



Registered Charity N No: SC029502  
Company No: 343670

## **BOARD MEETING**

### **Minutes of GFW Board Meeting Monday 25 November 2019**

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

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
<b>1</b>	<p><b>Present</b></p> <p>Marie Therese Allison (Chair); Ronnie Melrose (Treasurer); Rita Warrilow; John Hill; John Retson; Tracy Robertson; and David Fernandez.</p> <p><b>In attendance</b></p> <p>Finlay Allison, Senior Tutor; Nigel Gatherer, Senior Tutor; and Donald Higgins – Durnan, <i>(for recording purposes)</i>.</p> <p><b>Apologies</b></p> <p>Apologies were received from: Kim Lane; and Jim Purvis (Vice Chair).</p>	

**2 Minutes of the Previous Meeting held on 21 October 2019**

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

**3 Matters Arising from the Minutes of the Previous Meeting held on 21 October 2019**

Members noted that the administrative and financial task list was still to be created and carried forward to the next meeting.

**RM/FR**

PVGS – R Melrose informed members that he had liaised with the former GFW Chair re PVG records. F Allison will take forward once the records are received.

**RM/FA**

Central Station Events – R Warrilow informed members that the events were planned for Saturday 16 May 2020 and Saturday 10 October 2020. event planned for

**4 Senior Tutors Update**

F Allison updated members on a recent issue raised by college staff regarding classrooms not being returned to their original layouts and informed members of the actions taken to resolve.

F Allison continued to report that the song class was at capacity and was not accepting any new enrolments. Discussion followed around the creation of a second class for the remaining terms of the session. It was agreed that the decision to run a second class would be taken by the Senior Tutors.

**FA/NG**

F Allison reported that a complaint was also received from members within the advanced fiddle class. He advised that as a result of the members complaint, classroom descriptors would be updated for term three.

**FA**

R Warrilow raised issues with regards to the cleanliness of room MF27. R Melrose highlighted that this was an Art room and originally not used by GFW until the increase in membership numbers. MT Allison agreed to liaise with Linda to confirm cleaning arrangements and feedback.

**MTA**

Lastly, F Allison updated members on the work undertaken by tutor, B Kellermann to increase junior membership numbers including, drafting surveys

and liaising with parents. He added that the tutor was also investigating sources of funding to attract new junior members from local schools, liaising with representatives from Parent Teacher Associations (PTA's). F Allison agreed to circulate the extensive report with members for information.

FA

## 5 Events Calendar

**Christmas Dinner, 12 December 2019** – The Chair reported that two thirds of the tickets were sold. It was agreed that the remaining tickets would continue to be sold and an announcement made during the break by Senior Tutors.

NG/FA

The Chair advised members that she would make arrangements for the Junior Christmas event on the last evening of term i.e. purchasing selection boxes etc.

MTA

**Celtic Connections** – The Chair advised that K Lane had agreed to lead on the support for the event arrangements and confirmed that the GFW stand would be in the usual location as in previous years.

**GFW Burns Supper, 13 February 2020** – Members noted that tickets for the Burns Supper should be sold asap with regular email communication to members throughout January.

ALL

## 6 Finance Report

R Melrose provided members with an overview of the GFW finances and advised that in the next few months there would be little to no income but high expenditure with tutor invoices, adding that this would bring the balance down to around £60k, which was similar to previous years.

MT Allison enquired if there was a reason for the higher bank balance. R Melrose responded that the claim for gift aid covered a 16-month period to bring future claims in line with the financial year.

J Hill asked a question if GFW funds could be invested or spent. R Melrose advised that the Committee could make the decision to spend current funds as required and any financial advice should be sought for any investment considerations. The Chair added, that funds would be required if the Committee agreed to run a summer school for juniors.

The Chair requested that the spending of GFW funds be added as an agenda item at the next meeting.

**DHD**

**7 Publicity**

MT Allison informed members that N Gatherer had designed a GFW flyer for distribution at events such as Celtic Connections. The Chair requested that N Gatherer place a print order based on the previous years order numbers.

**NG**

**8 AOCB**

R Melrose highlighted an additional Board meeting was required prior to the planned enrolment event on 3 February 2020. Members agreed that the next meeting should take place on Monday 13 January 2020 at 6pm. The Chair requested D Higgins – Durnan to notify all members.

**DHD**

R Melrose informed members that new photographs had been taken of classes for the website and these should replace the current photographs on the stands used at events.

The Chair invited members to accompany her to a meeting with the Glasgow Kelvin College Principal in the new year once confirmed.

Members discussed the annual GFW charity draw / collection and which charity should benefit. A vote was held and members agreed to split the proceeds collected from the draw between a local homeless charity and the Salvation Army. Members agreed to start fundraising activity in the following week.

R Warrilow advised members that she would draft a poster for end of term and provide mulled wine etc.

The Chair reported that feedback was received from a member requesting GFW to provide classes in the afternoon. Discussion followed and members noted that due to GFW running from College premises, afternoon classes would not be possible and would require a new venue to be sought. F Allison added that tutor availability would also be a factor. The Chair agreed to reply to the member.

**MTA**

**TMSA Event Calendar** – The Chair advised that she would respond to the correspondence regarding the issuing of the TMSA event calendar at Celtic Connections.

**MTA**

**10 Date of Next Meeting**

**Monday 13 January 2020 at 6pm** (*additional meeting*)

## GFW Board Meeting – Member Actions

Meeting Date: Monday 25 November 2019

Agenda Item	Action Description	Person Responsible	Progress
4	• Song Class – Senior Tutors to make the decision if a second class will run in Term 3	F Allison	
	• Fiddle Class descriptors updated in advance of Term 3	F Allison	
	• Use of room MF27 – liaise with Linda re cleaning schedule	MT Allison	
	• Circulate report by Bernadette Kellermann re junior recruitment	F Allison	
5	• Purchase of selection boxes and gifts for GFW support	MT Allison	<b>COMPLETE</b>
	• GFW Burns Supper – tickets to be sold asap and email communication throughout January	ALL	<b>COMPLETE</b>
6	• Spending of GFW Funds added as an agenda item at next meeting	D Higgins - Durnan	<b>COMPLETE</b>
7	• Print order of updated GFW publicity materials	N Gatherer	
8	• Notify Board members of additional meeting on 13 January 2020	D Higgins - Durnan	<b>COMPLETE</b>
	• Member email re afternoon classes – reply to be sent	MT Allison	
	• TMSA Event Calendar – respond to email correspondence	MT Allison	
	•		
<b>Actions Outstanding: Meeting 03 – Monday 21 October 2019</b>			
3	• Creation of task list for administrative, financial and governance tasks	RM/FR	
	• PVGS – liaise with current tutors taking junior classes and arrange updates if required	FA	

MTA/DHD

November 2019