



Registered Charity N No: SC029502

Company No: 343670

**BOARD MEETING**

**Minutes of GFW Board Meeting Monday 13 January 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>	<p><b>Present</b> Marie Therese Allison (Chair); Jim Purvis (Vice Chair); Ronnie Melrose (Treasurer); John Retson; Dave Fernandez; John Hill; and Tracy Robertson.</p> <p>The Chair welcomed all to the meeting and wished Committee members a happy new year.</p> <p><b>In attendance</b> Finlay Allison (Senior Tutor); Nigel Gatherer (Senior Tutor) and Donald Higgins – Durnan (<i>for recording purposes</i>).</p> <p><b>Apologies</b> Apologies were received from: Kim Lane; and Rita Warrilow.</p>	
<b>2</b>	<p><b>Minutes of the Previous Meeting held on 25 November 2019</b> Members accepted the minutes as an accurate record of the previous meeting.</p>	

### **3 Matters Arising from the Minutes of the Previous Meeting held on 25 November 2019**

Song Class: F Allison confirmed that one class will be held in term 3 with class numbers capped at fifteen and a waiting list held for additional numbers. It was agreed that this would be communicated to members by D Higgins – Durnan.

**DHD**

Class Descriptors: F Allison informed members that there was no requirement to update class descriptors for the upcoming term.

Room MF27: MT Allison advised that she had liaised with the College rep regarding the cleaning of room MF27 (Art) as issues with cleanliness had been previously raised. MT Allison confirmed that the room is not cleaned prior to GFW classes commencing. J Hill advised that the issues were minor and as the classroom is used for art classes, that some untidiness should be expected. R Warrilow had also raised health and safety issues previously i.e. trips and falls. N Gatherer agreed to review room usage for an alternative.

GFW Publicity Materials: MT Allison confirmed that the publicity materials had been received and offered thanks to N Gatherer for arranging.

Email Correspondence: The Chair confirmed that she had replied to both emails as discussed at the previous meeting.

PVGs: F Allison reported that tutors would be contacted and asked to provide PVG documentation prior to the start of the new term.

**FA**

### **4 Senior Tutors Report**

F Allison updated members on events that himself, Nigel Gatherer and Daniel Thorpe were delivering at Celtic Connections and highlighted the requirement for GFW pop-ups to be provided. J Hill advised that pop-ups would be delivered on Thursday evening prior to the commencement of the Festival.

**JH**

N Gatherer informed members that the first evening classes of term 3 are the busiest of the year. MT Allison responded that a welcome event was planned for 3 February 2020 to alleviate some of the pressures of the first night of term and would be discussed under item 5i.

## **5 Events Calendar**

### **i) GFW Welcome Event – 3 February 2020**

Members discussed arrangements for the GFW Welcome Event and the format. Members agreed that the event will run from 7pm to 9pm and a session held in the foyer for attendees. The Chair agreed to draft communication to be sent to members in advance. In addition, F Allison and N Gatherer agreed to announce the welcome event during their sessions at Celtic Connections.

**MTA**

**FA/NG**

### **ii) Celtic Connections**

Members reviewed the proposed volunteer's rota for Celtic Connections. Members agreed that a request for additional volunteers was required. The Chair advised members that F Allison would hold a slow session at the Concert Hall.

**DHD**

### **iii) Southside Fringe**

Members agreed to participate in the Southside Fringe event on Sunday 10 May 2020 and added to the GFW events calendar.

**DHD**

The Chair advised that the GFW Christmas Dinner at Islay Inn was a huge success with approximately 60 people attending. In addition, it was noted that the GFW Burns Supper was the next event on the GFW Events Calendar. Members requested a communication sent to GFW members re the availability of tickets and event programme.

**DHD**

## **6 Finance Report**

R Melrose provided members with an overview of GFW finances and explained that they continued to be on trend as per previous years. He informed members that he expected there to be little to no income throughout January due to the delayed start of term 3 in mid-February.

