

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

11.00am 10th May 2011

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

Agenda Item		Action
1. Apologies	Ruth Stafford (RS)	
2. Minutes of March meeting	Approved	
	<p>Membership charges- Were agreed would be introduced at AGM but not how much or when. Fay to look into this.</p> <p>FCW small scale firewood contracts are not out yet but are due.</p> <p>Accountant has been ill so accounts not yet ready but will be soon.</p> <p>1) Matters arising</p> <p>a. Report of Annual conference & AGM Has been circulated, all present happy with it.</p> <p>b. Wavehill Report follow-up Dealt with later in action plan</p> <p>c. Big Innovation project application Big Innovation application- this was turned down, they said the need was not shown well enough but also just that they preferred other bids. They did say might be worth looking at another fund. The application is available to view on the password area of the website.</p>	<p>FS</p> <p>JG</p>
3. Staffing	<p>It was decided at the extra board meeting on 13th April that AT would become JC's line manager. They had an initial meeting on 3rd May (of which minutes have been sent to RD), to look at which parts of aim 2 JC could take on, but have not yet completed a workplan. Further meeting planned for 19/05, when AT is next available.</p> <p>JC asked for clarification on what needs passing by the board, and by who before being sent out. JW is the person to approve public communications, JG or RD for anything involving spending money and for anything else any one board member nominated for subject area (e.g.. as DW was for conference queries).</p> <p>Sioned has asked for a translation plan for the next few months. JW has already been in contact with her about this, though there will always be some cases that can not be planned a few months in advance. Also agreed we can keep Mary as the back-up translator, as it is necessary to have more than one person available for this.</p> <p>Was agreed that with Chloe no longer here Jo should be cc'd into every email (and use "to" field if she needs to respond to it) to keep</p>	<p>AT/ JC</p> <p>all</p>

	<p>records for the institutional memory.</p> <p>Agreed Jo will spend a day with Jenny to look at the formatting of the case studies, so she can do the others. They then need to go back to the originator groups for approval before they are published. Need a clear indication of how much time each case study takes at cost per page for staff time, translation, etc , JC will continue to put activities on each day of her timesheet.</p> <p>It would be useful to have a list of what we are offering members (in terms of membership), to help with recruitment and requests.</p> <p>We need a strategy on the idea of mentoring and being an info service, as there is not currently the capacity for this (e.g. have recently had a request for legal advice). It would be useful for people to send any resources to Jo to start compiling a library of these to aid with enquiries (preferably an electronic library!)</p> <p>Agreed now FCW funding is in place a hard drive can be purchased for ~£50 for back- ups of documents and email.</p> <p>Events- if we are to have any more of these before the winter planning will need to start now- agreed a call for possible hosts will go in the next update. The board would like to get member groups to take a much greater involvement in the organisation of events, and possibly pay them to do this.</p> <p>Survey- JC raised the idea of a members survey, the board not so keen as a needs analysis may have been covered in other reports, JC to check which member groups are not covered by Wavehill or Zena's recent report.</p>	<p>JC/ JW</p> <p>??</p> <p>All</p> <p>JC</p> <p>JC</p> <p>JC</p>
<p>4. FCW Workshop on 17th May</p>	<p>a. Invitee list Jo to look at with Jenny to possibly ring some people on Thurs if needed. AT phoned Jane Holloway during the meeting, and found 6 spaces had been booked (out of 21).</p> <p>b. Agenda Agreed people will attend as individual groups. A more considered response by LlyG derived from ideas arising from member groups can follow later.</p>	<p>JC/JW</p> <p>RD/ JW / AT/ JC</p>
<p>5. Work in progress</p>	<p>a. Case studies Blaen Bran's is complete. 3 others are with Jenny for formatting. Coed Marros is still to come and is 14000 words so far. Zena has been asked to advise the authors to structure and to reduce the size.</p> <p>Appendices not to be translated or sent as hard copy (as very long) but just to be posted as a web resource.</p> <p>People have done a good job, tried hard and seem to have enjoyed doing the case studies. All groups have appreciated the opportunity to obtain some</p>	<p>JW</p> <p>ZW</p>

