



Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 8th August 2016

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

Present:

Fenella Rennie (Chair)	Craig MacDonald (Coordinator)
Cliff Uney (Secretary)	Ronnie Melrose (Treasurer)
Rita Warrilow	Lorraine Campbell
Linda Caren	John Hill
Mike Turner	Katrina MacLeod (Administrator)

Apologies: Finlay Allison, Daniel Thorpe, Nigel Gatherer

1. Cliff noted that office bearers had not been elected and that this should happen now.
Agreed: Office bearers re-elected unanimously: Chair Fenella Rennie, Treasurer Ronnie Melrose.

2. Matters Arising from Previous Minutes

Electronic Communication - Email options are still being analysed

3. Senior Tutors' Report – Written by Finlay and read by Craig (Report Attached)

It was noted that:

A further meeting will be required before the start of term to determine what classes will run.

There are curriculum concerns and difficulties in ensuring all students are learning at the level they are aiming for.

Finlay still has to find out what tutors are returning.

Finlay will draft an intern booklet for training young tutors using the recent funding.

The slow sessions have continued over the summer.

The Jamie Laval recital and teach-in will take place on the enrolment evening on 31st August. The 30 minute recital will start around 7.30pm and the teach-in will take place from 8 to 9pm.

A number of events are planned in the next few months

4. Finance Report - Ronnie

The finances are in an excellent state. July is the traditional low point in GFW income, although this year Finlay has secured a small development grant. Current balance stands at £29021 and compares favourably to last year's balance of £19 000. Around £500 income has come from the merchandising profit. Costs associated with the 25th Anniversary Bash will be covered easily.

Agreed: Membership and tutor fees for 2016/17 to remain at the same level as 2015/16

5. Co-ordinator's Report - Craig

The enrolment reminder letter will go out to the membership on Wednesday and again the week before terms starts. Tutors and therefore classes are yet to be confirmed.

An email will go out to the membership to promote the Nigel Gatherer fundraising event.

GWF had been contacted by Hen's Teeth with a proposal this band collaborate in a performance or teaching event.

Karen will be away on 7 September so cover is needed for teas and coffees that evening.

The process of adding Katrina MacLeod to the bank records is ongoing.

There are currently two insurance policies, and on checking Craig has established they both cover the same thing. The £90 instrument insurance policy is not required.

6. Secretary's Report - Cliff

Tutor contracts have been drawn up. Finlay's suggested amendments will be looked at. Discussion followed about the challenges of encouraging tutors to attend the required training session each year when there is really no sanction which can be imposed.

Further discussion centered on the challenge faced by Senior Tutors. They need to juggle management responsibilities with teaching commitments and there is no time left for project work. Some tasks such as hall booking for events should be passed to admin staff but there is still a heavy demand on the Senior Tutor's time.

7. 25th Anniversary Celebrations

Big Bash – Rita, John and Jeremy attended a tasting session and have agreed the final menu. This can be tweaked if required up to 6 weeks before the event. The event application form will need a special dietary needs section. Fundraising on the night was discussed and it was agreed to use the simplest method - cash in envelopes gathered from each table and then the winner drawn. Tables will be named after tunes students have learned but everyone will be free to sit where they wish. Doors will open at 6.15pm and all members of the Board should be there to greet the guests. Welcome drinks will be provided. Dress code options were discussed and Rita advised that 'Dress Optional' was the best option.

T-shirts and badges – will be on sale on the enrolment night.

8. Enrolment Night - Craig

All Board members will be required to help on the 31st. Doors will open from 6pm. Students can be directed from the door towards desks set up for Monday or Wednesday classes.

9. Questionnaire - Fenella

There was a discussion about a proposed questionnaire and what information the Board were seeking. It was agreed the questionnaire should allow students to say what they feel about the tunes they are learning, the levels classes are at and hopefully provide a clue as to why students don't want to perform at end of term or even not return to further classes.

10. AOCB

Is there an up-to-date list of Roles and Responsibilities?

It was proposed and agreed that the position of Chair should be held for a maximum of three years.

The AGM agreed that GFW needs to change its name to reflect the wider range of instruments involved. Ronnie outlined possibilities and restrictions places by Companies House and the Charities Commission.

11. Date of next meeting - Monday 12th September 2016, 6pm, John Wheatley College. Craig will also coordinate an additional meeting with the Senior Tutors and some of the Board to discuss tutors and classes for term 1.