

## **HEN management meeting Wednesday 11<sup>th</sup> November – Aigas**

**Present:** Marion Macdonald, Martin Hind, Anna Lound, Morag Smart, Jenny Sleeman, Wendy Price, Ailsa Villegas, Bob Bull

**Apologies:** Suzann Barr, Toni Clarke

### **1. Welcome and apologies**

### **2. Approval of last minutes**

The minutes were approved

### **3. HEN Training update**

Jenny reported that training is going well so far, though there has been a drop off of numbers since the autumn break. This could be the seasonal factor, the second half of school term, or, the pre-Christmas run-up. Martin suggested we send out a press release.

**Action:** JS **press** release for 'Involving Rural Communities'

### **4. Website**

All congratulated Lara on the Prototype website. Lara reported that:

- the website is now being transferred to hosting organisation, Simple Site Pro, and that would take about 5 days. Next week the website should be at [www.highlandenvironment.org](http://www.highlandenvironment.org).
- there is still work to do on the content and images. Marion requested the photo with the people is changed.
- On the decision to enter organisations on where they are based rather than where they operate

**Actions:** Martin and Wendy to do the final tweaks with Lara  
Marion to follow up on the remaining themes

### **5. Conference**

After discussion committee agreed on:

- Venue Highland Council HQ
- Date Saturday 20<sup>th</sup> March if HQ available
- Youth Focus for an adult audience but to aim for Young People to represent themselves.

#### Youth

Suggestions for people to contact from Ailsa were:

- The Youth Convener to see what's going in the 16 – 25 year old group
- Gordon at The Environment and Sustainability Group
- Becky in Youth Development
- The RSPB Pheonix Club

#### Funding

We are looking for approximately £3,000. Marion's suggestions were The Co-op, Awards for All and Leader. Jenny suggested approaching Youthlink for advice and SNH for funding. Ailsa suggested local businesses through the Highland Environment Forum (George Hamilton in Planning would be a good contact) The Forum could help with ideas and display material.

### Keynote speech and workshops

Ideas put forward for people or organisations to involve were:

- John Tracy Headteacher Kingussie as a speaker
- Links to rural skills
- Forestry School at Smithton
- Aigas
- Environment Course at Inverness College
- Pat Thornton at Environmental Resource Centre
- Henry Fosbrooke
- John Muir Award

### Co-ordinator

Lara sees this as part of her role. She advised that it was probably too late to put together the fashion show idea.

**Action:** All – Contacts to Lara

## **6. Promotional Material**

### Banners, leaflets and display boards

Lara has investigated environmentally friendly pop up banners, not quite as easy to pull out and £250 each. Lara recommended that Ronan Martin designed both the banners and leaflets as this would keep continuity of design. An image is needed which attracts attention and suggests a network. Marion made a plea for photos and eye catching images. The design costs for both pop ups and leaflets would be £550. Blue Sky printing can do fully environmentally printing £350 for 5000 leaflets. Bob said display boards are needed to pin up information. Martin suggested borrowing from HC. Morag suggested we could ask businesses to donate boards.

**Agreed** that:

- Ronan Martin should do the banner and leaflet design
- As HEN we should go for the environmentally friendly options
- Marion will draft the content for the leaflet
- We will go for a flyer rather than a leaflet and Lara will ask for a requisite
- All – send photos including eye catching network image to Lara

## **7. Newsletter**

Next newsletter is 85 – 95% there. It is already 8 pages. Discussion about having a paper newsletter.

**Agreed** that:

- For the moment it will continue to go out and the present one should go soon

## **8. Year 2 of Development Programme**

Lara is funded for year one. Year two will build on year one's work on the website and developing HEN membership. The thought is that year 2 will be part time post. Lara pointed out that if the work was taken on by someone in another organisation the danger is that HEN's identity gets lost. Lara has had a meeting with Highland Birchwoods about hosting the post. They would charge £50 a week for desk space, including PAYE but not phone or fax. Marion suggested we check if other organisations would host. For example SNH.

**Action** Lara to check with SNH

**9. AOCB and Finance**

No AOCB

Finance

Bob reported there is a healthy bank balance with £4,500 of unrestricted funds.

**10. Date of next meeting**

9.30 am on Thursday 17<sup>th</sup> December at Glachbeg.

**Action** Check Glachbeg is free.