

## IFCI Steering Committee Meeting Wednesday June 25<sup>th</sup> 2008, ENFO, Dublin

### AGREED MINUTE OF THE MEETING

Attendance: Sasha Bosbeer (GMIT), Pat Neville (Coillte), Declan Little (Woodlands of Ireland), Ruth McGrath (VOICE, IPCC), Tony Mannion (SIF), Anja Murray (An Taisce), Peter Sweetman

Apologies: Fran Igoe (SRFB), Monica Muller, Geraldine O'Sullivan (IFA), Pat O'Sullivan (SIF)

Facilitation: Harriet Emerson

#### **Agenda**

It was AGREED that item 6 (Revision of dispute procedure document) would not be discussed today. Peter Sweetman will circulate the reviewed draft by the end of the second week in July to all SC members. SC members will then have two weeks to submit comments to Peter. A note will then go on the website indicating that a copy of the draft document is available to any IFCI member who requests it, for information and comment, ahead of the AGM. The draft conflict resolution process will then be considered for final approval at the SC meeting following the AGM.

#### **1. IFCI documentation**

All SC members present signed a declaration to accept serving on the SC of IFCI Ltd. and their willingness to act in the trust of the Company and abide by the IFCI's Memorandum and Articles of Association.

It was confirmed that all SC membership is in order.

The ITGA resigned their SC membership since the last AGM, obviating the need for the longest serving SC member to retire at the next AGM as set down in the IFCI Memorandum and Articles of Association. The following vacancies are available to be filled at the AGM in August 2008:

- Economic Chamber – 1 vacancy
- Environmental Chamber – 1 vacancy

Clarification is to be sought from Caroline Lewis as to the status of her membership of the SC.

It was agreed that in order to allow for postal nomination and voting for the AGM, nominations would be sought as soon as possible and in advance of the detailed notification of the AGM.

#### **2. Membership**

##### Chamber affiliations

The SC re-confirmed the chamber assignment of the following member groups:

- PTR Ltd. (Economic);
- NARGC (Social).

##### Increased membership

Sasha Bosbeer agreed to circulate a list of all members and affiliations to the SC with a view to prompting individual SC members to contact further stakeholders about becoming members.

##### SC Offices

Ruth McGrath agreed to continue as Treasurer on condition that the Development Officer appointed once funding is secured takes on responsibility for the accounts and financial reporting. This accounting will be carried out according to a system set up by Ruth.

Ruth McGrath confirmed to the SC her desire to resign from the position of Company Secretary. She agreed to continue in this role, with support from the two Company Directors until the next SC meeting scheduled to take place prior to the AGM on August 23<sup>rd</sup> 2008. At this point a new Company Secretary must be identified.

The SC expressed its thanks and appreciation to Ruth for all her work as both Treasurer and Company Secretary.

### **3. Workplan tasks**

The Workplan was amended to take account of advice from FSC and the revised version of FSC STD 60-006.

The Workplan as revised will be circulated to the SC prior to submission to FSC for approval.

### **4. Correspondence**

The visit of Connie McDermott was discussed. It was agreed that IFCI would not contact PEFC, but that if funding from Coford to support her visit was dependant on her time (e.g. 1 day) being made available to other parties also, then IFCI has no objection to that.

Sasha circulated the new IFCI letterhead that has been approved by FSC.

Sasha announced ongoing consultation notified by FSC on revision to Principles and Criteria, and a review of FSC governance.

It was noted that FSC had forwarded a discussion paper on the financing of National Initiatives, and is seeking help with fundraising for the General Assembly in South Africa in November.

### **5. Preparation for AGM on August 23<sup>rd</sup> 2008**

#### Location

The morning meetings (SC & AGM) are to take place in Portarlington/Midlands with an afternoon fieldtrip visit to a nearby productive forest (to be identified by Pat) – and to include as much variety within the site as possible, but with the intention of demonstrating the impacts of certification on forestry practice.

#### Nomination process

Nomination forms will be sent with a copy of the agreed Ground Rules for the SC, and membership forms, as soon as possible. Nominations should be received by Wednesday 23<sup>rd</sup> July to enable postal voting.

AGM notification details must be received by members by Friday 1<sup>st</sup> August, so these should be sent out on Wed 30<sup>th</sup> July latest. This mailing needs to include AGM meeting details, the Minutes of the last AGM, proxy vote forms, and ballot papers. Where email is available the most recent signed accounts will be sent out and hard copies will be made available at the AGM where members do not have email. Postal and email votes must be returned by the 16<sup>th</sup> August.

At the meeting the Ground Rules will be presented as a point of information. Relevant Ground Rules for the AGM will be presented at the meeting for agreement by those present.

Sasha will chair the AGM with supporting facilitation.

A press release will be made following the AGM.

Members will be asked to put details of the upcoming AGM on their website/ mailing list / newsletter.

The following postal address for the AGM will be used:

IFCI, 14 Postnet, 184 Lower Rathmines Road, Dublin 6

### **6. Revision of dispute resolution procedure document**

See note under “Agenda” at top of these minutes.

### **7. Members’ newsletter**

A sheet was circulated to SC members looking for commitment to undertake tasks in relation to the Newsletter.

### **8. Next SC meeting date and location**

The next SC meeting is scheduled to take place at 10am, immediately prior to the AGM on the 23<sup>rd</sup> August 2008.

**9. AOB**

No further items of business were raised under AOB.

June 08	July 08	Aug 08	Sept 08	Oct 08	Nov 08	Dec 08	Jan 09	Feb 09	Mar 09	Apr 09	May 09
(25) Steering Committee mtg - ID stakeholder categories - define Standard Development Group	Newsletter	(23) AGM	C.McDermot presentation								
Increasing membership											
Publicising FSC											
			appoint development officer								
		Invite participation in Standard Development Group	Establish Standards Development Group								
			Development of 1 <sup>st</sup> draft of Standard								
								Consultation on 1 <sup>st</sup> draft			
									Revision of 1 <sup>st</sup> draft		
										Field testing	