	<p>unrestricted funding. We have encouraged additions e.g. Llangattock have sent DVD's etc.</p> <p>Jenny and Jo to spend a day together looking at formatting. When finished they need a short executive summary to describe the content, and give a taster of the case study. A name which indicates the focus of the case study as well as the name of the group will be helpful. Jane to look at doing these, and they can go in the next update.</p> <p>Also Jenny has to prepare 2 case studies on public consultation for FCW for Coetir Mynydd, she will ask if these can also become part of the LlyG Case study series.</p> <p>b. Publications Ongoing. At the planning meeting it was decided to reduce the number of Advisory Notes to 5 – dropping the one on insurance. 1 Advisory Note was published at the Conference, 3 just back from translator and need Welsh layout doing, 1 still in late draft which needs completing and translation. Maybe need something post-conference on sustainable funding?- Jenny to look at this. We need to keep considering insurance issues, as this is an important issue- maybe include in membership survey?</p> <p>c. Funding database AT has compiled list of funders and their schemes (now complete), shared with JW and Tim Radford (webmaster) who is developing a database application to generate webpages on funding which can be periodically updated. £500 allocated to Tim for doing this. Board agreed this could be a members only section of the website to offer as a resource- need to pre-empt some contributions in advance.</p>	<p>JC/ JW</p> <p>JG</p> <p>JW</p> <p>JW</p> <p>JW</p>
<p>6. Action planning</p>	<p>a. Aim 1 Fay has done a summary plan of actions against outcomes for each objective. Now need people and cost centre for each heading. Fay to correlate this to action plan to match up headings then send round to board by email. Review period 5 years (2011-2016) except on those with earlier targets.</p> <p>Show as Outcomes, actions, indicators.</p> <p>b. Aim 2 Adam and Jo to rework on a more strategic level.</p> <p>c. Aim 3 Update from David and Jane.</p> <p>d. The meeting agreed that there was a significant amount of overlap between Aim 2 & 3. DW, AT</p>	<p>FS</p> <p>AT/ JC</p>

	<p>andJC agreed to meet to resolve these overlaps and consider merging these two aims, perhaps with Aim 3 becoming an Objective of Aim2. This meeting to be held at Blaen Bran on the 31st May.</p> <p>e. Aim 4 JW and RD have produced a matrix of action, indicator and budget. Policy group could maybe provide template for future working groups.</p> <p>f. FS to look at tabulating costs for different activities, based on previous expenditure.</p> <p>Agreed work on Aims to be finished by early June</p>	<p>AT/ JC/ DW</p> <p>JW</p> <p>FS</p> <p>All</p>
	<p>Action plan for FCW funding 2011-12 Events- maybe have some local/regional events. Format could maybe be intro, talk, food and then tours and chance to chat. Could put a call out for people to host events in next update, and say sponsorship available.</p>	<p>JC</p>
AOB	<p>AT asked JW for a quick update on Political landscape now- Clive Thomas is stepping down as head of policy in FCW for the next year, and another person been appointed. Also will be new ministers in WAG.</p> <p>Nick Barnes- has approached LlyG to join the board. He is enthusiastic, doesn't do technology, maybe invite him to first working party as a first step rather than considering as director straight away. His interest is education and training. RD to approach and invite to next meeting. Jenny pointed out that specific invitations to Board meetings are not needed as they are open to any member.</p> <p>Longwoods's letter of support- needs to be with Philip by Friday- forward email to RD and FS.</p> <p>PQQ for Engagement Gateway Funding through WCVA was turned down, and they wouldn't offer feedback "<i>in case it disadvantaged groups applying next time for the first time</i>". JW keen to follow up.</p>	<p>RD</p> <p>RD/ FS</p> <p>JW</p>
Date of Next Meeting	<p>11am, Tuesday 5th July Unit 6, Dyfi Eco Park, Machynlleth, Powys</p>	<p>All</p>