

# Culduthel Woods Group: SCIO Trustees Meeting

Meeting held on Tuesday 4<sup>th</sup> November 2019 at 1930 in Inverness Royal Academy

Attendees		Apologies (Trustees Only)	Distribution
<u>Trustees</u> Murray Ferguson (Chair) Jon den Tieter (Secretary) Alasdair MacDougall (Treasurer) David Chiffers Bill Leslie	<u>Non-Trustees</u> Ian King John Campbell Roddy Dyce		<ul style="list-style-type: none"> <li>• Attendees</li> <li>• Apologies</li> </ul>

<p><b>1. Welcome and Introductions</b></p> <p>Murray welcomed everyone to the first meeting of the Culduthel Woods Group as a SCIO.</p>
<p><b>2. Proceeding as a SCIO</b></p> <p>Murray summarised the process to establish the organisation and noted:</p> <ul style="list-style-type: none"> <li>• The SCIO was formally registered by OSCR on 11 October 2019 and the charity number is SC049665.</li> <li>• The Charitable Purposes are set out in the letter from OSCR dated 11 October and which has been sent to all Trustees and are: “the advancement of education; the advancement of citizenship or community development; the advancement of environmental protection or improvement.”</li> <li>• The constitution for the Group was submitted to OSCR as part of the application process to become a SCIO and sets out the purposes of the organisation, rules and procedures that must be followed in everything that we do.</li> <li>• The SCIO currently has FIVE Charity Trustees (listed above) who signed the charity trustees declaration forms that were submitted to OSCR. More Trustees can be co-opted in due course.</li> </ul> <ul style="list-style-type: none"> <li>• Murray, Jon and Alasdair were elected as office bearers to the roles of Chair, Secretary and Treasurer respectively.</li> <li>• Murray to re-circulate the SCIO set-up documentation to all Trustees and save to file.</li> </ul> <p><b>Action: Murray</b></p> <ul style="list-style-type: none"> <li>• David agreed to continue to co-ordinate and monitor activities in the woods and the sale of wood from tree felling and other tree works.</li> <li>• Other roles to be requested at the AGM are:                         <ul style="list-style-type: none"> <li>○ Membership Secretary</li> <li>○ Volunteer Co-ordinator</li> <li>○ Fundraising Co-ordinator</li> </ul> </li> <li>• HIE funding application to be submitted. If received, this funding will be used for legal services fees. <b>Action: Murray</b></li> <li>• A minimum membership of 20 is required for the SCIO to proceed with any activities other than membership recruitment.</li> <li>• It was agreed to defer application for ownership of the woods until funds are in place complete the all the identified tree works.</li> <li>• Insurances for our activities to be procured in due course.</li> </ul>

### 3. Financial Situation:

- Assuming that the members agree to close down the existing unincorporated organisation at the AGM in December and transfer all funds across to the SCIO, we can expect the opening balance to be: £3,040.20
- Near term fundraising forecast:
  - £5K expected from the Folio Trust (via Murray's contact).
  - £4K from HIE.
  - £2K from Tulloch
  - £TBC from Co-op "good cause fundraising".

### 4. Membership Management

- CWG SCIO membership form to be produced. **Action: Jon**
- Records management process:
  - Utilises Gmail, Google Drive and Blogger.
  - Native file documents are created in MS Word, Excel and Powerpoint and Adobe software is used to create PDFs.
- Member eligibility criteria is fully described in the CWG SCIO constitution:
  - Members must be 16+ years old.
  - "Ordinary" members live within the membership boundary.
  - "Associate" members live outside of the membership boundary.
- Proposed membership charges:
  - Individual Membership - £10 per annum
  - Family Membership (covering all eligible individuals living at the same address) - £20 per annum
  - Life Membership - £100
  - Corporate Membership - £30 per annum.
- Annual membership fees are payable on 1<sup>st</sup> January each year.
- NEW members who sign up after 1<sup>st</sup> November can get up to 14 months for the price of 12 months for their first year.

### 5. Communications

- Communications with members and other interested people in community to focus on upcoming plans.
- The Tree Charter (<https://treecharter.uk/>) circulated to the attendees. All agree that the CWG SCIO should sign up to the charter.
- Murray made attendees aware of an upcoming "Know your Woods" session.
- Judith Webb (leading authority on tree safety based at the UHI) shall be presenting at the opening meeting on 10<sup>th</sup> December.

### 6. Woodland Management

- N/A.

### 7. AOB

- AGM doesn't need to be held until the end of the first year.
- SCIO AGM proposed to be held in Spring.

## **8. Date of Next Meeting**

- Open community meeting and AGM of the unincorporated organisation on 10<sup>th</sup> December 2019 at 1900 at the Green Drive Hall.
- SCIO Board Meeting: Tuesday 14<sup>th</sup> January 2019 at 19:30 at the IRA.