



Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 21 October 2019

**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>Marie Therese Allison (Chair); Jim Purvis (Vice-Chair); Ronnie Melrose (Treasurer); Rita Warrillow; and John Retson.</p> <p>In attendance</p> <p>Finlay Allison, Senior Tutor; and Donald Higgins – Durnan, (<i>for recording purposes</i>).</p> <p>Apologies</p> <p>Apologies were received from: John Hill; Kim Lane; and Dave Fernandez.</p>	
2	<p>Minutes of the Previous Meeting held on 16 September 2019</p>	

Members accepted the minutes as an accurate record of the previous meeting.

3 Matters Arising from the Minutes of the Previous Meeting held on 16 September 2019

Item 03 – Glasgow Kelvin College ESOL Burns Supper

F Allison informed members that this event was requested by the previous Student Association President at the College who had since resigned.

The Chair asked D Higgins – Durnan to liaise with the College to confirm if the event was still going ahead.

DHD

Item 03 – Text for website reusable cups

MT Allison confirmed that text was provided to D Fernandez.

Item 04 – Board Task List

MT Allison shared a draft task list with members and asked for comments. Members discussed the task list and allocated duties accordingly. It was noted that the setting up of stalls / GFW pop-ups taken to venues for Celtic Connections should be added. R Melrose suggested a timeline /task list be created for administrative, financial and governance tasks throughout the year. Members agreed that this would be beneficial.

DHD

**RM/FR/
DHD**

Item 05 – PVGs

F Allison agreed to take this item forward with the tutors and provide an update at the next meeting.

FA

Item 05 – Tutor Contracts

D Higgins – Durnan informed members that sixteen tutors were still to sign a GFW contract and these would be followed up week one of term two. An update was requested for the next meeting.

DHD

Item 07 – Events Calendar

MT Allison confirmed a condolence card was sent on behalf of GFW.

Item 08 – Finance Report

R Melrose confirmed that the accommodation invoice from the College was received and paid.

Item 10 – AOCB

MT Allison confirmed that she had updated Scots Music Group with regards to the current GFW travel policy for tutors.

4 Senior Tutors Update

F Allison provided members with an update on Wednesday evening classes. He informed members that absolute beginners fiddle classes had been split into two classes and a new tutor employed. In addition, he informed members that as per previous discussions a song class would begin in term 2 with new members beginning to sign up in advance.

R Melrose shared with members current membership numbers for term one and the numbers for term two as at 21 October 2019. He proposed a reduction in the number of ukulele and guitar classes for term two, as this would tie in with the expected reduction in membership for the term and free up classroom space for the influx of members in term three.

Members agreed to the proposal but were keen that R Melrose liaise with N Gatherer re logistics and feedback to the committee.

RM

F Allison added that he would be keen to increase the numbers of junior members and agreed to work with B Kellermann on promoting junior classes. Members were keen to have an update from B Kellermann on how her work was progressing in promoting junior classes / increasing junior membership. The Chair asked that B Kellermann be invited to the next meeting.

FA

DHD

5 Events Calendar

Burns Supper – Members agreed the proposed date of Thursday 13 February 2020 for the GFW Burns Supper. MT Allison agreed to proceed with arrangements.

MTA

Christmas Dinner / Slow Session – Members agreed the proposed date of Thursday 12 December 2019. MT Allison agreed to proceed with arrangements.

MTA

Central Station – The proposed date of Saturday 16 May 2020 was agreed. R Warrilow agreed to proceed with arrangements. R Warrilow reported

that management from Central Station requested an additional event if GFW were available. Members discussed and agreed. It was suggested that 3 October 2020 would be the preferred date. R Warrilow was requested to liaise with Central Station to confirm.

RW

Celtic Connections – F Allison informed members that A Shute had liaised with organisers to confirm GFW attendance and participation. He added that there would be a reduction in the number of sessions due to space limitations.

John Lewis – F Allison informed members of a new event in John Lewis Department Store. MT Allison requested this event be added to the calendar and publicised.

DHD/FA

6 Finance Report

R Melrose provided members with an overview of GFW Finances as per the report. He informed members that the large outgoings such as the accommodation invoice had been paid and it was expected that Finances should mirror that of the previous year.

7 Fundraising

Members highlighted various fundraising opportunities throughout the year and discussed the donation of the proceeds to GFW or local charities. The Chair requested members to email D Higgins – Durnan if there was a preferred local charity that could be used.

ALL

8 Publicity Leaflets

The Chair requested R Melrose to liaise with N Gatherer re updating GFW publicity materials in advance of Celtic Connections. In addition, it was noted that existing GFW merchandise such as t-shirts, badges etc. should be sold on class nights and made available on the Celtic Connection stalls at a reduced price.

MTA/
RM

MTA

9 AOCB

Members discussed arrangements for the new term and agreed that volunteers to meet and greet were not required.

Members discussed the availability of GFW gift vouchers for payments of future terms. This would be publicised during senior tutor

FA/NG

announcements.

Members discussed alternative days for the running of classes i.e. Tuesday instead of Mondays to counteract public holidays. F Allison informed members that there were restrictions in tutor availability etc. Members agreed to discuss term dates for the new session at a future meeting.

DHD

- 10 Date of Next Meeting**
Monday 25 November at 6.15pm

GFW Board Meeting – Member Actions

Meeting Date: Monday 21 October 2019

Agenda Item	Action Description	Person Responsible	Progress
3	<ul style="list-style-type: none"> ESOL Burns Supper – DHD liaise with College to confirm if event still going ahead 	DHD	COMPLETE
	<ul style="list-style-type: none"> Board Member Task List – add Celtic Connections set up of stalls / drop of pop ups at venues 	DHD	COMPLETE
	<ul style="list-style-type: none"> Creation of task list for administrative, financial and governance tasks 	RM/FR	
	<ul style="list-style-type: none"> PVGS – liaise with current tutors taking junior classes and arrange updates if required 	FA	
	<ul style="list-style-type: none"> Tutor contracts – follow up those outstanding 	DHD/RM	
4	<ul style="list-style-type: none"> Reduction in UKE and GTR classes Term 2 	RM/NG	
	<ul style="list-style-type: none"> Invite B Kellermann to next Board meeting for an update on junior recruitment 	DHD	COMPLETE
5	<ul style="list-style-type: none"> Central Station – confirm 3 October 2020 suitable for a second event 	RW	
	<ul style="list-style-type: none"> John Lewis – add to events calendar / publicise 	DHD/FA	COMPLETE
7	<ul style="list-style-type: none"> Fundraising – email DHD potential charities to donate money 	ALL	
8	<ul style="list-style-type: none"> Update GFW publicity materials 	MTA/RM/NG	
	<ul style="list-style-type: none"> Sale of GFW merchandise at a reduced price 	MTA	COMPLETE