

**HEN Minutes
27 August 2009
Glachbeg**

Present: Marion McDonald (Chair), Jenny Sleeman, Susan Carstairs, Martin Hind, Bob Bull, Lara McDonald

Apologies: Wendy Price, Anne Bonsall, Suzann Barr, Ailsa Villegas

| • Website Update | ACTION |
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| <p>Lara updated everyone on the latest news about the website. The project to develop the new site and directory went out to tender to 10 companies, 5 responded (and since the meeting, John Needham as well): Plexus, Fluid State, Simon Bowen, Creative Scot (Ronan Martin Design), 360 Design, Alba Smart.</p> <p>The plan is to have the website up and running by the end of October 2009. Lara to email the briefs to the committee and ask volunteers to be on the decision-making sub-group with a response required by Monday. The sub-group will do scoring for the quotes on a score-sheet that will also be emailed out. This group will just be for choosing the web provider. Lara noted that some of the quotes have a time limit.</p> <p>More people will then be involved in the framework and content with 1 person co-ordinating this.</p> <p>It was thought that one requirement should be an option to print just the text.</p> <p>Someone using the website should be able to get what they are looking for within 2 clicks.</p> <p>Lara noted that she has one disc with photos from the food conference, and those from the photographic competition, but no others.</p> <p>It was noted that we have a standing order with "Work for us" for the current website. This will need to be stopped if we change provider.</p> | Lara |
| • Mapping Process | |

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| <p>Mapping sustainable development in the Highlands.</p> <p>We discussed who would be included in the directory, such as groups, NGOs, commercial bodies.</p> <p>We can't transfer stuff straight from old website to the new website due to data protection rules, so organisations will need to get added individually. We can proactively contact people to put them on. It was suggested that all content goes through the administrator or committee, so that HEN can check its appropriateness before it goes live – organisations can't put the information up themselves.</p> <p>Rather than the directory being used as a means for individuals linking together, it was thought that e-bulletins or a yahoo group could be set up for that specific task.</p> <p>Lara to circulate a list of headings for the directory for the committee to look at. For example, where, what they do, types of services, regions of council. They could have tick boxes on areas of work – such as education, food,... No jargon.</p> <p>Lara will design a form and email around for opinions.</p> | <p>Lara</p> <p>Lara</p> |
| <p>• Publicity Update – Flyers and Pop-ups</p> | |
| <p>2 possible companies for pop-ups using eco canvas and wood. £255 or £199 per banner plus VAT and postage and packing. We provide the artwork. Small discount of around £10/£15 if order more than one.</p> <p>5000 2-colour 130g 100% recycled FSC approved paper. Susan to find out about Black Isle vegetable-based dyes. Generic information.</p> <p>Design these after the website is completed to keep in theme.</p> | <p>Susan</p> |
| <p>• Newsletters</p> | |

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| <p>Lara raised the issue of the difficulty with sending out the newsletter emails. We could only put 100 emails per Bcc. Can't email more than 500 in an hour on the "Work with us" provider. However, the problem has now been resolved, and goes in 5 emails.</p> <p>Still waiting for newsletter printing – numbers kept changing. Lara to stuff envelopes when they are ready.</p> <p>Tech Services, the waste aware people, may be co-ordinating the next newsletter, Marion to get in contact. Lara to co-ordinate with them too.</p> <p>Newsletter to be in the same look as the new website & go out before the conference, so around Feb 2010.</p> | <p>Lara</p> <p>Marion</p> <p>Lara</p> |
| <p>• IT Support</p> | |
| <p>John Needham who designed the database on our laptop has been giving free support ad hoc for the last few months as there are still glitches with the database and laptop (eg the battery life going down to only 2 hours).</p> <p>It was suggested we have a formal agreement and monthly retainer for John Needham. He charges £25 an hour. Lara to chat to John and set up a contract (John may have a template he could send us for this) where HEN would pay £250 for help until the new website is up and running.</p> | <p>Lara</p> |
| <p>• Training Update</p> | |
| <ul style="list-style-type: none"> • Forest Schools Taster: 7/8 people at Abriachan • Original estimate of 10 per course slightly optimistic. • Story Sacks – 13 • Wee Green Fingers – only a couple have booked on at the moment. • Outdoor schools in the Cairngorms National Park 6 October. <p>Leaflet goes out to rangers, North Highland Forest Trust, Clan, Biodiversity Officer, HEN, Highland Council. Some target particular people for particular courses.</p> <p>It was suggested that the Community Woodland who do monthly bulletins could be included. Diane Campbell is their contact.</p> <p>The courses cost £35 for a whole day, £20 for a half day.</p> | |
| <p>• Conference 2010</p> | |

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| <p>It was noted that the general feeling is that Climate Change as a topic in itself has been done enough for the moment. A topic could be based around “Green is the new black”, possibly having a fashion show (which a high street store could sponsor).</p> <p>Lara to make enquiries to various possible venues. Ideas of locations included Inverness, Ullapool, Culloden, Kingussie, Dingwall (Tulloch Castle). Eden Court, Millburn Academy (brand new build this year) were suggested as venues.</p> <p>Possibly build in a more social event into the evening.</p> | Lara |
| <ul style="list-style-type: none"> • Any other business | |
| <p>Lara asked about acquiring stationery. To ask Bob to email expenses sheet.</p> <p>Lara noted that Highland Birchwoods (based in Munloch) could provide desk space, phone, boardrooms as well as sorting out the wages, holidays, sick pay, etc. This would mean the post could work through them rather than be self-employed. She noted that this would mean paying an office rental, working to ensure the identity of the post remains clear and isn't absorbed by the other organisation.</p> <p>Lara asked if the committee could identify if anyone knows of other organisations that could do this. Might need to look at funding for this.</p> | |
| <ul style="list-style-type: none"> • Date of next meeting | |
| <ul style="list-style-type: none"> • Wednesday 11th November 2pm at The Magnus House, Aigas | |