

**HEN Minutes**  
**21 April 2009**  
**Abriachan Forest Trust**

Present: Marion McDonald (Chair), Ailsa Villegas, Jenny Sleeman, Toni Clark, Suzann Barr, Susan Carstairs, Martin Hind, Carole Lloyd

Apologies: Bob Bull, Wendy Price, Morag Smart

<ul style="list-style-type: none"> <li><b>Election of office bearers for 2009-2010</b></li> </ul>		
Chair	Marion McDonald (for the last year)	
Vice chair	Jenny Sleeman (will confirm with her employers that they are happy she can spend time as HEN Chair next year)	Jenny
Secretary	Toni Clark (for this meeting)	
Treasurer	Bob Bull	
<ul style="list-style-type: none"> <li><b>Minutes of previous meeting</b></li> </ul>		<b>ACTION</b>
The previous minutes had not been circulated – Marion did so the day after the meeting		Marion
<ul style="list-style-type: none"> <li><b>Welcome</b></li> </ul>		
New committee members Carole Lloyd, Ailsa Villegas (sustainable development officer, Highland Council) and Martin Hind (East Ross Countryside Ranger, Highland Council).		
<ul style="list-style-type: none"> <li><b>Conference 2009 de-brief</b></li> </ul>		
<p>Carole presented her feedback report of the conference – copy circulated at the meeting.</p> <p>Needs circulating to all committee members and making available on website once finalised with addition of financial breakdown and participants list.</p> <p>Points raised:</p> <ul style="list-style-type: none"> <li>• Need to decide who is required to pay a conference fee (e.g. committee members, display folk)</li> <li>• Could James Curran’s presentation be put on the HEN website?</li> <li>• Suggested that HEN could play a major role in promoting the issues around climate change both at organisational and public level.</li> <li>• Each workshop leader to be asked for an article summarising their session for the next HEN newsletter (due out mid June)</li> <li>• Carole thanked for her wonderful role in organising the conference</li> <li>• Next conference will be discussed at next HEN meeting</li> </ul>		Carole/ Bob  Susan C Carole
<ul style="list-style-type: none"> <li><b>HEN Training Programme</b></li> </ul>		

<p>Jenny explained her role as Training Co-ordinator – this was circulated to all committee members on 16/4/09 along with template for collating information about each course.</p> <ul style="list-style-type: none"> <li>• Jenny’s time is being funded by FEVA (Federation of Environmental Volunteering Associations) directly to BTCV.</li> <li>• There is additional funding due from FEVA to HEN to support the costs of the programme. Toni to check with Julia Duncan at FEVA.</li> <li>• The next course is on 17<sup>th</sup> June – Forest School Taster at Abriachan.</li> <li>• Details of each course will be circulated at least 6 weeks before the course date.</li> <li>• The HEN postal address list needs checking for accuracy – could everyone please pass any changes to Jenny.</li> <li>• Ailsa to be send course information for circulating to the Council’s 70 “Green Ambassadors.</li> <li>• Martin requested copy of training programme</li> <li>• Woodland Trust to be asked if they could run a course on “Nature Detectives” as part of HEN programme</li> <li>• Martin suggested Biodiversity Courses are added to the programme – Martin to send info to Jenny</li> </ul>	<p>Toni</p> <p>All</p> <p>Jenny</p> <p>Jenny</p> <p>Suzann</p> <p>Martin</p>
<ul style="list-style-type: none"> <li>• <b>Treasurers Report</b></li> </ul>	
<p>Currently bank balance is £5899.37.  Plus £2,000 expected from the Sustainable Development Commission - £7,899  Conference bills expected to be around £2,700.  Leaving a balance of around £5,000.</p> <p>Can HEN’s bank account be managed on-line? Toni to ask Bob</p>	<p>Toni</p>
<ul style="list-style-type: none"> <li>• <b>Development Officer Post</b></li> </ul>	

<p>Brief has been circulated for comment, Marion to amend as discussed and re-circulate.  Post will have monitoring milestones as set in conjunction with the Council.  Service level agreement needs signing by HEN and the Council</p> <p>Post needs advertising for a two week period through all networks we are aware of:</p> <ul style="list-style-type: none"> <li>• Sustainable Development Education – Marion</li> <li>• HEN members – Jenny</li> <li>• Community Woodland Association – Suzann</li> <li>• Rural Direct - Suzann</li> </ul> <p>Selection meeting to be held week beginning 11 May</p> <p>Quotes required for HEN insurance for “employees”/volunteers/ events.  (Co-op, Keegan and Pennykidd, CLAN)</p>	<p>Marion</p> <p>Marion/ Ailsa All</p> <p>Marion, Wendy, Jenny Ailsa</p> <p>Marion Susan Jenny</p>
<p>• <b>Newsletter / database update</b></p>	
<p><b>Newsletter</b></p> <ul style="list-style-type: none"> <li>• Morag and Northern Educators Link to co-ordinate and produce next newsletter which will mainly be a summary of the Conference workshops and future events.</li> <li>• Conference articles to be sent to Morag</li> <li>• Date of publication needs confirming (suggested early June before schools finish)</li> <li>• Send news of events to Morag</li> </ul> <p><b>Database</b></p> <ul style="list-style-type: none"> <li>• Could the HEN database be held on the HEN website so its use is not dependent on availability of HEN laptop? Only authorised people would have access to it and be able to change it.</li> <li>• Marion knows of web designers that can advise on an on-line up-dateable directory</li> </ul>	<p>Morag</p> <p>Carole</p> <p>Marion/ Morag</p> <p>All</p> <p>Marion</p>
<p>• <b>Any other business</b></p>	

<b>Up and coming events that HEN might attend/be represented at:</b>	
<ul style="list-style-type: none"> <li>• 3/4<sup>th</sup> May Eigg Green Weekend</li> <li>• 6<sup>th</sup> June Merkinch LNR/Breathing Spaces</li> <li>• 27-28 June Outerside Festival, Rothiemurchus</li> <li>• 5-6 August Black Isle Show</li>   <li>• 7-8 August Belladrum – get on their invite list</li> <li>• 26-28 October Highland Council Learning Festival – showcase for schools</li> </ul>	Susan Jenny Marion Jenny/ Kerry Toni Toni
Send HEN leaflet to all committee members so they can use it at events.	Toni
<p><b>Highland Council Environmental Forums</b>  Currently the voluntary sector is not represented  Ailsa has invited HEN to be represented at these meetings – 2-3/ year. Next one is 28<sup>th</sup> May. Ailsa to send info to all committee members. Agreed someone would represent HEN when possible.</p>	Ailsa
<p><b>Launch of Lochaber Environment Group’s Community Renewable Energy Group</b>  30 April 2009</p>	
<ul style="list-style-type: none"> <li>• <b>Date of next meeting(s)</b></li> </ul>	
<p><b>Venues to be confirmed</b></p> <ul style="list-style-type: none"> <li>• 25<sup>th</sup> June</li> <li>• 24<sup>th</sup> September</li> <li>• 12<sup>th</sup> November</li> </ul>	