|  |  |  |
| --- | --- | --- |
| Minute of Meeting of Colintraive and Glendaruel Development Trust Board  Monday 16th December 2013; 16.30; Glendaruel Hall. | | |
| **Present:** | Sandra Wilson (SW); Jim McLuckie (JMcL); Colin Boyd (CB); Alex McNaughton (AMcN); Bill Carlow (BC) |  |
| **In attendance:** | Rhona Sutherland (RS); Mark Chambers(MC); Sara Maclean (SMcL- from 17.00) |  |
| **Apologies:** | Charles Dixon-Spain (CDS) |  |
| The meeting was chaired by JMcL(in the absence of CDS), and was the final meeting attended by RS. JMcL thanked RS for all her work over the years since her appointment and said she would be more than sorely missed. AMcN said she would be irreplaceable. | | |
|  |  |  |
| **Appointment of Board Members:** | JMcL reported that Michael Kaufman intended to become a board member once CC duties were completed. |  |
| **Previous minutes:** | The adoption of the draft minute of the meeting held on17th November 2013 was proposed by BC and seconded by AMcN. The draft minute would, in future, be e-mailed to DT project workers as well as board members. | SW |
| **Accounts:** | A financial report had been distributed by RS prior to the meeting.  Electronic payments were authorised by CB and JMcL. |  |
| **Stronafian FO’s Report:** | JMcL described MC’s challenging task of keeping many project balls in the air at once, but despite this, all objectives were being delivered on time and within budget.  MC reported the following:   * The contracted 35H week was insufficient to complete his work. * The development of Woodland Crofts was a huge project for the future, but MC had completed his project objectives by determining demand (a full report   was available in Dropbox).   * The feasibility study for the Community Wind Project had not yet been received but MC was confident that the report would be in Dropbox by Friday of that week. * There had been continuing requests to the tenant for a copy of their deer management plan. The Forest Group would meet on Thursday of that week to determine proposals for deer management on the non-tenanted areas.   There was extensive discussion of the Woodland Crofts issue. It was agreed that before any further development of this proposal, the access issues needed to be addressed.  BC asked JMcL to write to the management company to seek evidence that they have instructed Winston Churchill to stalk on tenanted land only.  MC departed the meeting at 17.50. | SW  JMcL |
| **Greener Colglen:** | SMcL raised the following:  Finance:  There was a need for a credit/debit card and/or overdaft facility for the project. Currently, project workers were had to use their personal accounts to make purchases then claim them back from the project funds. It was agreed that RS would contact the bank to make this request.  Marketing Strategy Meetings:  The presence of a CGDT director at these meetings was requested; SW agreed to attend. It was agreed that this should, if possible, be extended to other working groups.    Glendaruel Polytunnel:  The problems with the location of the tunnel were continuing; SMcL updated the board members and reported that the focus group would carry out the weightings for the options appraisal. Progress on the issue would now be suspended until the New Year. | RS  SW |
|  |  |  |
| **Hydro:** | BC reported that progress was dependent upon funding applications, which could not be made until the accounts were completed. |  |
|  |  |  |
| **Cowal Way:** | JMcL reported a similar situation for CW, but that he had received a quote of £3k for the Bealachandrain bridge repair. |  |
| **Development Officer** | RS reported that the accounts needed to be submitted to OSCR by the end of the year and anticipated that she would complete this task prior to her departure (her official last day being the 31st December 2013). She advised that the membership should be informed of the action taken in relation to the revised accounts.  RS made appointments to meet with SW and BC prior to her departure for essential hand-over of information/responsibility.  AMcN reported on some progress with obtaining funding for short-term and part-time administrative support in RS’s absence. Should the funding become concrete, it was agreed that it would be sensible to offer the position to the runner-up in the recent recruitment process for the Greener Colglen project administrative post. SW would seek the opinions of her fellow interviewers regarding the suitability of the candidate. | SW/ BC  SW |
| **Correspondence:** | None |  |
|  |  |  |
| **AOB** | None |  |
| **Future Meeting:** | The next meeting was arranged for Monday 6th January 2014 at 16.30 in Colintraive Hall. |  |
| **ADOPTION:** | **Proposed:** |  |
|  | **Seconded:** |  |
|  | **SIGNED:** |  |
|  | **Chairman:** |  |
|  | **DATE:** |  |