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| Minute of Meeting of Colintraive and Glendaruel Development Trust Board  Monday 6th January 2014; 16.30; Colintraive Hall. | | |
| **Present:** | Sandra Wilson (SW); Jim McLuckie (JMcL); Colin Boyd (CB); Alex McNaughton (AMcN); Bill Carlow (BC) |  |
| **In attendance:** | 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). | | |
| **Previous minute:** | The adoption of the draft minute of the meeting held on16th December 2013 was proposed by BC and seconded by AMcN. |  |
| **Stronafian FO’s Report:** | MC reported on the following:   * Wind Feasibility Study Draft Report had been received but was too large for Dropbox and would therefore be e-mailed without appendices and a hard copy placed in the office. Board members were asked to read the report and direct any questions to MC before Friday 10th January 2014. An opinion on progressing to a Scoping Report was also requested. * JMcL had received a verbal reassurance from DGA regarding documentation relating to deer management, but had not yet received the requested documentation. BC suggested that the matter was sufficiently important to instruct DGA to suspend stalking until the documents were received. JMcL would contact them again but wished to give them more time to produce the requested materials. * Training on access paths had been delivered. A desire line path had been marked and signposted. * Forest access issues were being addressed; pedestrian gates were being investigated for the Stronafian access point. Legal issues relating to access and renewable pay-back costs required investigation; JMcL will raise this with CDS on his return. | MC  ALL  JMcL  JMcL/CDS |
| **Greener Colglen:** | SMcL reported on the following:   * The next Focus Group Meeting was planned for 15th January 2014 in Glendaruel Hall at 20.10. * A project claim was due and required signing by JMcL and CB * Credit card issue was not yet resolved but the ability to make purchases was critical. * The day to day work associated with the finances of the project was too great for CB to be able to complete it and it was necessary for SMcL to have access to the accounts. This was agreed by the board. * The problems with the Glendaruel polytunnel were not yet resolved and required the Kilmodan Acre Trust to meet; this should be arranged after the Community Council meeting on the 16th January 2014. * The Colintraive polytunnel was currently progressing through the planning system. * In response to questions from BC regarding the chipper, SMcL explained that it would be wheel locked in the polytunnel during the project lifetime and users would receive training on maintenance as well as safe use. * The marketing aspects of the project should be carried out as part of a comprehensive CGDT marketing strategy to ensure greatest efficiency and avoid clashing events.This was agreed by the board; SMcL to arrange a date and venue for a marketing meeting. * SMcL suggested that it would be beneficial for the CGDT to carry out a land audit of the area, to inform future projects and avoid problems. This was considered a sound idea and the board asked SMcL to investigate methodology and funding for such an audit. | SMcL  SMcL |
| **Accounts:** | Electronic payments were authorised by CB and JMcL.  The annual accounts were completed and sent to Company House on 27th December 2013. JMcL agreed to organise the auditor’s documentary requirements from himself and CDS.  BC departed meeting at 18.05. | JMcL |
| **Administrative Support** : | SW reported that her fellow interviewers from the Greener Colglen Project posts agreed that MS was suitably skilled to provide temporary, part-time administrative support to the CGDT. The board agreed that on receipt of the funding confirmation letter, SW should approach MS to determine her interest in the position at the agreed hourly rate and hopefully engage her services at the earliest opportunity. |  |
| **Organisation of meetings:** | SW (in RS’s absence), to circulate previous draft minute and agenda for next meeting. Board members wishing to place items on the agenda should submit these one week before the meeting. SW to arrange training with SMcL to post minutes on website. | SW |
| **Correspondence:** | * Thank you from Rhona Sutherland * Leader payment * Bank correspondence relating to credit card application * HIE * DTA |  |
| **AOB** | **Administrative Support** :  SW reported that her fellow interviewers from the Greener Colglen Project posts agreed that MS was suitably skilled to provide temporary, part-time administrative support to the CGDT. The board agreed that on receipt of the funding confirmation letter, SW should approach MS to determine her interest in the position at the agreed hourly rate and hopefully engage her services at the earliest opportunity.  **Organisation of meetings:**  SW (in RS’s absence), to circulate previous draft minute and agenda for next meeting. Board members wishing to place items on the agenda should submit these one week before the meeting. SW to arrange training with SMcL to post minutes on website. | SW  SW |
| **Future Meeting:** | The next meeting was arranged for Sunday 26th January 2014 at 14.30 in Glendaruel Hall. |  |
| **ADOPTION:** | **Proposed:** |  |
|  | **Seconded:** |  |
|  | **SIGNED:** |  |
|  | **Chairman:** |  |
|  | **DATE:** |  |