

**HEN Minutes  
23 June 2008  
Toni's house**

Present: Duncan MacDonald, Marion McDonald, Kerry Riddell, Morag Smart, Sheila Wickens, Wendy, Anne Bonsall, Toni Clark,

Apologies: Suzann, Susan, Bob

Calina has been in touch to say that she would like to stand down, as she is really busy just now. This probably means that she is not going to do the next newsletter.

<b>• Minutes of previous meeting</b>	<b>ACTION</b>
A revised invoice from the Highland Council for the use of the High School for the conference has come in at £100.87. Marion has spoken so to someone from the Council about this, and we understand that there is still an invoice to come in for the use of the canteen.	SW
We are still waiting for some invoices for the conference. Sheila to chase them up.	SW
Conference final report to be written, once finances are concluded and then circulated to conference funders and placed on HEN website	SW SW SW / TC
Prizes for completed feedback forms still have to be drawn and sent out.	
Process all 2008 / 2009 membership forms	SW
HEN specific conference check list (?)	SW / AB
Toni has sorted out the events insurance	
Set up alternative internet e-mail account to forward the HEN e-mails to.	
Update mailing lists – several list to be amalgamated	
	<b>ACTION</b>
<b>• Conference Theme 2009</b>	

<p>The Highland Council is holding a conference on climate change this Wednesday – which Kerry is attending. This is a good opportunity to see what the Council is proposing over the next while, scope out enthusiasm and other possible partners. Kerry to approach the Council Sustainable Development officers – Aisla and Noel to find out their views on working with HEN on a practical Climate Change conference next spring. HEN would need to consider suitable ways to break this down, such as in the home, in the school, links to biodiversity, business, low carbon communities.</p> <p>The government has put funding towards a project “Forum for Environmental Volunteering” in recognition of the valuable role of volunteers in the environmental sector. A three-year project to support organisations with environmental volunteers is running, which is BTCV-based. The person who is running the project would like to work with HEN to find groups as case studies, to set up a mentoring network and to hold skills events. This could be another possible conference theme or a separate event. Kerry to circulate further details of this.</p> <p>To summarise, two possible themes are being explored – one focusing on Climate Change, and one as a networking event for HEN members, which could have as a volunteers as unifying theme. We aim to put out feelers for both and decide soon. Aigas Field Centre has a new Woodland Classroom which is not yet complete – but this could be a possible conference venue.</p> <p>Aim to hold the next conference in March 2009.</p>	<p>KR</p> <p>KR</p>
<ul style="list-style-type: none"> <li>• <b>Directory</b></li> </ul>	
<p>The feedback for creating an up to date sustainable directory for the Highlands was luke-warm. It was felt that it would be a lot of work, and would quickly go out of date. Instead it was decided to promote the Sustainable Development Education website which has a database section in this to HEN members / newsletter readership, and investigate ways to better sign-post this via the HEN web when the website is revamped. (SDE directory <a href="http://www.sdenetwork.org">www.sdenetwork.org</a> &gt; “who’s who in SD”).</p>	<p>SW admin post ??</p>
<ul style="list-style-type: none"> <li>• <b>Newsletter</b></li> </ul>	
<p>Dates were set at the previous meeting for producing newsletters. Calina is standing down so won’t be doing the next newsletter focused on the theme of the conference in March “Growing Food – “Growing Communities”, which will now be to coincide with the after the schools go back in August. Sheila volunteered to co-ordinate the August newsletter. Duncan and Toni agreed to co-ordinate the December / January newsletter.</p>	<p>SW DM / TC</p>
<ul style="list-style-type: none"> <li>• <b>HEN admin post</b></li> </ul>	

<p>There was enthusiasm for creating a post that would be of fixed term and focusing on a project to develop HEN resources such as IT and promotional materials. We would aim to seek match funding and can explore funding for IT projects in edition to networking / environmental funds. It was thought that the newsletter and conference should be kept separate. Should focus on improving HEN's existing resources and capacity to network effectively with members, and should be designed to ensure the continued maintenance could easily be carried on by volunteers from the HEN management committee at the end of the project.</p> <p>Having decided to go ahead with this, there would still be a lot of detail to work out, which is to be taken forward by a sub-group: Marion, Toni, Anne &amp; Sheila. Sub group to meet 2<sup>nd</sup> July at 7:30 at Toni's house.</p> <p>Investigate options available for funding for this, including funds for IT / networking improvements.</p>	<p>MM / TC / AB / SW</p> <p>MM</p>
<ul style="list-style-type: none"> <li>• <b>Training</b></li> </ul>	
<p>This refers to a proposed programme of environmental education that was put together last year by Toni &amp; Suzann. There has been strong interest from schools in Continual Professional Development (CPD), and they are now more flexible than previously which should improve take up of such a programme, which would be a series of one-off events.</p> <p>While SNH rejected an application to fund this, it has been suggested that it may be worthwhile to reapply later in the year (September?). We should ask Anne Murray informally first to get a feel for things.</p> <p>If this series of training does go ahead, and is put back to co-inside with the appointment of an administrative post, then the person employed could also be asked to handle the related admin, e.g. bookings.</p>	<p>TC?</p>
<ul style="list-style-type: none"> <li>• <b>Summary or Priorities following discussion</b></li> </ul>	
<p>Directory – low Admin - high Promotion - high Training - medium</p>	
<ul style="list-style-type: none"> <li>• <b>Networking</b></li> </ul>	

<p><b>In it Together</b> This is going well. Takes place at Glachbeg on Wednesdays at 7:30. Perhaps would be good if there was more input from HEN.</p> <p><b>School's Out</b> Updating this has been discussed a few times. Jonathan Willat had mentioned that he could update the site guides for the biodiversity section. Duncan to follow this up</p> <p><b>Forest Education Initiative</b> The Highland Group is looking for more committee members. Anyone interested should contact Suzann. There will be a networking day 13/14<sup>th</sup> November</p> <p><b>Eco Schools</b> Alness Academy – 1<sup>st</sup> Highland secondary school to get a flag</p> <p><b>Cycle Pool in Inverness</b> The bike pool consists of 20 unclaimed bikes donated by Northern Constabulary and the scheme is funded by Hitrans (bike racks), Highland Council (staff time) and MP33 (bike maintenance). The bikes are at Rose Street Car Park and you have to register first. You can download the registration form <a href="http://www.intrans.org.uk/sitebuildercontent/sitebuilderfiles/re-cycleapplication2.pdf">http://www.intrans.org.uk/sitebuildercontent/sitebuilderfiles/re-cycleapplication2.pdf</a>. Once you've registered you can book your bike ahead via MP33, the folk who maintain the bikes, on 01463 717639.</p>	<p>All</p> <p>DM</p>
<ul style="list-style-type: none"> <li>• <b>Any other business</b></li> </ul>	
<p>Anyone with any contributions for the next HEN newsletter please forward ASAP to Sheila</p> <p>Wendy attended the meeting tonight to find out more about HEN, representing a group of 3 based in Inverness (linked to the new[ish] centre on Church street in Inverness with an organic café, and alternative therapy base. They are interested in becoming more active about environmental issues, and wanted to know more about HEN's activities to see if it matched with their ideas and aims. Minutes also please to Wendy on maps@wendymap.co.uk</p>	<p>All</p> <p>SW</p>
<ul style="list-style-type: none"> <li>• <b>Date of next meeting(s)</b></li> </ul>	
<p>Dates were put forward for the year at the previous meeting – 21<sup>st</sup> August - Duncan to ask Bob if Glachbeg available 6<sup>th</sup> November – Morag to confirm if Aigas available</p>	<p>DM MS</p>