

Llais y Goedwig Board meeting

7th Sept

Minutes

Present: Zena Wilmot (ZW), Jane Gronow (JG), Roger Davies (RD), Adam Thorogood (AT), Jenny Wong (JW), Fay Sharpley (FS).

1 Apologies	David Williams (DW), Dave Petty (DP)	
2 Minutes of 6 th July	Minutes ratified	
3 Matters Arising	<p>Directors Carolyn Swain has stood down from the LlyG Board. Thanks to Carolyn for her work and contribution to LlyG. This appreciation should be conveyed to Carolyn</p> <p>Alun Lewis also not present and has never signed papers as a director, so LlyG needs 2 new directors, agreed to use mailing list and update to spread the word.</p> <p>Duties of director, work load and expectations should be conveyed to new directors. JG to put together an info pack for new board members (using ZW handover notes).</p> <p>Finance Spreadsheets will be placed on the password protected area of website now that Tim Radford has briefed JW. Spreadsheets are up to date and balance. Ask JG for a look if you need to see them until they are up on the website.</p> <p>Website Lots of content from the Roadshows, discussion of how to structure the info, new post will help to keep website up to date.</p> <p>Find a day to revisit the website structure and organise a workshop on the website for the rest of the board.</p> <p>Environment Wales (EW) FS to email registration form to AT for his information.</p> <p>FS to send AT's ideas for further climate change project work to the rest of the board</p> <p>Fill out EW form again, rewrite project focusing on "Woodland Management." Climate change can be part of this.</p>	<p>RD</p> <p>AT</p> <p>JG</p> <p>JW</p> <p>FS</p> <p>FS</p> <p>FS</p>

	<p>Volunteer Project JW has spoken to Mark Bendon from WCVA, discussion of definition of “volunteer” - informal/formal volunteers.</p> <p>Send Mark Bendon's email to AT for his information</p> <p>Agreed to put Volunteers on the agenda for the next board meeting</p> <p>Publication procedure ZW is happy for the publications budget to roll over after the Coed Lleol (CLI) project comes to an end.</p> <p>Virtual Office Board agreed to drop the Communities 2.0 effort, ZW will contact. LlyG board still needs a way of sharing documents.</p> <p>Pathfinder This will be an agenda item for next board meeting. Board members going to Blaen Bran Roadshow will speak to Barbara Anglezark.</p>	<p>JW</p> <p>RD</p> <p>ZW</p>
4 Hand over	<p>Coed Lleol (CLI) update from ZW CLI have funding for 6 months of a 1 year Health and Wellbeing project, networking in 2 strategic regeneration areas</p> <p>JW and JG to send links to ZW of useful info (i.e. Natural England study plus Swedish work on wellbeing).</p> <p>Board agreed that there could be possibilities for collaboration with LlyG.</p> <p>Hand over ZW has created a draft of handover notes (this could also work as an induction pack for new directors) this was handed out to the board.</p> <p>Payments and spending, invoices should go to Treasurer. Small amounts should be paid and then claimed back from the Treasurer.</p> <p>ZW will draft a finance section for the handover notes to be checked by JG</p> <p>ZW will email handover notes to board, comments on handover notes should be sent to ZW</p> <p>ZW will hand over a pack of documents in one folder with the latest versions</p> <p>New post – Network Coordinator Overlap period, Forestry Commission funding will pay for a discrete</p>	<p>JW/JG</p> <p>ZW/JG</p> <p>ZW/All</p> <p>ZW</p> <p>RD/ZW</p>

	<p>project to induct the new person and follow up the Wavehill Community Woodland group database. ZW will be contracted to do this for a 3 month period. RD will be project manager, details of project will be finalised by end of September.</p> <p>ZW will be self employed and invoice JG for her hours, there will be some extra call-down days included for use when necessary.</p> <p>Staff management and workload to be an agenda item for next board meeting</p>	RD
		RD
5 Mediation	<p>ZW reported project details to board. CLI till supporting the project but not much time left, CLI will manage until the end of December 2010, question was raised of LlyG's suitability to manage the Mediation project after this date.</p> <p>Board agreed that there needs to be a "lessons learnt" evaluation document written up by Gavin Jordan (GJ) and others involved. Agreed that the situation was sensitive. Such a document was not in the original contract. ZW will speak to Richard Syddons (RS) about this.</p> <p>As for the LlyG role after the close of the CLI contract, the board agreed that they need to see an evaluation of the project first.</p> <p>ZW will email a copy of the Wales Audit Office report to the Board. The Board should read this document</p>	ZW
		ZW All
6 Roadshows	<p>AT will write a report on the Roadshows</p> <p>AT to write up media and press support notes for LlyG media work in the future</p> <p>Agreed that JG,AT,ZW and JG should meet to talk over the Roadshows</p>	AT
		AT
		JG/AT/ZW/ JW
7 Climate Change project	<p>JW and AT will find a day to meet to write up report on the Climate Change project.</p> <p>AT to approach Flashbay for cost of further memory sticks</p> <p>All to read AT's ideas for further Climate Change work (see email from FS)</p>	JW/AT
		AT
		FS/All
8 Publications	<p>Agreed that a house style was needed as well as publications procedure and specifications.</p> <p>Need for an editor – this could be a skill brought in by a new</p>	

