



Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 20 August 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; Janice Ross; Marie Therese Allison; and John Hill.</p> <p>In attendance</p> <p>Finlay Allison, Senior Tutor; Alan Shute, Senior Tutor; Dan Thorpe, Senior Tutor; and Donald Higgins – Durnan, <i>(for recording purposes)</i></p>	
	<p>Apologies</p> <p>There were no apologies received prior to the meeting.</p>	
2	Minutes of the Previous Meeting held on 23 April 2018	

	Members accepted the minute as an accurate record of the business conducted on 23 April 2018.	
3	Matters Arising from the Minutes of the Previous Meeting held on 23 April 2018 There were no matters arising from the minutes of the previous meeting held on 23 April 2018.	
4	Senior Tutors' Update F Allison shared with the Board a document titled <i>Traditional Music, Teaching and Learning Scotland</i> . He informed members that he had participated in a working group in developing a framework for organisations delivering tuition in traditional music which detailed expectations and the roles of learners, tutors and organisations. Members discussed the document content briefly and suggested areas for feedback. F Allison advised that the document could be tailored to suit GFW requirements. Members agreed that a further meeting be arranged with a one item agenda to discuss the content of the framework further.	MD/FA
5	Tutor Salaries R Melrose informed members, that as was announced at the GFW AGM meeting there was a proposal to make an increase to Tutor salaries in session 2018-19. Members agreed the proposal and the new rates for tutor salaries.	
6	Tutor Contracts Members discussed proposed amendments to tutor contracts and agreed the wording. Members agreed there would be no changes to the contract process for session 2018-19, and the newly worded contracts be issued to tutors.	MD/CU
7	GFW Intern Project Members discussed the GFW Intern Project at length due to the success of the project previously. Members discussed the requirement of a set criteria and funding routes. Members agreed not to proceed with an internship in session 2018-19 due to the lack of potential candidates within GFW, however, members agreed that placement opportunities for Conservatoire students would be considered.	ALL

<p style="text-align: center;">8</p>	<p>Events Calendar</p> <p>Pre-Slow Session / Islay Inn / Café Siempre / Strathmore F Allison confirmed that the above sessions would run as normal during session 2018-19, however a name change would be considered for the pre-slow session. R Melrose confirmed music for the various session were available to members on the GFW website.</p> <p>Central Station Event R Warrilow informed members that arrangements were underway. F Allison highlighted the requirement to complete an insurance document for the event. C Uney and R Warrilow agreed to liaise and complete.</p> <p>Jamie Laval MT Allison informed members that details of the event were published on the GFW website and highlighted that an email invitation would be sent to other music organisations by the GFW Administrator.</p> <p>Big Tartan Ceilidh MT Allison agreed to confirm availability with the venue.</p> <p>Burns Supper Members agreed that volunteer would be sought from the GFW memberships. R Warrilow agreed to assist as required. A Shute agreed to liaise with the volunteer to confirm the venue.</p> <p>Christmas at Islay Inn Members agreed that a volunteer should be sought to make arrangements. MT Allison agreed to assist as required. A Shure agreed to liaise with the venue.</p> <p>Celtic Connections A Shute agreed to arrange the usual two stands at Concert Hall and Mitchell Library.</p>	<p style="text-align: center;">FA</p> <p style="text-align: center;">RW/CU</p> <p style="text-align: center;">DHD</p> <p style="text-align: center;">MTA</p> <p style="text-align: center;">RW/AS</p> <p style="text-align: center;">MTA/AS</p> <p style="text-align: center;">AS</p>
<p style="text-align: center;">9</p>	<p>Finance Report</p> <p>R Melrose took members through the Finance report for July and the comparison on previous years. He highlighted that all was as expected due to no income being taken throughout the month.</p>	

	<p>He updated members on the membership activity for the month with an increase in new registrations.</p> <p>Members agreed that finances allowed for the purchase of additional instruments (banjos).</p> <p>Members also agreed to the purchase of GFW branded tshirts, badges and sustainable cups. R Warrilow agreed to pursue further and provide samples at a future meeting.</p>	
10	<p>General Data Protection Regulations (GDPR)</p> <p>The Chair informed members that a meeting took place with himself, C Uney and R Melrose to discuss updates to website, enrolment form and communications to members due to the new General Data Protection Regulations. R Melrose informed members that a privacy notice had been uploaded to the website, and forms updated informing learners that their personal data would not be shared and to obtain consent to email members with information related to their learning and teaching. He also added the data retention period for member's personal data, which will be held for a period of two years.</p>	
11	<p>NHS and Other Organisation Discounts</p> <p>Members discussed the viability of providing discounts to employees of other organisations. Members agreed that a discounted option was not available at present.</p>	
12	<p>AOCB</p> <p>Board Appointments</p> <p>Members discussed the Board appointments for the position of Chair, Vice Chair, and Treasurer. The Board were unanimous in their decision that the current post holders of Chair and Treasurer continue during session 2018-19. M Dick welcomed nominations from members for the position of Vice Chair, which would be discussed at the next Board meeting.</p> <p>Cafe Siempre Recordings</p> <p>F Allison informed members that the recordings taken at Cafe Siempre taken by a placement student as part of his dissertation had been made available to the GFW. F Allison</p>	<p>ALL</p> <p>FA</p>

	<p>agreed to collect.</p> <p>East End Events J Ross updated members on the progress contacting organisers of East End events such as Alexander Park Festival. She informed members that little progress had been made due to a lack of response from organisers. Discussion followed and it was agreed to approach the organisers at a later date.</p> <p>Instrument Hire R Melrose requested a Board Member to coordinate instrument hire for session 2018-19. L Caren agreed to cover the instrument hire.</p> <p>Adverts M Dick circulated copies of the Hoolit Directory which included an advert for both adult and junior classes. It was agreed a further advert would be taken out in January, especially for promoting children’s classes.</p> <p>F Allison informed members that an advert had also been recorded and was currently being played on Celtic Music radio.</p> <p>D Higgins – Durnan also requested a new GFW laptop to be purchased. Members agreed and D Higgins – Durnan and R Melrose would liaise and purchase.</p>	<p>JR</p> <p>RM/LC</p> <p>MD</p> <p>DHD/RM</p>
13	<p>Date of Next Meeting Monday 17 September 2018</p>	