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Company No: 343670

Minutes of GFW Board Meeting Monday 9th February 2015

Meeting held at 6:00 p.m., John Wheatley Building, Kevin College Glasgow

Present:	Virginia Anderson (Chair)	Fenella Rennie
	Ronnie Melrose	Christine Clark
	Mike Turner	Doreen Semple
	John Hill	Nigel Gatherer (Senior Tutor)
	Finlay Allison (Senior Tutor)	Dan Thorpe (Senior Tutor)
	Craig Macdonald (Coordinator)	Cliff Uney (Secretary)
	Caroline Watson (Administrator)	Minutes

1. Matters Arising from Previous Minutes

Flyers & Marketing – There was general consensus that the flyers have been successful and widely distributed. Over 2000 flyers had been given out at Celtic Connections. There are still more available for distribution.

Senior Tutor Report – A report outlining upcoming events and activities is required in advance to assist with planning. Craig is working with the senior tutors to take this forward.

Members Survey – Virginia advised that the survey had shown a positive response to the work of GFW generally. Responses continue to come in. There are some negative comments around consistency of approach and geographical issues regarding the new venue as expected. Though low in number, these critical comments will be useful for Senior Tutors and managing classes and tutors. Virginia will complete a final report.

Virginia reported that she is still trying to make contact with Christine Stronach of Glasgow Kelvin College regarding the new contract.

There was discussion around the Ukulele Junior Class. The tutor was present but no participants. Craig will follow up.

2.

2. Treasurer's Report – Ronnie Melrose

Ronnie reported on the GFW's current finances as at end of January 2015, GFW was on track for a possible £400 profit. Completion of statistics for new and returning members will be needed to confirm financial projection for 2014/15 though expectation is that GFW will break even/small profit. Ronnie and Craig will look at total tutor costs against income; showing to be financially tight. It was agreed that all GFW events are costed in advance to ensure a profit or break even. The Board are satisfied with the current financial situation. Ronnie is meeting the accountant this week and will forward the financial report to Board.

Invoices from tutors were often delayed with 2-3 months being invoiced at one time. Senior Tutors will speak to everyone to ensure invoices are submitted at end of each month.

3. Co-ordinator Report – Craig Macdonald

Craig reported that currently the database is showing 271 participants this session, 99 new members have joined GFW and that 70 have not returned. Payments are still being received and an update on these figures will be available w/c 16th February with a report showing a full breakdown of classes and membership. It has been noted that some classes are running with low level of participants. Those who have not returned will be contacted for feedback.

Shortage of fiddles for classes was discussed – 6 fiddles are still needed. Violin Shop was suggested as possible supplier. Dan will investigate.

Craig raised the issue of maintenance for instruments. Assisting with repairs can be time consuming and there is a need to ensure GFW instruments are kept well maintained. Funds raised through rental fees could be used to cover cost of repairs and maintenance. Dan will check and monitor instruments and decide if tutor can carry out repair or if outside assistance is required. Supply of single strings needed. Dan would cost and report back.

GFW should be careful not to show preferential treatment to one supplier with regard to repairs and recommendations. Website has 'For Hire' page - Agreed Mike will add information to the website about businesses hiring instruments, adding a caveat that GFW does not necessarily endorse these suppliers. Christine and board members will forward information to Ronnie about potential suppliers.

4. Senior Tutors Report – Finlay Allison

Ian McDonald provided photographs taken at Celtic Connection activities to be used on the website. Finlay will write a note of thanks and Ian will be acknowledged on the website. It was agreed that a news item would be added to the website thanking the membership volunteers who helped out at Celtic Connection stalls meeting people, encouraging membership and tuning instruments. There was agreement that the leaflets provided at Celtic Connections were beneficial. It was suggested we produce a smaller leaflet; A5 or business card size for members and for marketing. Craig to investigate.

Senior Tutors have begun discussion about Tutor Training and will put together a proposal for submission to the Board.

Suggestion that GFW need to publicise openness to comment and feedback and that members are welcome to contact tutors and board members at any time to discuss any issues.

We should use the website more for sharing information. A page could be added for members selling instruments. It could also be advertised on Facebook and twitter. Any news items that are discussed at half-time should go automatically on to Facebook and twitter. Need to encourage membership to visit website and social media regularly and see it as a place for information and updates.

Issues raised around new classes, classrooms and space for teaching. Some of the classes are very large and with a room full of equipment, it is difficult for everyone to have the space required to play their instruments; or playing guitar in a room with chairs that have arms. With the addition of new classes, there are worries about overcrowding and not having enough rooms with appropriate space for teaching. Senior Tutors believed that new classes would be held on Tuesday evenings to expand GFW to a third night and to avoid pressure on current space requirements. It was agreed that while the original plan had included a third night, communication with the college and the desire to get the new classes up and running meant the classes were added to Monday and Wednesday. More investigation and negotiation is required to set up Tuesday evenings potentially for the next session.

It became clear that some new classes still required tutors. Senior tutors to investigate and liaise with Doreen.

5. Board Responsibilities and Roles – Virginia Anderson

Virginia presented a diagram outlining the roles and responsibilities of the board. It was agreed that this information was needed and very useful. An area of responsibility was still to be assigned to the newest member of the board, John Hill.

There was continued discussion around classes on a Tuesday evening and whether classes should be run off campus. It was highlighted that GFW is a 'club' with a membership and it is important that members don't view GFW as a music school but as a place that offers music tutorial in a social and inclusive atmosphere – an important part of the ethos of the GFW.

Should Tuesday night become available, there was discussion about the need for another Senior Tutor to be appointed and whether Senior Tutors should be assigned by night or by discipline. Senior Tutors would discuss further and feedback regarding requirements and way forward.

6. PVG – Cliff Uney

Cliff attended PVG training at the centre in Stirling where he was told PVGs would not be required. Subsequently it has been discovered that anyone working directly with children will require a PVG membership or update to teach junior classes. It is expected that all tutors currently working with children have a PVG and that an update will be required costing £18 for each tutor to be covered by GFW. Cliff would provide paperwork for tutors for completion and take forward.

7. Any Other Business

Dan explained about the opportunity for Juniors to attend the Edinburgh Youth Theatre, 16th April, again this year. The cost is £205 per child plus expenses for accommodation, parent helpers and for Dan's time. Help is required to fund this trip. Last year they raised approximately £400. Dan suggested that the scheme *Learn to Play* should be investigated. The grant can pay half of tutor's fees. Dan and Doreen to look at potential fundraising activities.

Katherine McLeod works with schools and there is the opportunity to market GFW. Board agreed to pay a fee for Catherine to distribute leaflets and publicise GFW to schools.

There was discussion around tutor's fees for the new year 2015/16. Finlay to contact Musicians Union regarding tutors rates and to provide costing and details by 21st March .

Creative Scotland Grant – Finlay presented an email sent to the previous Chair from Creative Scotland regarding an outstanding amount due to GFW from an earlier grant. In order to retrieve the remaining £2500, a response is required before end of February. Virginia will contact Creative Scotland to secure the funds within the time constraints.

8. Date of Next Meeting - Monday 9th March 2015, 6pm