



Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Wednesday 21 February 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; Mike Turner; Ronnie Melrose; Rita Warrilow; Linda Caren; Frank Reid; and Janice Ross In attendance Finlay Allison, Senior Tutor; Alan Shute, Senior Tutor; and Donald Higgins – Durnan, (<i>for recording purposes</i>)	
2	Apologies John Hill Susie Johnson Lorraine Campbell	
3	GFW Chair Resignation – Actions Required – GFW Board Members Only	

Board members met to resolve the recent resignation of GFW Chair, Fenella Rennie.

The Senior tutors and GFW Administrator joined the meeting at 6:20pm. R Melrose informed the meeting that the Board had voted Vice Chair Michael Dick, to GFW Chair with immediate effect.

4 Introduce New GFW Administrator

R Melrose took the opportunity to welcome D Higgins – Durnan as the new GFW Administrator.

5 Matters Arising from the Previous Meeting held on 15 January 2018

Item 10 – AOCB – Storage

R Melrose informed members that a new location on the first floor had been identified to accommodate storage for musical instruments. A new cupboard and filing cabinet to be sourced.

RM

There were no other matters arising from the previous meeting held on 15 January 2018.

6 Listing of Replacement and Potential Tutors

A Shute informed members that limited progress had been made on this item. It was agreed that A Shute and R Melrose would liaise to progress and provide feedback to the Board at the next meeting.

AS/RM

7 Senior Tutors Liaison

F Allison reported on a number of staffing updates for term 3 including coverage for staff absence. He also highlighted to members that 5 string banjo and accordion classes were now running on both Monday and Wednesday evenings. F Allison also advised that he intended to pilot a *very slow repertoire session* from 6.30 – 7pm allowing the opportunity to join the *warm-up* sessions on Wednesday evenings.

AS

A Shute informed members that he was reviewing arrangements for guitar classes due to a student enquiry regarding progression.

F Allison advised that classroom usage was reviewed recently due to increased student numbers, and R Melrose had updated the

floorplans accordingly.

F Allison highlighted that a review of Senior Tutor responsibility was required, with Senior Tutors overseeing groups by class or instrument.

FA/MD

F Allison informed members that he had received a request for the use of facilities for a Tutor to provide private tuition. Members discussed and approved this request, however noted that if there was an increase a more formal arrangement would require to be introduced.

A Shute informed members that he currently had four requests for accordion hire and enquired if the GFW would permit the purchase of accordions. It was agreed that A Shute would obtain quotes and liaise with R Melrose.

AS/RM

F Allison updated members on the progress of the intern who was now facilitating an overspill class under the supervision of a Senior Tutor.

F Allison informed members that there was interest in the GFW continuing with the Kelvingrove Outdoor Ceilidh at the West End Festival with a proposed date of 10 June 2018 from 2 – 4pm. F Allison expressed that he was willing to coordinate musicians for the event with assistance from Board members and volunteers to coordinate other items such as publicity, photography, fundraising, social media etc. He also highlighted that there had been interest in repeating the Vinicombe Street Ceilidh. Members agreed with Sunday being the preferred day.

M Dick enquired if members wished to an event at Central Station again this year. It was agreed R Warrilow would make enquiries with a preference to hold the event in May, depending on availability and during GFW term time.

RW

8 Annual Events Calendar

M Dick distributed a mock-up of potential events calendars informing members that an overall improvement in communication and forward planning was required. Members were in agreement and agreed the template for the events calendar.

Members agreed that *Annual Events Calendar* would appear as a

standing item for future Board meetings. Discussion followed with A Shute highlighting the requirement to advertise Islay Inn Sessions and Tutor gigs and events on the GFW website. R Melrose confirmed that this feature already exists on the current website as part of a previous revamp, and simply required the information in advance to be uploaded. DHD

A Shute agreed to email Tutors to inform them of the availability of this feature on the website. AS

9 West End Festival

Members discussed the West End Festival as part of item 7 – Senior Tutors Liaison.

10 Celtic Connections Report

Members discussed the location of the GFW stand and the stand at the Concert Hall sometimes being left unattended. Katrina MacLeod had drawn up a cover list and this offered complete coverage for the Concert Hall with only the Mitchell Library stall not being fully covered. It will be considered for next year's exercise how people unable to cover the stall communicate with us better.

J Ross added that the Mitchell Library allowed the opportunity for consistent advertising as the stand was present for the duration of the festival.

11 Finance Report

R Melrose distributed a copy of the interim Finance report as at 21 February 2018 for information, informing members that the GFW account was in a favorable position. He continued to inform members of the increase in student enrolment which would inevitably result in an increase in tutor hours spend. He also confirmed that the larger invoices (Glasgow Kelvin College for accommodation and the Accountants bill) had been settled.

F Allison took the opportunity to highlight that the hourly rate of pay for Tutors/Senior Tutors had not been reviewed for some time. It was agreed that the Chair would liaise with R Melrose and feedback on discussions. MD/RM

12 AOCB

MT Allison informed members that an additional three flasks had been purchased for tea and coffee stations to meet demand due to the increased number of students.

R Warrilow informed members of her work undertaken in sourcing more environmentally friendly cups. R Warrilow informed members that she had arranged for samples and would feedback on suitability and costs at a future meeting. RW

M Dick informed members that he had secured discounts for GFW members with a music shop in Hamilton and discussing with shops in Glasgow and Paisley too. Discussion followed with how members could confirm their membership such as ID or some electronic confirmation.

M Dick also informed members that Jamie Laval was interested in working with the GFW in future projects with a potential event being held in November. M Dick agreed to feedback as this item progresses. MD

13 Date of Next Meeting

Monday 12 March 2018