



MINUTES OF GFW COMMITTEE MEETING - Tuesday, 27th May 2014

Meeting held at 6pm in Room 1/12 of Stow/Kelvin College, Glasgow.

Present: Virginia Anderson (co-chair) Ken Irvine
Tom Lamb Karen McGavock (administrator)
Craig MacDonald (co-ordinator) John Newman (co-chair)
Fenella Rennie Mike Turner

Apologies: Finlay Allison (senior tutor) Ronnie Melrose
Ann Pidgeon (treasurer) Doreen Semple
Maureen Smith Cliff Uney (secretary)

1) **Minutes of Previous Meeting** - notes of the previous meeting were circulated and approved.

2) **Matters Arising from Previous Meeting:**

a) **PVG** - the detailed requirements of this are currently being checked out (2a).

b) **Joint Senior Tutor/ Committee Member Meeting:** Ken and Craig have agreed to meet with the senior tutors before end of term to help plan the year ahead.

c) **Website** - the link with political references has now be removed but may be added again after the independence referendum (4b).

d) **Refunds** -it was confirmed that our policy is the same as the Scots' Music Group (4c).

e) **AGM** -this has been announced at tea breaks and details added to website. The Islay Bar has also been booked. The annual report has still to be prepared (6a/b).

f) **Resignations** - Tom has confirmed that he will not be standing for re-election at the AGM and Craig has resigned from the committee to concentrate on the admin/ co-ordinator role. Virginia has still to confirm her position (6c).

g) **Committee Meeting Minutes** -these are now on the website to keep members informed (9b).

3) **Senior Tutor's Report:**

a) **Announcements** - it is suggested that senior tutors are emailed in advance of the classes with any committee news etc. and they will then make an announcement at the tea breaks. Announcements for new committee members and treasurer have already been made. A regular newsletter (quarterly?) emailed to membership would also help to keep people informed of what is going on within the organisation. A 'Committee News' link on the website would also help to communicate with the membership. (see also item 2g above).

b) **Admin. Workload** - as the administrator no longer provides any support on teaching evenings there should be more volunteers/ committee members 'on the ground' to assist the senior tutors who are often very stretched. This would also help raise the profile of the committee who are often criticised for lack of visibility.

c) **Email Addresses** - it would be a big help to the senior tutors to have a list of members email addresses for communications; especially for the parents of the juniors who are often difficult to contact. This would need to be checked to ensure there is no breach of confidentiality.

d) Future Accommodation - senior tutors are very concerned at the lack of progress with this matter. (see item 8 below).

e) Outreach Work - Creative Scotland has changed its rules on funding recently - has there been any application made for financial assistance with outreach work? CS are still targeting funds towards providing access to music for those in lower income groups or marginalised groups. Before an application can be made ST's should plan a programme of work that meets these criteria and present this to the committee before an application for funding can be made.

f) End of Term Flyer - It has been suggested that issuing a small flyer to all students at the end of this term would help spread the word about GFW and to encourage friends and family to enrol in the new academic year. If funds are tight then this could be photo-copied.

g) Family Ceilidh on 20th June - budget costs have been prepared by Finlay and approved. Tickets have been produced and printed by Finlay and are being sold by Karen & Craig at the tea-breaks but someone needs to be present between 6 and 7pm to sell tickets to the parents of the junior members. One hundred need to be sold to break even. Tom and Roy have agreed to organise and help with the raffle and prizes.

h) Open Air Ceilidh - a tutor band has been organised for this event and volunteers signed up to help with leafleting on the day.

4) Administrator's Report:

a) Class Numbers - about 250 students have paid so far and only 1 or 2 have still to pay up. Although numbers are low in a couple of the classes (2 in beginner bodhran and 2 in intermediate whistle) it was agreed to keep these running until the end of this term. As there was only 1 student interested in the song class it wasn't viable to run it.

b) Bank Accounts - 2 small payments drawn down from the GFW account are being checked out with the bank. Mandates were signed to give Craig authority to access the accounts - NB an old account with only one direct debit (TMSA) should be closed if no longer in use.

c) 2014/15 Term Dates - these have been prepared for next academic year and added to the website - there will be 4 terms of 7 classes in each.

e) Administrator/ Co-ordinator - Craig is now helping with many of the administration tasks and Cliff is preparing the application for Gift Aid.

5) Treasurer's Report:

a) Banking - the bank balance currently stands at c£27k. and tutor invoices have been paid to the end of May 2014.

b) Financial Position - if no one comes forward to take up the treasurer's role then it was suggested that the former treasurer be approached to do the book keeping on a paid basis. The preparation of monthly accounts would be helpful for cost planning.

c) Accounts for 2013/14 - a draft copy of these should be available for the AGM if at all possible.

6) Annual General Meeting:

a) Date & Place: this is to be from 6.30 - 8.00pm on Monday 23rd June 2014 at the Islay Inn and will be followed by the regular music session. Last year's AGM minutes should be printed off for approval and a sederunt should be taken.

7) West End Festival:

a) **Summer Ceilidhs** - see items 3g & h above.

8) Future Accommodation: the following is a summary of the action so far

a) **Kelvin College:** John has met with the Vice Principal and Estates Manager of Kelvin College to establish what options they can offer GFW for next academic year. In summary (detailed report previously issued) Stow and Stow West will not be available due to industrial action by the caretaker/ security staff. As all KC evening classes have been moved to the Springburn Campus (Glasgow North) this building has no spare capacity to accommodate GFW. The Easterhouse Campus is too remote with difficult public transport links. This leaves the Glasgow East Campus (John Wheatley Building) at the end of Duke Street, which we could have sole access to on the nights we require. The building is modern with a bright central atrium/street space for slow sessions/ tea breaks etc. and the classrooms are modern and well equipped (better acoustics?). There is plenty of public and private parking at the building and public transport links are good - Duke St. station 10 mins walk and buses to the door from George Square. The costs are likely to be the same as for Stow - still to be confirmed. **John**

b) **Central College:** The Vice Principal of Central College has been contacted but most of their buildings are already very busy with night classes. Parking is also very difficult in the city centre but the Buchanan Galleries car park is nearby (£1.50 after 6pm). However, there may be the possibility of space available at Allan Glen's or the Nautical College.

c) **Anniesland College:** this is still being checked out.

d) **Glasgow University:** Tom has been in contact with the Estates Manager and rental costs are extortionate (£150 per classroom) and we would have to pay for caretaker/ security staff wages on top of this. Strathclyde and Caledonian Universities are likely to charge the same commercial rates that are beyond our ability to pay. These options are discounted, therefore.

e) **Glasgow Schools:** Tom has contacted several of these eg. the Gaelic School, Hillhead (Secondary & Primary) and Notre Dam (formerly Dowanhill Primary School) but an detailed application has to be made through the City Council Education Dept. before any offer or response can be given. This application is presently being prepared.

f) **The Conservatoire:** this has still to be checked out.

9) Any Other Business:

a) **Big Gig** - 'Superact' is offering access to £500 to run a free community music event from 11 - 13th July - unfortunately the deadline for applications expires on 28th May.

10) Date of Next Meeting - Thursday 26th June 2014 at 6pm in McPhabbs Pub, Sauchiehall Street (downstairs function room).

11) Distribution - To all in attendance, those with apologies and Senior Tutors only.