

# HEN Committee Meeting - Minutes

16 April 2010, 10am - Glachbeg Education Centre

## 1. Welcome & apologies

Until item 3 Bob Bull chaired the meeting.

Apologies from Suzann Barr and Susan Carstairs.

Present: Wendy Price, Magnus Monahan, Jenny Sleeman, Bob Bull, Anna Lound, Anne Bonsall, Lara McDonald, Martin Hind.

## 2. Minutes of AGM / approval of Financial Report

It was agreed that the 2009 AGM minutes could be posted on the website.

There had been a query as to whether 2010 Financial Report had in fact been approved at the 2010 AGM. It was confirmed that they had.

ACTION    Lara to upload 2009 AGM minutes  
              Lara to check the 2010 AGM Minutes and to confirm who proposed and seconded the Financial Report.

## 3. Election of Office Bearers

Chairperson – Jenny Sleeman

Proposed: Martin Hind

Seconded: Anne Bonsall

Treasurer – Bob Bull

Proposed: Jenny Sleeman

Seconded by: Martin Hind

With regards the post of Secretary, Lara was asked to confirm if Suzann Barr would remain as Secretary and also take on the role of Vice Chair temporarily (this was proposed by Wendy Price and seconded by Martin Hind)

Bob found an Induction Pack for committee members. It was agreed that this should be updated and circulated to all committee members and to include a brief statement on the role/duties for committee members. Bob Bull handed over to Jenny Sleeman as the now newly elected Chairperson.

ACTION    Lara to contact Suzann Barr  
              Lara to follow up on Induction Pack

## 4. Development Project Officer - Contract and Brief

The Service Agreement with Highland Council re funding of the Development Officers post was discussed and there appeared to be few queries regarding the additional hours and funding with respect Highland Environmental Forum's (HEF) inquiries to enhance the HEN site for event listings. Committee to draft a Job Description and Contract for year 2 of the Development Project. Jenny Sleeman will take the lead on this and discuss with Ailsa Villegas.

ACTION    Jenny to draft Job Description and Contract  
              Lara to arrange meeting with Jenny arrange meeting with Lara and Ailsa to discuss Service Agreement/HEF.  
              Lara to send Jenny thoughts on what tasks still to be done and future tasks

## 5. Conference Review and planning for next year

The overall consensus was that, despite low numbers, the conference was a success. The committee thanked Lara for the work she did. It was agreed that the main reason for low attendances was late planning and that it was a difficult subject area.

It was agreed that Conference planning should begin at the next meeting.

The theme for next year was decided. It will be based around the theme of Community Involvement in the Environment – Developing Communities for the Future and to have a focus on Transition Towns.

ACTION    Lara to put a Conference Planning Timetable together and circulate to Committee.

## 6. Highland Environmental Forum - Website Development / Event Listings and Financial contribution

Following discussions with HEF it was proposed that the HEN website could be further developed for this purpose. Lara was asked to find out from HEN website developer what the possible costs of this would be. There was also consideration as to the extra hours that would be required to administrate this and the HEF/Highland Council would need to cover the cost of this. Lara has been in discussions with Sarah Allen who is leading on this with HEF and also Ailsa Villegas from the Sustainable Development Dept at the Council. Lara is meeting with Sarah on Wed 20 April to discuss how this might be taken forward. Jenny and Lara will also meet with Ailsa to discuss the funding/hours in relation to the Service Agreement with Highland Council.

ACTION    Lara to circulate emails relating to HEF to committee members

Lara brought to the committee's attention that the majority of those listed on the Membership Database were simply a name and email and that this might not be adequate information. Also that some listed were not aware that they were on our list as Member. Bob pointed out that in the constitution it not stipulate that membership was to be renewed annually as it was free. There was also a discussion about Mailing list vs Membership and it was agreed that we will not do a mailing list but simply keep it to ....Signing up for Free Membership. If anyone wants any further information they can get it on the Website. It was agreed that all members listed to be contacted and asked to submit via the online form for Membership which does ask for address and tel no.

ACTION Lara to clarify legal requirements and to

#### **8. Environmental Directory - Increase number of entries**

The committee felt that the most important thing was to have the entries on the Directory increased substantially and that, assuming it is legal to do so, where there is publicly available contact information about companies, organisations etc that Lara should input them onto the Directory

ACTION Lara to clarify that entries can be added by us and that this does not go against the data protection act

#### **9. Pop Up Banners**

Lara explained to the committee that there had been some issues with one of the images used for the pop up Panda Banners. She asked the committee if anyone had noticed that they were a bit blurry when close up to them. She explained that she had contacted the printers and the designer (Ronan Martin Design) about this and that the printers explained it was to do with too low a resolution on the image supplied and that the designer should have been aware of this. When she spoke to Ronan he took this point on board and offered to cover 50% of the reprint costs.

However the committee agreed that as no one had apparently noticed that we should accept the banners we have and learn from this for the future.

ACTION Lara to contact printers and designer and inform them that we do not plan to redo the banners.

#### **10. Promotion of HEN - attendance at events and distribution of leaflets**

Committee members to take leaflets with them and to suggest places Lara should send them to. She will also put a list together. Lara also to find if we can have a presence at the Tartan Heart Belladrum Festival and to find out of any other events we should be at.

#### **11. Mapping of environmental and sustainable activity in the Highlands how to progress**

It was felt by the committee and Lara that it was unclear as to the purpose of Mapping activity and so it was agreed to seek clarification from Ailsa about the Council's expectations on this.

ACTION Lara to seek clarification from Ailsa. This will probably be done at a meeting with Ailsa (to be arranged by Jenny) to discuss a number of issues.

#### **12. HEN Newsletter - next issue (theme and who may contribute)**

It was discussed and agreed that the next issue would be on Youth and Environment and that the deadline for submissions for articles would be 1 June and that the issue should be emailed out by the 3<sup>rd</sup> week in June. Magnus agreed to write an article with respect to his role in Highland Youth Voice. Anna Lound from Aigas Field Centre also offered to write an article. Other suggestions were Duke of Edinburgh, John Muir Trust, Inverness High School (and also to see if HEN can put link to their film on our site), Belladrum Festival and the Future Jobs Fund.

ACTION Lara to arrange and coordinate articles to be written and put Newsletter.

#### **13. Training Programme Update**

Jenny gave the committee an update on events to date. Unfortunately she did have to cancel the School Grounds day as there had been no uptake. Jenny felt this may have had something to do with Action for Sustainability having had a full day on this a month before and that she needs to be more aware of what other events are taking place on similar subjects to avoid clashing.

#### **14. MFR Advertising - Katy from Ross-shire Waste Action Network**

Everyone agreed that it was a good idea in principle, but that the costs were prohibitive to HEN and we would not be able to participate in this. Lara to go back to Katy and let her know and to keep us informed of developments.

ACTION Lara to contact Katy and let her know HEN's decision

#### **15. ACOB**

NONE

#### **16. Date of Next Meetings**

The following dates and times were pencilled in with venues tbc:

Tues 24 Aug – 4pm  
Tues 26 Oct – 4pm