



Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 7th December 2015

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

Present:	Fenella Rennie (Chair)	Cliff Uney (Secretary)
	Ronnie Melrose (Treasurer)	Mike Turner
	John Hill	Craig MacDonald (Co-ordinator)
	Rita Warrilaw	Finlay Allison (Snr Tutor)
	Nigel Gatherer (Snr Tutor)	Caroline Watson (Admin) – Minutes

Apologies: Daniel Thorpe

1. Matters Arising from Previous Minutes

Minutes were accepted and no actions required. Fenella informed everyone that Doreen had resigned from the Board.

2. Co-ordinator Report - Craig

Gift Aid - Craig reported that Gift Aid for £1500 had been submitted. He advised that at Enrollment nights, the Board members assisting need to take more time to ensure that the forms are completed properly, including the Gift Aid Section. Craig was able to follow-up on members who had not completed this section but it is time consuming.

Christmas Dinner/Burns Supper - Members who had not paid but had taken menus were given a deadline of Monday to confirm attendance. Craig is now reallocating tickets to members on the waiting list. Planning for the Burns Supper is now underway.

3. Finance Report - Ronnie

GFW finances are sound and more positive than this time last year. December will show higher outgoing over income as GFW receive no fees but tutors' fees are still the main expense. Though GFW finances are good, Ronnie advised against increasing Senior Tutor and Tutor hourly rates at this time as was suggested previously, but to revisit tutor fees later in the year.

3. Senior Tutors Update - Nigel & Finlay

Nigel provided an update of activities on Monday nights. (Please refer to attached report.) The 25th Anniversary Souvenir Book was presented to the Board and is now on sale. He discussed the Cello class and the challenges around teaching the wide variation in skill in one class. Roy Kavanaugh has offered to volunteer his time to work with the Beginners in the class to assist Trish. Nigel clarified that Roy would not be a tutor but only assisting Trish.

Finlay provided a report on Wednesday night activities. (Please refer to the attached Report.) He mentioned that due to new ownership, Curlers Rest would no longer be available for Very Slow Sessions. He is looking for a new venue.

4. Class numbers - John

John raised the issue of small classes that may not generate enough income to sustain the class. Ronnie advised that each class requires minimum 7 participants to break-even financially. Nigel advised that Senior Tutors monitor class numbers and where it is appropriate will keep a small class running to allow for an opportunity to grow. Classes with large numbers like Ukulele will subsidize other smaller classes.

5. Celtic Connections - Fenella

With Doreen no longer a Board member overseeing the organisation of this event, Roy Kavanaugh has stepped in to assist. The Board will need to organise tables, displays, pop-ups and restocking information and leaflets at the stands in Mitchell Library and Glasgow Concert Hall. Board agreed to printing additional business cards to sit alongside leaflets at the stands. With GFW merchandise now available for sale, Board discussed logistics of handling cash and cash control sheets by volunteers and Board members.

6. 25th Anniversary Celebrations - Rita

Rita updated the Board on progress to date. She has received all contributions for the Press Release creating a draft and will finalise copy for release on Monday. She suggested possible VIPs that could add a quote: Nicola Sturgeon, Glasgow Provost, Sandra White, MP from MSP who had visited GFW session in the past. She will need logo and images.

Merchandise: 160 Tshirts have been printed and 500 badges ordered. Rita presented receipts for reimbursement.

Rita presented a 50/50 25th Anniversary Grand Prize Draw. £1 minimum to enter. It was agreed that two draws would be best; one for the Monday classes and one for the Wednesday classes. Two winners would be selected on each night with 50% of takings being donated to GFW funds and other 50% being split into a first and second prize.

7. Confidentiality - Fenella

There was a discussion around the sharing of personal contact information, eg. addresses, phone numbers, belonging to Board members and Senior Tutors/Tutors

to the Board. Cliff explained that personal details should only be shared on a need to know basis. It was agreed that all addresses will be stored in the office only. Board and Senior Tutor emails and phone numbers would be shared amongst the Board to make communication easier about classes.

8. Timings of Meetings - Fenella

It was agreed that meetings would start at 6pm.

9. Date of next meeting - Monday 11th January 2016, 6pm, John Wheatley College.