

Trustees meeting action note
Monday 20th February 2023, 7.30pm
via Zoom

Previous actions

- Graeme to amend our constitution – seeking advice on this
- Still waiting on some quotes in relation to water bars and path repairs after ash dieback felling

Finance (Ian)

- Action for next meeting to look in more detail at spend on each of our budget headings to help plan spending
- Start of year 3 – cost up each individual project element and income to help plan for after HLF funding
- Roger to prepare annual return to companies house for April

Woods Report and list of key decisions

- Update and discussion of ash dieback work and subsequent repair work. And removal of logs. Dates set for all of this now.
- Coppicing – clarified the benefits for the woods and us as a charity down the line.
- Plan for a newsletter to share the many achievements and updates outlined in the report – Comms team to meet to progress.
- Fruit trees are in – all gone smoothly.
- Plans for a big push on Friends sign up at cinema event – hold off on legacy giving til after that.
- Approved plans for felling/path repair and restocking.
- Approved plans for training focus and proposed process.
- Agreed in principle to summer forest school – work up further including financial risk for next meeting.
- Kit wish list
 - Roo to approach parent council about funding forest school kit
 - Nev to put in bid to HLAP for log splitter
 - Approved purchase of any essentials – bat detector, stakes for tree planting
 - Need to consider sustainability of having access to and storage of equipment long term – Jill to research options – lock up, trailer? To discuss next time.
 - Roo, Ian and Nev to meet to ensure clarity on budgets which will allow us to action decision tree – so Nev/Jill can make spending decisions between trustee meetings. Spending that takes us over budget or uses unrestricted funds would still come to trustees.
- Trustee Vacancy – advertising plan and application process
 - Roger to put the call out at OWM, Gifford families, advertise at Edinburgh volunteer bureau. Legal and/or education background

would be helpful. Will review skills matrix further to help identify any other gaps.

- Roger to also ensure policy/constitution is clear on how to remove a trustee.
- Agreed agenda items for Open Woodland Meeting