Minutes of Management Meeting, 6th September 2017

Held at 47 Lydes Road, 7:45 pm

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

Apologies: Mike Goodfellow-Smith; Bob Tilley

1. Minutes of last Management Meeting, 17-06-07, and Matters Arising

The Minutes of last Management Meeting, 17-06-07 were accepted as a true record.

Most of the action has been completed or superseded.

On 7.3 funding for food and drink for working parties. As only the Prospect working parties provide food and drink and they are normally only once a month, bulk buying in advance is not a suitable option.

2. Abundance

Maggie Joe and Linda are coordinating the picking days.

The planned Abundance picking days are on the website.

Action 2.1 Ian to arrange a forward of the Abundance email while Linda is away.

3. Guided Tree Walks

No report.

4. Malvern Link Station

A report had been circulated.

Action 4.1 Ian to put the Link Station working days dates on the website.

5. Prospect Community Woodland

An out of date list of activities was received. ***Post meeting note***: a report was received after the meeting

The Prospect team has asked us to look at insurance for volunteers to use power tools. The meeting was not convinced having volunteers using power tools was a good idea but it should be investigated and a decision made at the next Trustees meeting.

Action 5.1 Ian to investigate insurance for volunteers using power tools

Action 5.2 Ken to put volunteers using power tools and the agenda for the next Trustees meeting.

6. Townsend Community Woodland

Working party dates are now on the website.

7. Membership and volunteers

Nothing exceptional to report.

8. Events and engagement

The 5th of November event in Townsend wood is already on the Malvern Hills Trust website. http://www.malvernhills.org.uk/visting/event-listing/woodland-wanders/

9. Website and communications

Now that we have working days for 4 projects we will need to modify the structure of the website and in particular the calendar.

Action 9.1: Ian to modify to website.

Please can everybody give Ian a month's notice of events and other item that need emailing to our Facebook and members lists.

10. Tools and assets

Ian has started producing an asset list. We now have asset labels.

A full stock-take of the shed is still needed.

11. Next Meetings

Next Management meeting **13th** December 2017 7:45pm. ***Note this was the backup date***.

Subsequent meeting 7th March 2018 7:45pm with a backup date a week later.

Actions agreed at Management Meting 6th September 2017					
Action*	Regarding	Action required	By whom	By when	Completed
2.1	Abundance	To arrange a forward of the abundance email while Linda is away	Ian		
4.1	Link Station	Put the Link Station working days dates on the website	Ian		
5.1	Prospect	To investigate insurance for volunteers using power tools	Ian		
5.1	Prospect	To put volunteers using power tools and the agenda for the next trustees meeting.	Ken		
9.1	Website	To modify website now we have many more working dates	Ian		

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