



d) In regard to the overdue balance due from Creative Scotland, Virginia intimated that she believed that it may now be too far in the past to recover. Fenella was willing to check over correspondence in this regard to see if she could pursue. Virginia will forward email thread to Fenella to facilitate.

3) PVG Certification. We are OK regarding Adult protection. The issue was for Juniors only. All Junior tutors should have PVG and report into Dan who has PVG. Doreen also has PVG and can act as the organization's line manager in this regard. Cliff will check with Dan and Finlay, on status and need for a second signatory.

Updates to Flyers etc. are required for the start of Celtic Connections.

Karen is working to get new signatories on to the Bank of Scotland account.

4) Website Update. Ronnie has received the quotation from Lesley Alton to re-design the GFW website. The cost, to include training, is £700. Following his discussions he believes Lesley's proposal regarding the re-design and costs look good. The Board agreed to give the go-ahead. It would be ideal if work could be completed before Celtic Connections. It was noted that Fonts and colour schemes should be consistent throughout the pages. Ronnie and Mike will progress with Lesley and ideally can present an outline view prior to finalizing update.

5) Haghill Facility. Some issues have arisen following our move to Haghill. Midweek matches at Celtic Park are causing delays at the end of classes. The Wednesday youth class has a few noisy participants, who have been a bit vocal in the corridor during classes. Craig will raise with college.

We should take a survey of members at the end of term to assess satisfaction levels with the new venue. Separately, we should survey ex members to ask reasons for not returning. Christine would draft questions for the surveys.

We should carry out a review by Easter to assess our plans for the year starting September 2015.

6) Board Roles. We are working to increase the visibility and engagement of the Board with members. If we could all send a 'head and shoulders photograph' to Ronnie, he will produce a profile page to be sited on the notice board. (Karen took some photos on the night). It was proposed that a Board Member should be in attendance on Monday and Wednesday evenings to 'set-up' for classes and field member queries. Fenella would take on this role on Monday with Doreen covering on Wednesday. Craig would draft a folder to include relevant information and forms etc.

7) With Karen leaving by the end of the year, there was a need to replace her time spent on administration. Fenella would review with Craig and Karen on planning this. Craig had initially said he could give one day per week, however, in the short term he would be able to stretch to two days when required. Virginia advised that her sister carried out similar work elsewhere and, although she could not endorse her work or advise if she may be interested, would contact her.

Date of next meeting Monday 8<sup>th</sup> December at 6pm at Campus East, Haghill