names by points as discussed, compare with BA's plan, then look at funding plan for sourcing future funding. All to produce plan on their actions with timeline. RD to send round revised plan with names added.</p> <p><b>c. Approval of plan</b> Approved in principle based on discussion today.</p>	<p>this to be followed up?</p> <p>How was this to be followed up? Budget?</p> <p>All JC</p> <p>RD</p> <p>All RD</p> <p>All</p>
<p><b>5. Income opportunities</b></p>	<p><b>a. People &amp; Places</b> Agreed to pursue. JW to produce expression of interest.</p> <p><b>b. FP7 KBBE</b> Framework programme 7. European scale of consortia with academic experience. JW is going to bid for this first stage. If successful could be role for LlyG, and could lead to employment opportunities.</p> <p><b>c. FC Forest resource study</b> Agreed good idea to pursue and agreed margin for LlyG of 15%. Also</p>	<p>JW</p> <p>JW</p>

	<p>agreed that this margin can be applied to future opportunities like this.</p>	<p>JW/ AT/ All</p>
<p><b>6. Skillshare 15th Oct 2011</b></p>	<p>a. <b>Publicity</b>- poster circulated, just awaiting translation that is due back today. Then big push on publicity will be this week- email to go out followed with phonecalls to members and others to promote event and obtain workshop contributions.</p> <p>b. <b>Workshops</b></p> <ul style="list-style-type: none"> <li>• Agreed to go for cheaper lunch option of £4.95/ head for soup, bread and cheese.</li> <li>• Also to hire their meeting room for £40 for Fri evening for forest film showing.</li> <li>• Ran over skeleton running order- aim to start at 10, and finish 5.30- materials for workshops to be sourced free wherever possible, but if not see if Coppicewood could sell us any or arrange individually with workshop leaders for small contributions to this so they are not out of pocket for running a workshop.</li> <li>• Children's activities- local Forest school leaders to be contacted through Nick/Bruce, if not available Dyfi Woodlands could run something.</li> <li>• Booking form to be made this week too so bookings can be started.</li> <li>• Budget of ~£1700 has been produced for the event.</li> </ul>	<p>JC / AT</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>AT/ JC</p>

<p><b>A productive Lunch break / conference themes</b></p>	<p>It was agreed to not have another event between the skillshare and the next AGM/conference in March- for which a date of 9<sup>th</sup>/10<sup>th</sup> , a probable theme of Participation, and a probable venue of Machynlleth was decided on, with possible venues being Y Plas (preferred) or WISE (probably too expensive but could use for accommodation). Jo to follow up so date and theme can be promoted at Skillshare.</p>	<p>JC</p>
<p><b>7. Marketing plan</b></p>	<p><b>a. Constructing a formal marketing plan</b> Outline marketing plan reviewed. DW to produce plan from action plan. When looking at action plan all to consider how it would be marketed too, and feed back to DW to inform this.</p> <p><b>b. Launch of Case studies / Advisory Notes / Funding database</b> To have a launch beginning of Oct- just before skillshare. JW to follow up.</p> <p><b>c. Use of media</b> Jo and Adam to get lists from FCW, CAT etc and others to feed in contacts to start developing an all-Wales database (to feed in to DW's plan).</p> <p><b>d. Website / Facebook</b> Need shorter response opportunities to generate participation. Do more blog posts to try and encourage participation on website.</p>	<p>DW</p> <p>All</p> <p>JW</p> <p>JC / AT</p> <p>AT/ JC</p>
<p><b>8. Policy working group</b></p>	<p><b>a. Report of first meeting</b> Agreed to recirculate notes with yes/no response question- do you agree with this?</p> <p><b>b. Manifesto</b> JW has tried to elicit response from</p>	<p>JW/ JC</p>

	<p>working group but no response at yet. Next step to be something on public access- to go into blog post. Group will reconvene once feedback on first meeting has been obtained.</p> <p>c. <b>Planning meeting for Third sector meeting with Minister</b>  AT went to Aberystwyth on Friday to do video conference with Cardiff meeting. Some technical problems but he was able to contribute. LlyG and RSPB interested in in framework on natural environment framework (NEF) in community setting to take forward to minister so this to be taken forward. AT to email short report round board today. Next planning meeting 5<sup>th</sup> October, worth continuing engagement through VC route from Aberystwyth or Rhyl.</p>	<p>JW</p> <p>AT</p> <p>JW</p>
<p><b>9. AOB</b></p>	<p><b>Environet on 9th September-</b> AT attending for Dyfi Woodlands, will take LlyG flyers</p> <p><b>Direct contact with minister-</b> Barbara has asked if we want that, maybe wait till manifesto is ready and then pursue.</p> <p><b>Size of Wales Launch-</b> this is on the 19<sup>th</sup> October, possible ministerial presence so could be useful, though LlyG hasn't signed up to SOW, and not sure if will. DW may possibly go.</p>	<p>AT</p> <p>DW</p>
<p><b>10. Date of Next Meeting</b></p>	<p>11am, Tuesday 1st November  Unit 6, Dyfi Eco Park, Machynlleth, Powys</p>	<p>All</p>