Malvern Community Forest

Minutes of Management Meeting, 7th June 2017

Held at 47 Lydes Avenue, 7:45 pm

Present: Ken Timms, Chair; Ian Caldwell; Linda Hirschhorn; Maggie Jo St. John.

Apologies: Mike Goodfellow-Smith; Bob Tilley; Craig Hughes.

1. Minutes of last Management Meeting, 16-02-17, and Matters Arising

The Minutes of last Management Meeting, 16-02-17 were accepted as a true record.

Most of the action were out of date or had been superseded.

The membership page has been updated to encourage donations.

2. Abundance

The Abundance team held a short meeting after the Trustees' meeting on 26th April.

There will a full Abundance meeting at the start of the season.

Action 2.1 Maggie Jo to send an email to determine the juice requirement for the coming season.

3. Guided Tree Walks

Mike has sent a report to Ken.

Action 3.1 Ken to email the report to the management team.

4. Malvern Link Station

A report had been circulated.

Ken can now do the station adopter safety training, for people coming to a one-off session.

On 15th June at 12:30 a meeting is planned with the Three Counties Traditional Orchard Project.

On 19th June the station will be judged by the National Rail Heritage Awards scheme.

Action 4.1 Ian to include the judging in the next email and on the web site.

Charter for Trees, Woods and People

5. Prospect Community Woodland

Some strimming has been done.

The small pile will be removed as part of the sub soil work

We are waiting for a Prospect team meeting

We need to plan what volunteers are doing before the day.

6. Townsend Community Woodland

We are awaiting the end of the bird nesting season and the approval of our proposals by the Malvern Hills Trust.

The planned walk and demonstrations event on 5th November will need some preparation time.

7. Membership and volunteers

7.1. Members

It was noted that the letter send out to members was out of date.

Action 7.1 Linda to update the membership letter

Maggie Jo volunteered to help chase membership renewals

Action 7.2 Linda to send list of membership renewals to Maggie Jo

7.2. Volunteers

We need to define what jobs we want volunteers to do, particularly before a working party. This will also allow us to know what tools will be needed, whether those we provide or personal tools brought by individuals.

Ken reported that recruiting of volunteers on Malvern Hills Volunteering is restrictive in the kind of job description they accept. Ken will look at Gumtree.

Food and drink provided to volunteers should be Fair Trade where possible and should be purchased by Malvern Community Forest

Action 7.3 Maggie Jo will prepare a brief proposal paper for the Trustees regarding funding for food and drink

8. Events and engagement

Whittling day 9th July. This should go ahead.

Action 8.1 Ken to circulate information on the Whittling day.

8.1. Conkers

The mapping of conkers trees is in engagement activity and in management terms not a project. It will still be under projects on the website. The only people mapping are Ian and the Goodfellow-Smiths. Ian has a list of all the conker trees he has seen in Malvern, he had not

mapped them to encourage others to get involved. He will now map them to show how many trees we have in Malvern and to allow monitoring of diseases. The trees now have spots appearing on leaves, due to the leaf-mining moth. The biggest problem for conker trees is Bleeding Canker. If found earlier enough the tree can be saved from the Canker by pruning.

Action 8.2 Ian to add information and links on Bleeding Canker to the website.

As we have not yet had engagement and due to other calls on our resources the conker championship will now take place in 2018.

9. Website and communications

The Co-op is keen to display information on us in their Barnards Green Store.

10. Tools and assets

Concern was expressed that tools were not available when need.

We need to have a list of our assets including tools.

Action 9.1: Ian to produce and maintain a list of assets.

Ways of marking our assets were discussed. The following suggestions were made.

- Using a soldering iron to mark assets that have a wooden part.
- Having an actual branding iron made.
- Have waterproof stickers

Action 9.2: Ian to investigate asset marking

11. Next Meetings

Next Management meeting 6th September 2017 7:45pm.

Subsequent meeting 6th December 2017 7:45pm.

The backup date for both meetings is a week later.

Actions agreed at Management Meting 7th June 2017					
Action*	Regarding	Action required	By whom	By when	Completed
2.1	Abundance	Send an email to determine the juice requirement for the coming season.	Maggie Jo		
3.1	Guided Tree Walks	Email the report to the management team	Ken		
4.1	Malvern Link Station	Include the judging in the next email and on the web site	Ian		
7.1	Membership	Updated the membership letter	Linda		
7.2	Membership	Send list of membership renewals to Maggie Jo	Linda		
7.3	Membership	Maggie Jo will prepare a brief proposal paper for the Trustees regarding funding for food and drink	Maggie Jo		
8.1	Events	Circulate information on the Whittling day	Ken		
8.2	Engagement	Add information and links on Bleeding Canker to the website	Ian		
9.1	Tools and assets	Produce and maintain a list of assets	Ian		
9.2	Tools and assets	Investigate asset marking.	Ian		

*Action numbers, e.g. 1.3 refers to Action 3 in Section 1 of Minutes