

IFCI Steering Committee Meeting Friday September 19th 2008, Taylors Hall, Dublin

AGREEMENTS RECORDED

- Attendance: Sasha Bosbeer (GMIT), Mick Keane (Coillte), Ruth McGrath (VOICE, IPCC), Anja Murray (An Taisce), Geraldine O'Sullivan (IFA), Peter Sweetman
- Apologies: Fran Igoe (SRFB), Declan Little (Woodlands of Ireland)
- Facilitation: Harriet Emerson

1. Discussion of minuting method

Wall charts will be used fully at the meetings, with agreed points confirmed at the meeting and typed up subsequently. Both a digital record of the wall charts and the agreements reached will be posted on the website as soon as possible.

2. New registered office address

Existing address was Society of Irish Foresters' office in Sligo. This is no longer in existence and it is proposed to use c/o the IFA Office, Irish Farm Centre, Bluebell, Dublin 12, which is where Geraldine (Co. Secretary) is based. A form from the Companies Registration Office needs to be completed to confirm this and the Revenue Commissioners also need to be informed. Geraldine will see that the relevant actions are taken.

3. Co-option for SC

Existing requirement is for 14 days written notice to SC prior to the meeting where co-option takes place, that the co-option will occur.

Maria Cullen (Environment Chamber) [and] John Jackson (Economic Chamber) were proposed for co-option, in keeping with the above requirement.

Concern was raised regarding a possible over-representation of IFA interests as a result of John Jackson's co-option. However, consensus was reached to co-opt him due to a lack of sustained objection.

Concern was raised over Maria's independence in relation to the funding of her PhD by COFORD. However, this was not raised as a sustained objection, resulting in consensus to co-opt Maria onto the SC.

The procedure for co-option was discussed by the SC. It was agreed that:

in addition to the existing requirements above (p.3 of digital record – "Existing requirement is for 14 days written notice to SC prior to the meeting where co-option takes place, that the co-option will occur.");

details of the proposed co-options (CVs/ Biographies) should be circulated 14 days in advance to the Steering Committee;

decisions on co-options will be made using the existing decision-making procedures as referred to in the Memorandum and Articles of Assoc. (Article 59).

It was noted that Friends of the Irish Environment have been absent from Steering Committee meetings for a period of more than 6 months. As per Articles 54e of the Memorandum and Articles of Assoc., the Steering Committee resolved that their office is vacated. It was agreed that they be notified formally in writing of this immediately. The Chair will draft this letter, circulate it for comment to other SC members, and subsequently send it to FIE by email and registered post.

5. Position of Treasurer

The Steering Committee thanked Ruth for all her work as Treasurer, as she has now resigned as Treasurer. The Committee welcomed Mick Keane as the new Treasurer, following Ruth's proposing him for this position. Geraldine seconded the proposal, which was unanimously carried. It was agreed that his signature be added to the two existing authorised signatures on the IFCI bank account.

6. Re-adopting minutes from 2007

The Steering Committee re-adopted all the minutes of meetings from the preceding year.

8. Representation at FSC General Assembly

The Steering Committee agreed in principle to part-fund Geraldine's attendance at the General Assembly in the form of covering flight costs at the lowest level possible. FSC has agreed to fund the €1,200 registration.

9b. Standard Development Group

The Steering Committee agreed that SC alternates may be SC reps on the SDG.

The pool of technical resource people that the SDG may call on, can only be added to with the approval of the SC.

The Terms of Reference [of the SDG] were agreed subject to the following:

The paragraph commencing "Additional expertise...." had the phrase ", subject to approval by the SC" added at the end of the sentence;

The paragraph commencing "The SDG will be supervised...." was supplemented with the following sentence "Proposals for wording made by the SDG are forwarded to the SC as they are agreed and the SC may then discuss issues of concern arising and refer these back for revision to the SDG. Outstanding or unresolved issues are for deliberation by the SC."

It was agreed that each individual chamber on the SC will agree SDG membership and notify the other chambers and the Chair, who will write to all those who replied as willing to participate. Sasha will confirm the responses received with each chamber on Friday 10th October. Chambers will submit their decisions by Thursday 16th October.

(p.15 & p. 16 digital record) [It was agreed to hold SDG briefing/training with Richard Robertson, FSC, on Thursday 20th November.]

9d. Development Officer job

It was agreed to advertise the Development Officer post in October as an initial 6 month contract which it is hoped to extend for a further 6 months.

Anja, Ruth, Sasha and Geraldine will produce a revised job description/ person specification by Tuesday [23rd Sept. 2008]. Sasha will circulate this to the SC for email agreement by Monday 29th [Sept.] The advertisement for [the] Development [Officer] position will require CVs and cover letters. One month will be allowed for applications to be received. Selection will be made by a panel of 3, with one member nominated by each chamber.

9c. Consultative Forum

It was agreed to adopt the form [for CF registration] subject to changes following circulation and feedback within the SC.

12. Motion to take on "trading as" name: FSC Ireland

Subject to approval by FSC, the SC agreed to adopt "FSC Ireland" as a trading name. Geraldine will complete the necessary forms.

11. Public information

Sasha will produce the Newsletter for Connie's lectures with feedback on the draft circulated. Geraldine will produce copies for the public lectures.

Fran has secured €1,000 for production of leaflets on IFCI (FSC Ireland). The SC agreed to circulate and agree text by email for submission to the designer, with the aim of publication in time for Connie McDermott's public lectures.

For information:

7. Connie McDermott's visit:

Anja is to investigate the possibility of holding Connie's Dublin lecture in Cultivate on Mon, Tues or Wed [13th, 14th or 15th]

Any member(s) wishing to arrange a meeting with Connie must contact Sasha within 10 days (by close of business Mon 29th Sept.)

All SC members are asked to disseminate information and publicity about the meetings.

A draft press release was circulated and any amendments to this need to be cleared with Connie prior to use.

SC members agreed to notify Sasha of those contacted.

Galway public lecture is scheduled for Thursday 9th October.

9b. Standard Development Group

SDG Briefing pack to contain:

- *Info on FSC & FM standards*
- *Explanation of chamber structures*
- *Workplan*
- *Terms of reference*
- *Contact details of all SDG members*
- *Links to FSC documents such as P&C [Principles & Criteria]*
- *P&C compiled documents [see Terms of reference]*
- *CD with soft copy*

AOB

The need for representation of each chamber at SC meetings was noted for discussion at the next SC meeting.

[The] next meeting will be in late October, but Meet-o-Matic will be used to try and fix the optimum date.

SC = Steering Committee

SDG = Standard Development Group