

**Draft Minutes for the
Farm Woodland Forum
Annual General Meeting
11.00 a.m. Thursday 4 June 2020
using Zoom**



Present: Tarit Kumar Baul, Harriet Bell, Paul Burgess, Moya Crawford, Eugene Curran, John Holland, Gerry Lawson, Mick Marston, Jim McAdam, Jim O'Neil, Andrew Ormerod, Tim Pagella, Joao Palma, David Pilbeam, Imogen Rabone, Benjamin Raskin, Jo Smith, Clive Thomas, Sally Westaway, Lindsey Whistance

Apologies: Matthew Axe, Rafael Eduardo-Pompa, Mike Strachan

The meeting was held on-line due to COVID-19 restrictions.

1) Minutes of the 2019 Annual General Meeting at New County Hotel, Perth (available on the [website](#)) were accepted as correct. All of the items arising from the last AGM were covered during the meeting.

2) Chairman's report (Mike Strachan)

Unfortunately Mike was unable to make the Zoom meeting. In his absence, the meeting was chaired by Paul Burgess.

3) Amendments to the Constitution

Following a discussion at the 2019 AGM, the Executive Committee met on 23 January 2020, and agreed to propose two amendments to the Farm Woodland Forum Constitution at the 2020 Annual General Meeting. Details of the proposed changes were circulated to Farm Woodland Forum members on 13 May 2020.

The first proposed change was to change Section G.3. This reads "members of the Executive Committee shall not hold office for longer than three years before offering themselves for re-election but must retire after six years." In practice, due to the lack of new committee member nominations, some members of the committee had been in position for more than six years. To ensure compliance with the constitution, the proposal was that the phrase "but must retire after six years" is removed from Section G.3 of the Constitution. Joao Palma asked if this change could lead to office bearers being irremovable. It was noted that Committee Members had to be elected every three years. Following this clarification, the change was proposed by Tim Pagella, seconded by Jim McAdam and was carried by the meeting.

Section J.5 of the Constitution says "The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings of the Executive Committee and any sub-committee". In practice, records are kept electronically. The second proposal was that the phrase ", in books kept for the purpose," was removed from Section J.5 of the Constitution. The change was proposed by Ben Raskin, seconded by Sally Westaway and was carried by the meeting.

4) Secretary's report (Paul Burgess)

European Agroforestry Federation (EURAF): Paul reported that he, Gerry Lawson and Jo Smith attended a series of the Skype meetings of the European Agroforestry Federation. Jo Smith is the Secretary of EURAF. The 5th European Agroforestry Conference was due to take place in Sardinia, Italy from 18 to 20 May 2020, but was postponed because of the covid 19 pandemic. Paul reported that EURAF were due to make a decision in mid-June as to whether the meeting will go ahead in October. Gerry Lawson asked if any members of the Farm Woodland Forum were anticipating going to Italy in October and the general feeling was that this was unlikely due to corona virus concerns. Paul reported that the EURAF membership fee for 2020 remained at 10 Euros for a member of a national institution (such as the Farm Woodland Forum), with the understanding that the minimum contribution from the members of a national institution will be 100 Euros.

Irish Agroforestry Group: Ian Short, Jim McAdam and Eugene Curran explained that had set up an Irish Agroforestry Group. An initial name of "Agroforestry Ireland" was now unlikely as a Facebook page already exists with that name. It was noted that Jim McAdam and Eugene Curran were representing the Irish group in EURAF.

JISCmail contact list and activity: Paul reported that there were 215 contacts on the Farm Woodland Forum JISCmail list on 4 June 2020, up 30 from 2019, and up 61 from 2018. Use of the JISCmail service (171 postings) was double that of any previous year. The topics covered included the new Environmental Land Management Schemes, agroforestry and wildfires, trees and field drains, tree leaves as a supplementary feed, the Defra Farm Carbon Scheme, and guidance for a systematic review for an Oxford PhD student.

Executive Committee: Paul reported that an Executive Committee Meeting was held on 23 January 2020 to discuss the change in the Constitution and 2020 Meeting arrangements.

Annual Return and Trustee Update Form: Paul reported that he submitted the 2018-19 Charity Commission Annual Return and Trustee Update form on 20 December 2019.

5) Treasurer and Membership Secretary's report (John Holland)

John Holland reported that during 2019-2020, the Farm Woodland Forum had 50 paid ordinary members and 8 student members, and 22 EURAF members.

Because of the lack of a 2020 physical meeting, John had contacted existing members regarding membership fees. Of those, 44 had indicated that they would like to renew their membership and 21 had indicated that they would like to join EURAF. As of 15 May 2020, 11 had paid their 2020/21 Farm Woodland Forum membership and 7 had paid their EURAF membership.

John Holland presented the Forum's accounts from 1 April 2019 to 31 March 2020. The draft accounts still require to be checked and independently examined as all the statements, receipts and chequebook, which are securely stored at an SRUC office, were not accessible due to the Covid-19 lockdown. The balance on 1 April 2019 was £6,020.97. The key expenditure was the cost of the 2019 conference costs (£1,588.50) and bursaries for three

students to attend the FWF meeting at Battleby, and the key income was the receipt of conference registration fees (£1,089.88) and meal fees (£1,749.00). The closing balance for the end of the year was £7,019.31. It was agreed that the three students made a strong positive contribution to the Forum Meeting and student bursaries should be offered for the 2021 meeting. Bursary arrangements had also been made to support some farmers to attend the EURAF conference, but the postponement of the conference meant that these were currently on-hold.