	<p>director?</p> <p>AT to write up a climate change info sheet and bring together the police info sheet written by Andrew Scourfield</p> <p>The Roadshows have generated a lot of content that could be turned into info sheets/briefing notes.</p> <p>Agreed that a list needs to be written up of possible future publications</p>	<p>AT</p> <p>RD</p>
9 Big Society	<p>Bianca from Forest Research has been in contact about a co-hosted conference in Liverpool looking at how the Big Society policy intersects with the forestry sector.</p> <p>Discussion of how to engage with this event, what level of support would LlyG have to provide? Attendance of national meetings comes out of the Forestry Commission grant.</p> <p>Agreed to take part, more work needed to develop LlyG's role</p>	<p>RD</p>
10 Business plan	<p>Agreed that the Business plan needs more work</p> <p>This agenda item was discussed after item 11</p>	
11 Forestry Commission (FC) grant	<p>RD to email a copy of the FC project proposal to the board</p> <p>We have gone beyond one funding quarter, therefore board needs to plan for £17,000 over the last two quarters.</p> <p>There is budget available for a lap top</p> <p>Insurance Employee, company, public liability, volunteer and directors liability insurance all needed. Board need to look into this in more detail, get 3 quotes for between £300-£500 per year</p> <p>JW to dig out the quote that she was given and send info to the board FS to get another quote and RD a third Agreed that JG as the Treasurer should purchase the insurance</p> <p>Employment Policy ZW will email board a copy of the Smallwoods employment policy</p> <p>Discussion of how to pay new employee. RD will organise PAYE if needed. Agreed that if new person is already self-employed with a track record, this will be ok</p> <p>There is a whole full-time post to use up. New post will be 0.25 of FTE. ZW's further employment on induction and handover will add</p>	<p>RD/All</p> <p>JW FS/RD JG</p> <p>ZW</p> <p>RD</p>

to this.

There is 0.7 of FTE available for projects

JW proposed a “sustainable funding” project – focus on LlyG funding plan plus wider issue of how LlyG member groups can be funded (e.g. a collective enterprise). This info can then be presented at a funding event. JW to come up with a more formal proposal.

JW

There is a WCVA funding conference in October

There was discussion about how to manage the representation of LlyG at events by contracted people – further discussion needed.

Publications

Discussion of how to get much needed editorial skills. Either contract in an editor, get a new director with publications skills or select this in the new Network Coordinator.

LlyG will need an English and Welsh editor if such a role is specified.

Agreed that a Publications Manager is needed, the project can last until April, there should be an all Wales call put out for this.

Website

Board agreed to put aside some money to continue web development

Events

FC project proposal point 2.3, Big Society Conference to be added to this

RD

Need a list of events attended

Discussion of whether LlyG needs a follow up form for people to record events info and contacts made

AGM is a big deal, new person needs to focus on this soon, plus two community events, one of which will be the funding event. Discussion of whether LlyG has the capacity to run AGM and 2 extra events.

ZW raised the idea of skillshares

ZW will produce financial report for the Roadshows by next board meeting, this will help budget for further events

ZW

Board agreed that an event could be run by a community woodland group through a challenge fund open to all full members. £1000 will be offered to a group to run an event, LlyG can provide support in

this.

AT will advertise the event challenge in the next update

AT

Networking with other organisations

FC project proposal point 2.4 Coed Lleol to be added to this.

RD

FS to talk to Tir Coed representative at the next CLI Steering Group meeting

FS

Forest School Wales, ask for more specific areas where they would like to cooperate

?

Are there areas of overlap with other organisations not already specified in point 2.4? Woodland Heritage?

ZW to work with new person to organise a key partner conference

ZW

Media output

ZW pointed out that the 4 press releases for the Roadshows was under the CLI project not the FC funded project.

Case Studies

Discussion of how to create/manage case studies.

Board agreed to commission groups to write their own case studies, this could be a challenge fund in the same way as the event. AT to include this in the update

AT

Agreed that the purpose of the case studies is to report on best practice, lessons learned and ideas for income generation.

Case Study manager needed, especially for Welsh language groups.

Board agreed that the case studies would build the capacity of LlyG members to share and exchange knowledge.

Training

LlyG could run an event focusing on volunteering, this could be the theme of the AGM? Approach this with Tir Coed.

Mentoring

Nothing about mentoring in the FC project but this is one of LlyG's Action Plan aims and a key service to community woodland groups (CWGs)

Discussion of how LlyG could facilitate/offer a mentoring service. Should LlyG pass people onto to other groups, or offer a patrol service?

	<p>JG read out DW's proposal that there should be a part of the website offering services</p> <p>ZW – a proper database of services and members in needed. ZW offered to travel to meet groups in need of mentoring up until December 2010</p> <p>JG highlighted problem of LlyG having two plans, the FC project proposal and the LlyG Action Plan. Need time for brainstorming how to achieve LlyG Actions</p> <p>JW pointed out the 3.1 in the FC proposal “benefits of LlyG membership to be widely published” could include some mentoring.</p> <p>Mentoring to be agenda item at next board meeting</p>	ZW RD
10 Business plan	<p>Between now and March, LlyG needs to define the FC project and start thinking creatively about next year (April 2011 onwards).</p> <p>Membership fee will be an issue raised at the AGM</p> <p>JG offered her house for a brainstorming gathering on November 1st before next board meeting on Nov 2nd, this can double as an induction for new board members</p>	JG
12 AOB	<p>FS – Wales Rural Network looking for steering group members. Agreed that board needs to be aware of what is happening there.</p> <p>LlyG Update Call for CWGs to host event and write case studies 2 new LlyG directors needed Welcome new staff member Closing review of Roadshow Hand over – expression of gratitude to CLI Climate Change – memory stick</p> <p>Handover RD thanked CLI for good “handholding” for last 18 months JW project has exceeded its outputs</p> <p>RD to draft a letter of thanks to CLI</p>	AT RD