

# Minutes

## STEERING GROUP MEETING



Registered Scottish Charity No: SC041340

7.30pm 26<sup>th</sup> May 2011 – BALNAIN HALL, GLENURQUHART

### Attendees:

Pierre LeBrun, Andrew & Tanya Castell, Bill McDermott, Anne MacDonald, Erik Trelfer, Laura Nicolson (Community Energy Scotland) & Mike Girvan (Corimoney Energy Ltd)  
Apologies: Edward Redmond, Paul & Kate McKinley, Mary Brook, Neil MacInnes, Peter MacDonald

### Agenda topics

Minutes of Meeting 27<sup>th</sup> April 2010

Discussion: the minutes of the previous meeting were agreed and signed

### Current Situation

Anne MacDonald

**Big Lottery Application** –this is now looking more promising. CES are working with us on this. Laura was able to give some reassurance that our project would not be considered as being State aided as ROCS are not considered in that category. Stage 1 of the application process is usually turned around in 3 weeks, Stage 2 takes 2-3 months. Laura also mentioned a loan fund starting in August – mezzanine level funding but rates are fairly high.

**Project Progress** – the planned meeting with Mike Girvan was postponed due to travel disruption caused by the ash cloud from Icelandic volcano, but it eventually took place just before the steering group meeting.

Summary of the meeting with Mike:

- No update yet from Grid – hoping for response by June 13<sup>th</sup>. If the answer is yes Mike will try to get an advance on the start date to April 2013 (as ROC is going to be reviewed after this date). That would make the first turbine payment to manufacturers due in December 2011. We may be able to pay a lower deposit figure as we are a charity – but as Mike is purchasing on our behalf Enercon may not agree to this.
- Mike agreed to more frequent Joint meetings as set out in the Collaboration Agreement – use will be made of conference calls to facilitate this.
- Most of the cost figures have been agreed now with AJB Scholes. Time lines are known except for start date which will depend on grid connection. He will let us have this data as it stands to help us in our planning.
- Project Management – Mike will do this himself and will be on site
- He advised his preference that we stay with the original format of Soirbheas owning a turbine rather than having a 20% stake – this simplifies the structure and leaves CEL free to do other things if they want to.
- Mike agreed to let us know when he exercised CEL's option to lease (as we have to do likewise within 6 months)

**Bank Balance** – currently £1,250 but we have three accountants invoices to be paid, hall invoice and some stationery to be paid. This will leave little or nothing left so we need to draw down some more funding. Laura (CES) confirmed that we can change or transfer amounts between the various headings allocated for funding. Laura advised CRESA can do a technical review of the project at no cost to us if that would be helpful.

Action – Anne MacDonald to implement reallocations and draw down from CES

**Groups Active in the Glens** – working on list of groups and contacting them – Action – Anne MacDonald

**Post Key Planning documents** on our web-site – Action – Mary Brook.

### Community Engagement

Anne/Tanya

Tomich Drop In Meeting – was a useful ‘dry run’. The material and display boards put together by Tanya were good. Numbers of visitors was disappointing particularly given the amount of coverage and door to door work Tanya had done. Hopefully we will do better with the Cannich one as it is a larger community. Balnain drop in meeting set for the hour before the AGM on 23<sup>rd</sup> June Drumnadrochit drop in meeting date TBA

Laura -Community Energy Scotland – agreed to contact Mr Drenan Glen Urquhart High School to see if they would host an interactive project ‘STEM’ that would relate to our wind turbine project and which would also give us a platform to talk to pupils about the project

Pitch for us at Highland Games has been reserved – possibly sharing with another community group or in the tea tent – Mamie Girvan will supply more details nearer the time

Newsletter - newsletter two or three times per year. Need to find out who could set it up for us on desk top publishing - CES will help. Other possibilities were Jose at the High School (they might be interested in having students do this as project work), Red Kite were suggested as a possibility, Erik’s enquiry of Shirley Watt – she does not have dtp equipment. Roger Watt however is doing a publishing course at GHS and would be happy to be involved if we clear it with the school.

Strap Line for logo – on-line poll of members to be arranged via survey-monkey - Action Tanya

Web-site not receiving many hits – 15-23. Needs more news and more frequent updating. We need to continue to look for someone to take this on when Mary moves to Treasurer role.

### Matters Arising and Any Other Business

AGM – Erik to send out formal AGM notices to all members by e-mail (and post to those not on e-mail). Notice to also advise on the drop in meetings. Proxy vote to be made available. Annual accounts not being sent out but copy will be provided at AGM and copies posted on web-site - Action ET  
Anne to be the director standing down by rotation but will offer herself for re-election

Laura (CES) mentioned availability of a consultant to review the project – would be at no cost to us.

ACTION ITEMS	Person responsible:	Deadline:
Re-allocate funding headings and next draw down from CES	Anne MacDonald	soon
Post key planning documents & year end accounts to web-site	Mary Brook	soon
Strap Line & Use of Funds survey	Tanya	soon
Contact Groups active in the Glen	Anne MacDonald	soon
AGM notices	Erik	1 <sup>st</sup> June
Project documentation completed – await review	Directors	17 <sup>th</sup> June
Draft communication Policy	Tanya	On-going
Set up meeting with Lottery fund	Anne	ASAP

#### Date:

**DATE OF NEXT MEETINGS: Balnain ‘Drop in’ & AGM Thursday 23<sup>rd</sup> June 2011 – Cannich Drop In meeting 16<sup>th</sup> June 2011 7.00pm Cannich Hall, Directors Meeting Friday 17<sup>th</sup> June 8.00pm at Balnain Hall, Steering Group Meeting Thursday 28<sup>th</sup> July (Cannich) and 25<sup>th</sup> August (Balnain)**

#### Chairman:

#### Clerk to the Board:

Erik Trelfer