



Registered Charity N No: SC029502  
Company No: 343670

## **BOARD MEETING**

### **Minutes of GFW Board Meeting Monday 11<sup>th</sup> April 2016**

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

Present:

Fenella Rennie (Chair)

Cliff Uney (Secretary)

Linda Caren

Mike Turner

John Hill

Lorraine Campbell

Caroline Watson (Administrator) – Minutes

Apologies: Ronnie Melrose, Craig MacDonald, Rita Warrilow

#### 1. Matters Arising from Previous Minutes

Move from City Campus - the move has gone well and the office is now located on the 2<sup>nd</sup> floor in the Secretariat Office with college administrator/secretaries. Craig will update on the change of address for services, eg. bank, email provider, accountants, etc. Certificate of Incorporation should be displayed clearly in the office.

Allocation of Roles – to be put forward to next meeting.

First Aid - Rita

Cliff reported that there is no legal requirement under Health and Safety legislation to provide a First Aider on class nights. A First Aid kit is kept in the Tutors' cabinet which is kept open and easy to access should the need arise.

#### 2. Finance Report – Ronnie provided a report.

Updated with latest figures since more tutors have been paid for March. Another 2 new substitutes in March. As Fenella pointed out, with Trish being out for the whole term 3, then that might have been a reason for the increase, but after checking back, Rufus had not been paid for March, but he has now, so this is a more realistic split.

Tutor analysis	2014-15	2015-16
	<b>Sep to May</b>	<b>Sep to Mar</b>
Tutors	28	31
Substitutes	23	22
<b>Total</b>	<b>51</b>	<b>53</b>
Tutor Hours	1758	1442
Subs Hours	128	169
<b>% Subs</b>	<b>6.8%</b>	<b>10.4%</b>

2.

3. Co-ordinator's Report

Craig is obtaining quotes for GFW insurance.

Enrolment to date shows 9 new members and 48 returning members. It is expected that the next 2 weeks and first night of classes will be busiest with payment of fees. Assistance is required to accept payments and any paperwork for classes returning. Start times are 6pm on Monday and 5:45 on Wednesday

Monday - Start 6pm

Caroline

Fenella

Cliff

Lorraine

Wednesday - Start 5:45pm

Craig

Fenella

Mike

Member MC was unable to attend all classes in Term 4 and looking for a solution to avoid missing it entirely.

Member IM was to be reimbursed the full fee after a complaint due to cancellation of his class. The cheque sent was no longer valid and would need to wait until next week and Craig's return. To avoid further delay, Caroline offered to drop off cash since IM lived nearby and she would receive reimbursement.

4. Web Maintenance Fee – Mike

Lesley Alton who manages the web site has emailed recently to notify GFW of an increase in fees from £15 to £20. Mike advised that he and Ronnie thought this was still a very reasonable fee for the service provided. **Board agreed to the increased fee.**

5. Bulk Email – Mike

After the recent difficulties sending bulk emails, Mike spoke to Broadband Cloud Solutions (email provider) and had the limit increased to 600 emails per hour. Previously the Board had discussed using email to contact members more regularly with information. There was discussion around the use of email as a form of communication and if GFW required a better system for emailing members such as MailChimp. Mike has spoken with Broadband Cloud solutions which advised using NSMail service which they can provide at a cost.

6. 25th Anniversary Celebrations

Press Release – A press release had been circulated to the Board previously for comment. Suggestions for distribution included: STV Glasgow, Sunny Govan Radio, Celtic Radio, BBC Scotland Travelling Folk, Local New Glasgow (East End) and others.

Big Bash – 82 tickets have been sold to date. Copies of the menu were distributed to the Board for future discussion to select menu options.

An invoice has been received for £1000 deposit, up slightly from £960 previously quoted, and is required by 19th April. **Board agreed to pay deposit.**

3.

An issue has arisen over a few members buying multiple tickets. It was reiterated that subsidised tickets at £25 should be sold only to members plus 1 guest. Members must receive priority for tickets and there is a cost implication of subsidising too many non-

members. Nearer the time if there are unsold tickets, additional tickets could be purchased for non-members at the full price of £32.50.

7. On-Line Fiddle Classes (RSabir) – Fenella

GFW were contacted and asked to publicize an on-line fiddle course. The Board agreed that this item would need to be discussed with the Senior Tutor before making a decision.

8. Tea/Coffee

Rita investigated the cost of biodegradable cups, receiving samples. Cost per 1,000 is £33.50 incl VAT based on minimum order of 2,500. Current price of Styrofoam cups is £2 per 1,000. Difference is £13.50. **Board agreed to continue with Styrofoam cups and members who were concerned could bring in their own mugs.**

9. Research Query – Fenella

GFW received a request from a student looking for the history of GFW to include in his thesis. If needed additional information may be sourced through Jo Miller.

10. A.O.B.

GFW Name Change – Fenella

Board members had expressed their view using email about possible changes to the name while still retaining the GFW logo. **Board agreed GFW should be used as a company name/logo which stands for Glasgow Folk-Music Workshop. GFW – teaching traditional music.** There was a suggestion for the domain name to be changed to gfw.scot along with the email. In his role as Company Secretary, Cliff receives emails regularly and requested a stand-alone email address eg. [companysecretary@gfw.scot](mailto:companysecretary@gfw.scot). He also suggested each of the office bearers have dedicated email addresses to separate from personal emails. (Additional note: business cards were recently printed with current email/web address – is it possible to create a link from current to new address for approximately a year to avoid reprinting cards?)

Website

Request for more non fiddle images to support GFW's teaching of wide range of instruments.

Photos of tutors for the web site are still outstanding.

GFW Merchandise

Board confirmed that there were some 25<sup>th</sup> Anniversary T-shirts left in limited sized and there would be no additional orders placed. Board agreed that a GFW T-shirt should be designed and made available to purchase.

10. Date of next meeting - Monday 23<sup>rd</sup> May 2016, 6pm, John Wheatley College.