



Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Wednesday 25 April 2018

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

Item	Minutes	Action
1	Present Michael Dick; Cliff Uney; Janice Ross; Frank Reid; Ronnie Melrose; and Susie Johnson. In attendance Finlay Allison, Senior Tutor; MT Allison; and Donald Higgins – Durnan, (<i>for recording purposes</i>) Apologies Mike Turner; Rita Warrilow; and John Hill	
2	Minutes of the Previous Meeting held on 12 March 2018 Members accepted the minute as an accurate record of the business conducted on 12 March 2018.	
3	Matters Arising from the Minutes of the Previous Meeting held on 12 March 2018 There were no matters arising from the minutes of the previous meeting held on 12 March 2018.	
4	Senior Tutors' Update	

F Allison provided members of the Board with an update from the Senior Tutors. He explained to members the recent challenges experienced recently, with absolute beginners joining classes at term 4, and proposed that an intake of absolute beginners only occurs during terms one and three (August/January). Members discussed and agreed this proposal. Members requested the website be updated with a statement regarding the intake of new members for each instrument.

RM

F Allison continued to provide members with an update on various events that were being organised. He informed members that for the Jamie Laval event there would be an increase to the venue costs due to the event being held on a Sunday and a requirement for the venue to specifically open their building. F Allison also added that this increase could potentially be covered by a discount available to the GFW.

F Allison informed members that the dates of the West End Festival had been confirmed and published with the launch taking place with representatives from GFW attending.

F Allison requested members to consider a proposal from a Tutor to provide a Junior Chanter class. He explained the challenges involved and the requirement to liaise with School Parent Teacher Associations, and their timeframes for action. Members agreed to consider this proposal at a future date.

5 Annual Events Calendar

Members reviewed the annual events calendar and discussion followed. Members agreed that titles of some weekly events should be reviewed in the summer and the website updated.

ALL

The Chair informed members that due to the venue for the Central Station event not being available on the agreed date this would have to be rescheduled. He added that R Warrilow would feedback to members once confirmed.

RW

6 Ivan McKee, MSP – Visit 30 April 2018

The Chair informed members that the visit from MSP Ivan McKee had been confirmed. He added that there was some press interest in the event with the potential for a photographer being present to capture the visit. The Chair also informed members that a local publication *Hoolit Directory* had agreed to cover the event and publish in their June edition.

- F Allison added that he would contact Ian McDonald, a professional photographer with links to GFW and ask him to take additional photographs. The Chair added that a meeting had been arranged with himself and the College Principal to inform him of the visit as a courtesy. **FA**
- 7 Finance Report**
R Melrose provided members with an overview of the GFW Finances. He informed members of the monthly income and outgoings with the larger spend being on Tutor invoices. He highlighted that additional instruments had been purchased this year including accordions and guitars due to demand and increased enrolment. R Melrose also added that members should be aware of the costs associated with the West End Festival with a zero income would have an impact on the GFW account balance.
- 8 General Data Protection Regulations (GDPR)**
C Uney discussed the implications for GFW with the changes to data protection following the launch of the General Data Protection Regulations on 25 May 2018. He added that actions will have to be taken to protect personal data such as amendments to the GFW membership form and the use of disclaimers on emails. He informed members that he would provide further guidance once completed. **CU**
- 9 GFW – AGM Arrangements**
Members discussed the requirements of the AGM and agreed that this should take place Monday 4 June at 6pm. M Dick agreed to draft a communication to GFW members. **MD**
- 10 GFW Term Dates 2018-19**
Members reviewed and agreed the proposed term dates for 2018-19. Discussion followed and members agreed that weekly events such as slow session etc. should be added to the term dates and published on the website. **MD/FA/RM**
- Members also discussed the requirement to update the website to make the term dates and useful information more accessible. Members agreed that M Dick, M Turner and R Melrose would liaise and progress. **MD/MT/RM**
- 11 AOCB**
R Melrose proposed that GFW Board Meetings for next session take place on a monthly basis on a Monday evening rather than continuing with a rotation. Members discussed this proposal and the Chair agreed to draft a communication for discussion with members not present to ascertain their feedback. **MD**

MT Allison informed the Board that a Music Teacher had shown an interest in GFW and MT Allison had invited her to attend on a class night to be given a tour. **MTA**

M Dick informed members of an email from the Scots Fiddle Festival Committee and the opportunity to advertise in their brochure. Members discussed and agreed that M Dick would liaise with F Allison and confirm. **MD/FA**

C Uney discussed the eligibility for Gift Aid and it was agreed that C Uney and R Melrose would liaise further. **CU/RM**

J Ross asked members if they were aware of any music events in the east end area of Glasgow in order to improve the GFW presence now that they were located at Glasgow Kelvin College East End Campus. Members discussed various options such as increased social media presence and events held at Tollcross Park. J Ross agreed to contact the Merchant City Festival and feedback to the Board. **JR**

12 Date of Next Meeting

Members agreed that the next meeting scheduled 14 May 2018 would be postponed because it would be close to the AGM.