



Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 17 September 2018

**Meeting held at 6pm, Glasgow Kelvin College, East End Campus, John Wheatley Building, 2
Haghill Road, Glasgow, G31 3SR**

Item	Minutes	Action
1	<p>Present</p> <p>Michael Dick (Chair); Cliff Uney; Ronnie Melrose; Linda Caren; Rita Warrilow; David Fernandez; and Marie Therese Allison;</p> <p>In attendance</p> <p>Finlay Allison, Senior Tutor; Alan Shute, Senior Tutor; Nigel Gatherer, Senior Tutor; and Donald Higgins – Durnan, (<i>for recording purposes</i>)</p> <p>Apologies</p> <p>Apologies were received from the following: Frank Reid; and Janice Ross.</p>	
2	<p>Minutes of the Previous Meeting held on 20 August 2018</p> <p>Members accepted the minute as an accurate record of the business conducted on 20 August 2018.</p>	

3 Matters Arising from the Minutes of the Previous Meeting held on 20 August 2018

There were no matters arising from the minutes of the previous meeting held on 23 April 2018.

4 Senior Tutors' Update

F Allison provided members with an overview of how classes were running and informed members of a request for an additional whistle class. Members discussed this request and the availability of rooms and it was proposed that an additional class was offered on a Wednesday evening.

F Allison highlighted the variance in numbers attending guitar classes over the two nights and it was proposed to request the small number of learners attending on Monday evening to attend on a Wednesday instead. F Allison agreed to progress and feedback.

F Allison informed members that enrolment numbers in Junior classes remained steady and a recruitment campaign was planned in term 3 via Schools PTA Facebook pages.

Members discussed and exchanged ideas on Tutor Induction and development, which members agreed, would be beneficial and agreed to discuss further prior to session 2019-20.

5 Events Calendar

Jamie Laval – 10 November 2018

MT Allison informed members that leaflets to publicise the Jamie Laval event had been ordered. MT Allison requested D Higgins – Durnan to promote the event to the GFW membership via email.

DHD

Central Station – 6 October 2018

R Warrilow confirmed that insurance documents for the event had been completed and the organising team were required to view a Health and Safety video. F Allison and R Melrose confirmed that tunes to be played would be available on the GFW website. J Ross

recommended that videos be taken on the day, which could be used to support promotion for involvement at the East End Festival. R Warrilow agreed to confirm Iain MacDonald's availability.

RW

Big Tartan Ceilidh – 24 November 2018 (Date Change from 23rd)

R Warrilow informed members of the new proposed date for the Big Tartan Ceilidh and added that more promotion of the event was required. Members discussed the preference for using the existing stock of wristbands rather than tickets for the event. R Melrose suggested an Events Calendar be published and placed on the GFW notice board and updated regularly.

Christmas Dinner

Members discussed the GFW Christmas Dinner and Thursday 13 December was the proposed date. A Shute agreed to liaise with the venue and collect menus.

AS

Burns Supper

MT Allison confirmed that she had met with a representative from the venue and provisionally booked for Thursday 14 February. A Shute agreed to liaise further and confirm.

AS

Promotion of GFW in East End of Glasgow

Members discussed possible opportunities to promote GFW in the local area. Options were discussed and members agreed to revisit at a later date.

Celtic Connections

A Shute informed members that he was awaiting confirmation for GFW stands at the Royal Concert Hall and Mitchell Library and would feedback to the Committee once confirmed.

AS

6

Finance Report

R Melrose provided members with an overview of the Finance report for August 2018, which remained in a favourable position. He reminded members that week commencing 17 September 2018 would be the last teaching week of the month, and Tutors would be issued with an email reminder to submit invoices. In addition, he added that a request had been made to Glasgow Kelvin College for the room rental invoice, to allow this to be paid in September 2018 as a matter of routine.

- 7** **Membership Numbers**
Members discussed the popularity of the GFW and surge in membership numbers and the possible impact this could have particularly in term three after Celtic Connections. Members discussed options such as the use of additional rooms and the creation of a waiting list amongst others. Members agreed that a communication to members would be required to be made in December and this item to be added to the agenda of the October meeting. **DHD**
- 8** **T-shirts / Cups**
R Warrilow informed members that sample t-shirts would be available for the upcoming class nights and this would allow members to pre-order. Members agreed the cost of the GFW t-shirts would be £10. In addition, R Warrilow advised that GFW badges were on also on order.

R Warrilow provided members with samples of reusable cups, which could be sold with the GFW logo included on the grip. Members selected their preferred cup and agreed to order a small quantity for GFW members to purchase.
- 9** **AOCB**
Complaints
The Chair shared with member’s details of two complaints received and the resolution proposed for both. Members discussed and noted the content and resolution for information.
GFW Membership Cards
MT Allison provided members with designs for new GFW membership cards. Members voted on their preferred sample and design number four was selected. MT Allison agreed to proceed with ordering based on member’s decision. **MTA**
- 10** **Date of Next Meeting**
Monday 22 October 2018