Statement of the account from 1 April 2019 to 31 March 2020

| | | Amount (£) |
|---------------------------------|-------------------------------------|------------|
| Opening balance (1 April 2019) | | 6,020.97 |
| Income | FWF membership subscriptions | 394.00 |
| | EURAF Membership subscriptions | 130.00 |
| | Conference registration fees | 1,089.88 |
| | Conference meal fees | 1,749.00 |
| TOTAL INCOME | | 3,362.88 |
| Expenditure | Conference costs | 1,588.50 |
| | Bursaries for attending FWF meeting | 594.65 |
| | Transfer of funds to EURAF | 181.39 |
| TOTAL EXPENDITURE | | 2,364.54 |
| Closing balance (31 March 2020) | | 7,019.31 |

Following the last AGM, John indicated that he had contacted the Bank of Scotland regarding their investment policy. He has been told to write a formal letter and he sent a letter in May 2020.

Following a request at the last AGM, John proposed that it could be useful for the Farm Woodland Forum to set up a PayPal account. This would allow Farm Woodland Forum members to pay membership and conference fees on-line. There was a strong support for setting up a PayPal account. Jim McAdam indicated that as a trustee of another charity, their PayPal account worked well. Tim Pagella noted that PayPal had an online Ethical and Environmental Policy. As a result of the meeting, John would set up a PayPal account. **Action: John Holland**

A vote of thanks was given to John for his work as treasurer.

6) Communication Officer's report (Sally Westaway)

Website: Sally thanked David Pilbeam for his work on the new website which continues to be well-used with enquiries to the site occurring about once per month. The enquiries mostly involved people wanting information on potential collaborative projects, or details of publications mentioned on the site. A small number of errors that have been pointed out, have been corrected. Sally noted that she was still learning the ropes with Google Analytics, but it appears as though there have been 7746 visits to the site since December 2018. Sally noted that new resources, events and news items were uploaded as they come to her attention.

Sally noted that a test version of a map of agroforestry sites in the UK and Ireland was ready to be made live by June 2020, but this has been delayed due to the coronavirus lockdown. However, it is anticipated that the map should be available on the website in 2020.

The next planned phase for the development of the website was to support the administrative functions of the Forum. The proposed use of PayPal could make this easier, and it is hoped that some form of this development would have started before the 2021 AGM.

Twitter: Sally reported that there were 812 followers, up from 623 last year, with an average of 15 new followers per month. The top two tweets in last six months were the link to the Agroforestry Handbook (2076 impressions) and the link to the AFINET project resources (2452 impressions)

Facebook: Sally noted that she had not been that pro-active on Facebook, and she had only noticed that a function which allowed tweets to be auto-posted on the Facebook page had been disabled by Facebook in January 2020.

Mailing list: Sally reported that there were 199 subscribers to the Farm Woodland Forum Web-based mailing list, up from 170 in 2019. There was some discussion about how to use the mailing list. There was a suggestion that a newsletter could be circulated each year to advertise the annual meeting.

7) Election of the Executive Committee and posts

Paul reported that the Executive Committee included five people who did not need to seek re-election: Jim McAdam (2018), David Pilbeam (2018), Ian Short (2018), Gerry Lawson (2018) and Terry Thomas (2018).

The following people were elected during the AGM: Tim Pagella (Chairman), Sally Westaway (Secretary), John Holland (Treasurer) and Ben Raskin (Communications Officer). The following people were also elected to the Executive Committee: Jo Smith, Paul Burgess, and Jim O'Neill.

It was agreed that the EURAF representatives from the Farm Woodland Forum for 2020-2021 would be Gerry Lawson and Paul Burgess.

Paul indicated that he would send the thanks of the AGM to Mike Strachan for all of his work and leadership as Chairman over the last eleven years.

8) Future meetings

Tim Pagella indicated that Bangor University were supportive of hosting the 2021 Farm Woodland Forum Meeting. He explained that the planned focus on agroforestry and climate change was still appropriate, with the objective of producing a document for the COP meeting now planned for 1-12 November 2021. He indicated that the plan was to host the meeting with the support of Farming Connect and their Demonstration Farm for Agroforestry. The plan was to hold the meeting in the first week of June 2021.

Looking ahead, Jim McAdam indicated that a meeting in Northern Ireland in 2022 was possible.

9) Any other business

Andrew Ormerod asked about the latest news regarding agroforestry policy development in England. Clive Thomas noted that the Agricultural Bill was currently passing through the House of Lords, the development of the Environmental Land Management Scheme (ELMS) was currently on hold, and there was an anticipation that a consultation on the England Tree Strategy should appear soon. Jim O'Neil highlighted the trees on farms work in Cumbria with Natural England. Paul Burgess indicated that Kew, working with Cranfield University, had been contracted by Defra to undertake a literature review on the effect of farm trees on pests, and that a new EU project called AGROMIX focused on mixed farming and agroforestry and led by Coventry University was due to start in November 2020.

Andrew Ormerod also noted that the Global Landscape Forum was running a Digital Conference from Bonn from 3 to 5 June that included useful items on agroforestry.

Tim Pagella noted that ICRAF had recently produced a number of useful brochures on agroforestry.

There being no further business, the meeting was closed at 12.30.

Paul Burgess (Out-going Secretary) and Sally Westaway (In-coming Secretary)
6 June 2020