



Registered Charity N No: SC029502

Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 16 September 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); Rita Warrilow; Jim Purvis; Ronnie Melrose; John Hill; and David Fernandez.</p> <p>In attendance</p> <p>Nigel Gatherer, Senior Tutor; Finlay Allison, Senior Tutor; and Donald Higgins – Durnan, <i>(for recording purposes)</i></p> <p>Apologies</p> <p>There were no apologies received in advance of the meeting.</p>	
3	<p>Matters Arising from the Minutes of the Previous Meeting held on 19 August 2019</p> <p>Item 03, Annual Report – MT Allison confirmed that the report had been</p>	DF

amended as discussed and would now be published on the website.

Item 04, Instrument Hire – F Allison confirmed that an inventory of instruments had been completed with a small number of repairs undertaken by Bob Dougan.

Item 08, Term Dates 2019-20 – D Higgins – Durnan confirmed that he had liaised with the College and there were no issues with classes running on 4 May 2020.

Item 09, Email Correspondence – D Fernandez confirmed that the relevant information had been published on the website. D Fernandez requested text for the website on the use of reusable cups. MT Allison agreed to provide this.

MTA

4 Board Appointments

Members discussed the nominations from the previous meeting. Members voted and agreed the following appointments.

- Chair – Marie Therese Allison
- Vice Chair – Jim Purvis
- Treasurer – Ronnie Melrose

Members agreed that a revised list of roles and responsibilities for Board members was required and that of volunteers etc. The Chair agreed to begin work on this and share at the next meeting. A discussion took place on Board recruitment and it was agreed that MT Allison would prepare a flyer and circulate to members for comment.

MTA

MTA

5 Senior Tutor Update

F Allison provided members with an update in relation to Wednesday activity, informing members that the numbers for absolute beginners in fiddle were extremely healthy and the decision taken to split into two classes. He also advised that he was in the process of securing a tutor for a song class as discussed at the previous meeting.

F Allison highlighted to members that tutor contracts for 2019-20 were required to be issued and the necessary arrangements for PVG (disclosure) checks. The Chair requested R Melrose and D Higgins – Durnan to liaise with Frank Reid, Company Secretary to take this

RM/

forward and provide an update at the next meeting. **DHD**

N Gatherer provided an update relating to Monday activity and informed members that he intended to provide a proposal in class changes to the next meeting for implementation in term 3. **NG**

Discussion followed regarding membership numbers and arrangements for term 3, which normally sees an influx of new members after Celtic Connections. Members agreed that a welcome event for new and existing members would be arranged and take place on 3 February 2020. **ALL**

6 Review of First Night Arrangements

Members reviewed the arrangements for the first nights of term and were in agreement that both went well. Members opined that having volunteers greeting members on arrival and signposting contributed to a smoother flow of people.

The Chair recommended that for the first class nights of term, the administration desk should relocate to the library area to alleviate traffic. Members agreed this going forward. **DHD / RM**

7 Events Calendar

The Chair informed members that she had produced an Events Calendar and asked members to review and provide feedback at leisure. MT Allison confirmed that she would continue to arrange the Christmas Dinner and Burns Supper events.

R Warrilow informed members that she had contacted Central Station and was awaiting a response. Discussion followed around a ceilidh event and it was agreed that feedback from members was required. The Chair requested Senior Tutors to gauge interest and feedback to the Committee. **Senior Tutors**

F Allison informed members that he would liaise with the College Student Association President re an ESOL Burns Supper event. **FA**

8 Finance Report

R Melrose provided an update to members on GFW finances and membership numbers. He highlighted that the bank balance was £8k less than previous year, due to the month end falling at the weekend and income

being banked on the following Monday. He confirmed that this would be reflected in the September finance update. He continued to discuss the current class numbers and the requirement to balance class sizes appropriately to manage costs.

R Melrose informed members that the accommodation invoice to the College for terms 1 and 2 would be expected shortly.

Discussion followed around the need to continue fundraising. The Chair requested D Higgins – Durnan to place fundraising as an agenda item for the next meeting.

DHD

9 Board Meeting Dates 2019-20 DRAFT

Members reviewed the meeting dates for the session and agreed the following changes.

- Term 3 – change Monday 10 February 2020 to 03 February 2020
- Term 4 – AGM meeting date changed from 08 June 2020 to 01 June 2020

DHD

10 AOCB

Members reviewed email correspondence regarding the travel policy from another music group. Members agreed details of the GFW policy should be shared for information.

DHD

**11 Date of Next Meeting
Monday 28 October at 6.15pm**