



Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 28 January 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>Michael Dick, Chair; Ronnie Melrose; John Hill; Rita Warrilow; and MT Allison.</p> <p>In attendance</p> <p>Finlay Allison, Senior Tutor; and Donald Higgins – Durnan (<i>for recording purposes</i>)</p> <p>Apologies</p> <p>Cliff Uney; David Fernandez; Janice Ross; and Alan Shute.</p>	
2	<p>Minutes of the Previous Meeting held on 26 November 2018</p> <p>Members accepted the minute as an accurate record of the business conducted at the meeting held on 26 November 2018.</p>	

3 Matters Arising from the Minutes of the Previous Meeting held on 26 November 2018

There were no matters arising from the minutes of the previous meeting held on 26 November 2018.

4 Senior Tutors Update

F Allison confirmed there was no update for the Committee but wished to express his gratitude to members for their assistance at Celtic Connections.

Members of the Committee also thanked F Allison and expressed their enjoyment in assisting and participating in events.

5 Events Calendar

Members discussed ongoing arrangements for the GFW Burns Supper being held on 14 February 2019. It was agreed to further promote the event when classes commence week beginning 4 February 2019.

ALL

Members discussed the timing of the next Central Station event and requested this be added to the agenda of the next meeting for further discussion

DHD

A lengthy discussion was held on the viability of holding an event for the Junior membership in Easter as done in previous years. Committee members took the decision that due to time constraints a Juniors event would not be held.

6 Finance Report

R Melrose spoke to the content of the report, which sought to provide members with the current position of GFW finances.

R Melrose informed members that finances had followed a downward trend and drew member's attention to the detailed analysis of costs and expenditure against the same period for the previous year. He indicated the main reason for the downward trend was the reduction in membership, yet no changes being made to the number of classes delivered.

Members discussed the content of the report and agreed that tutor registers be checked on week one of term three in order to monitor membership numbers. It was agreed that the Chair would draft an email to tutors informing them of the intention to check registers earlier to ensure they are completed timeously.

MD/DHD

Members discussed other methods to assist the delivery of classes with R Melrose highlighting to members the model used to deliver cello classes, with beginner level members starting slightly earlier.

Members discussed the importance of Senior Tutors having a “joined up approach” and being afforded the time in order to liaise with tutors etc. Members discussed alternative options to provide this time and agreed to discuss further.

ALL

R Melrose informed members that he would be liaising with the Website Developer to make changes to the functionality of the website to allow members to update details such as changing instruments or confirm if they intended to return for the following term.

The Chair requested that the question *How did you hear about us?* be added to the online enrolment form to allow the Committee to make informed decisions on promotional activities.

RM

M Dick agreed to draft a welcome back email to members for term 3.

MD/DHD

7 AOCB

GFW Tshirts

R Warrilow informed members of the issue with the location of where the GFW logo was placed on female t-shirts. She advised the Committee, that following length discussion the company had agreed to replace the t-shirts at no further cost.

The Chair requested an email be sent to the recipients of the t-shirts to advise that they will be replaced. R Warrilow agreed to draft an email to members.

RW

Sustainability / Recycling of Cups

The Chair informed the Committee of a recent email from a member regarding the recycling of cups. It was agreed that the Chair would draft an email response.

MD

Bearsden Festival 19 May 2019 – Email

Members reviewed the content of the email and agreed that the festival would be added as a news item to the GFW website.

RM/DF

GFW Junior Membership – Recruitment

MT Allison informed members of the Committee that she had previously met with a Consultant to discuss potential strategies for future junior membership recruitment. MT Allison informed members that at the request of the Consultant she had prepared a draft document detailing the aims for GFW Junior members and requested input from the Committee. Members discussed the content and R Warrilow suggested “the development of concentration skills” be added.

MTA

The Committee requested F Allison to liaise with D Thorpe for his input and the final text be used as a promotional tool on the GFW website and on tutor websites and social media channels.

FA/DT

Members also discussed starting dialogue with Parent Teacher Associations in schools to promote GFW junior classes.

MTA

Members discussed the current methods used to attract membership to junior classes such as advertising in the Hoolit Directory and advertising on Celtic Music Radio.

Members discussed the possibility of liaising with Glasgow City Council regarding subsidising a small number of junior membership places. MT Allison agreed to take this forward and feedback.

MTA

GFW Term Dates 2019-20

Members discussed how the GFW term dates mirrored Glasgow schools calendar in relation to holidays and possible alternatives.

R Melrose informed members that term 4 dates for session 2018-19 required to be discussed, due to the dates of the Spring Break holidays. The Chair requested this be added to the agenda of the next meeting.

DHD

8 Date of Next Meeting

Monday 25 February 2019