



Registered Charity N No: SC029502

Company No: 343670

### **BOARD MEETING**

## **Minutes of GFW Board Meeting Monday 9 March 2020**

**Meeting held at 6.15pm, Glasgow Kelvin College, John Wheatley Building, 2 Haghill Road,  
Glasgow, G31 3SR**

<b>Item</b>	<b>Minute</b>	<b>Action</b>
<b>1</b>	<b>Present</b> MT Allison (Chair); R Melrose; K Lane; J Retson; D Fernandez; T Robertston; R Warrilow; and J Hill. <b>In attendance</b> F Allison; N Gatherer; and D Higgins – Durnan <i>for recording purposes</i> <b>Apologies</b> J Purvis (Vice Chair)	
<b>2</b>	<b>Minutes of the Previous Meeting held on 3 February 2020</b> Members accepted the minute from the previous meeting as an accurate record of the business conducted.	
<b>3</b>	<b>Matters Arising from the Minutes of the Previous Meeting held on 3 February 2020</b> Item 9.2 – Merchandise (Pens) – R Warrilow provided feedback on market research carried out on styles of pens, including eco-friendly styles. Members agreed to gauge interest before any purchases made.  PVGs – F Allison advised members that junior tutors had been contacted to confirm PVG status and responses were being collated by the Administrator.	<b>FA/ DHD</b>

#### **4 Senior Tutors Update**

F Allison provided an update in relation to Wednesday evenings. He advised members that the recent invite to attract juniors from local schools had been a success with interest received from 11 potential new juniors (numbers were limited to 20). He reported that last week saw 4 new absolute beginners from this cohort of new juniors and unfortunately on this evening there was an increased number of dep tutors, which was chaotic. F Allison stated that B Kellermann had agreed to take the new junior class.

F Allison continued to report that arrangements had been put in place to accommodate the 28 new absolute beginner adult fiddlers with the appointment of two new tutors who would work to the same programme for continuity and cover purposes.

F Allison informed members that the GFW Burns Supper was a tremendous success. He also advised that the venue for the Very Slow Session had now moved to Islay Inn with unprecedented numbers arriving for the first night.

F Allison submitted a proposal to members to nurture and retain the large numbers of absolute beginners. He suggested a regular clinic to assist learners and provide support and encouragement. He had prepared a paper documenting the proposal and it was agreed that the Administrator would distribute to members.

**DHD**

N Gatherer echoed F Allison's view on nurturing beginners. He advised members that on Monday evenings, there were issues with accommodation. However, himself and R Melrose had managed to change classes to suit numbers and resolve.

R Melrose informed members that changes had been made to the online enrolment form to specify class level as a mandatory field, to ensure more accurate numbers prior to term for better planning.

#### **5 Events Calendar**

West End Festival

Members reviewed the correspondence and agreed that the Family Ceilidh would not go ahead this year. Members agreed to consider an event in the College as an alternative towards the end of term.

## **6 Finance Report**

R Melrose reported that GFW finances remained favourable despite increased spend on tutor salaries, the purchase of new instruments and the College invoice being paid. He added that the balance would drop in April as tutors submitted invoices for term 3.

## **7 GFW Task List, Procedures and Event Templates**

MT Allison advised members that templates had been created for tasks and event organisation. She requested the Administrator to circulate for feedback. MT Allison advised that she intended to arrange a training session for Board members on GFW tasks to ensure appropriate cover on class nights.

**DHD**

**MTA**

## **8 AOCB**

### Ayrshire Fiddle Weekend

Members agreed to place information regarding this event on the website nearer the time.

**DF/RM**

### GFW Coordinator Role

MT Allison proposed the creation of a part time GFW Coordinator to assist with the running of GFW. She advised that this was a historic post at GFW and requested members to consider and provide feedback.

**ALL**

### Training / Support Session

F Allison requested members to consider a deputy tutors for one evening to allow Senior Tutors to facilitate training and support for tutors and speak to the membership. Members agreed to this proposal.

### Coronavirus (COVID-19)

Members discussed arrangements in the result of College closure due to the Coronavirus and communication required re fees etc. MT Allison advised

**MTA /**

that guidance notes could be circulated to members and an announcement made regarding the newly installed hand sanitising stations around the College.

**Senior  
Tutors**

Fees

R Warrilow proposed a review of the concessionary fee and member eligibility. Members agreed to review this at a later date.

**9 Date of Next Meeting**

**Monday 27 April 2020 @ 6.15pm**

## GFW Board Meeting – Member Actions

Meeting Date: Monday 9 March 2020

Agenda Item	Action Description	Person Responsible	Update
4.4	Share F Allison paper on supporting absolute beginners to members	DHD	11.03.20 - COMPLETED
7.1	Circulate task lists and event templates to members	DHD	11.03.20 - COMPLETED
7.2	Arrange Board training afternoon	MTA	
8.1	Ayrshire Fiddle Weekend – details posted to website (25 – 27 September 2020)	DF/RA	
8.2	GFW Coordinator Part Time Role – members consider and provide feedback	ALL	
8.4	Coronavirus – share guidelines to members / announcements re newly installed hand sanitiser stations	MTA/DHD/ Senior Tutors	
<b>Actions Outstanding: Meeting 05 – 13 January 2020</b>			
8.4	Potential day time classes added to agenda for August 2020 meeting	DHD	
<b>Actions Outstanding: Meeting 03 – Monday 21 October 2019</b>			
	PVGS – liaise with current tutors taking junior classes and arrange updates if required	FA	13.01.20 – FA contact tutors and request up to date PVG documentation prior to start of Term 3 09.03.20 – email sent to all junior tutors to confirm current PVG status, returns being collated

MTA/DHD

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