**i) Spending of GFW Funds**

F Allison suggested running a pilot to target junior recruitment. He continued to explain that Bernadette Kellerman could liaise with local schools to gauge interest in offering one or two free terms of music tuition with GFW. Members discussed the approach and initial costs and requested F Allison to liaise with B Kellermann and feedback. **FA**

Members discussed purchasing additional instruments such as fiddles and 5 string banjos. The Chair requested D Higgins – Durnan to forward the inventory to F Allison. Members requested F Allison to liaise with both Dan Thorpe and Garry McFadden prior to purchasing. **DHD**  
**FA**

**7 Correspondence**

- i) East Glasgow Salvation Army Toy Appeal – Letter of Thanks**
- ii) Lodging House Mission – Letter of Thanks**

Members noted the correspondence from both charities for information and agreed to publish on the website. **DF**

**8 AOCB**

Members discussed the GFW website and social media presence with D Fernandez and R Melrose informing members of a web-based platform that had an array of options such as a music depository, enrolment and web payments. However, R Melrose highlighted there was cost implications for using the platform for payments.

The Chair requested R Melrose and D Fernandez to further explore the functionality of the platform and report back to the Board. **RM/DF**

The Chair advised members that an informal introductory meeting was planned for Thursday 16 January 2020 with the new Vice Principal from Glasgow Kelvin College and she would feedback on discussions.

Members discussed the feasibility of offering classes during the day as there was possible demand. N Gatherer advised that other music groups who provide music tuition offer mixed instrument and song. Members

recognised that if this was something GFW would offer, alternative accommodation would have to be sought and consider availability of tutors. Members agreed to review potential options in August 2020.

**DHD**

**9 Date of Next Meeting**

**Monday 03 February 2020 @ 6.15pm**

## GFW Board Meeting – Member Actions

Meeting Date: Monday 13 January 2020

<b>Agenda Item</b>	<b>Action Description</b>	<b>Person Responsible</b>	<b>Update</b>
<b>3</b>	<ul style="list-style-type: none"> <li>Inform membership of Song class numbers capped at fifteen with a waiting list option if required</li> </ul>	<b>DHD</b>	<b>15.01.20 - COMPLETED</b>
<b>4</b>	<ul style="list-style-type: none"> <li>Pop-ups delivered to Concert Hall and Mitchell Library for Celtic Connections</li> </ul>	<b>JH</b>	<b>13.01.20 - COMPLETED</b>
<b>5i</b>	<ul style="list-style-type: none"> <li>Draft communication to membership re Welcome Event</li> </ul>	<b>MTA</b>	<b>16.01.20 - COMPLETED</b>
<b>5ii</b>	<ul style="list-style-type: none"> <li>Email membership additional volunteers for Celtic Connections</li> </ul>	<b>DHD</b>	<b>14.01.20 - COMPLETED</b>
<b>5iii</b>	<ul style="list-style-type: none"> <li>Confirm attendance at Southside Fringe Festival and add to events calendar</li> </ul>	<b>DHD</b>	<b>15.01.20 - COMPLETED</b>
<b>5</b>	<ul style="list-style-type: none"> <li>Email membership – GFW Burns Supper tickets available</li> </ul>	<b>DHD</b>	<b>17.01.20 - COMPLETED</b>
<b>6i</b>	<ul style="list-style-type: none"> <li>F Allison to liaise with B Kellermann re running a pilot of free tuition with a local school</li> </ul>	<b>FA</b>	
<b>6i</b>	<ul style="list-style-type: none"> <li>Share instrument inventory with F Allison</li> </ul>	<b>DHD</b>	<b>16.01.20 - COMPLETED</b>
<b>6i</b>	<ul style="list-style-type: none"> <li>F Allison liaise with Garry McFadden and Dan Thorpe re purchasing of instruments</li> </ul>	<b>FA</b>	
<b>7</b>	<ul style="list-style-type: none"> <li>Publish thank you letters on website</li> </ul>	<b>DF</b>	<b>18.01.20 - COMPLETED</b>
<b>8.1</b>	<ul style="list-style-type: none"> <li>Explore functionality of web-based platform for enrolment etc.</li> </ul>	<b>RM/DF</b>	

MTA/DHD

January 2020

**GFW Board Meeting – Member Actions**

8.4	<ul style="list-style-type: none"> <li>Potential day time classes added to agenda for August 2020 meeting</li> </ul>	DHD	
<b>Actions Outstanding: Meeting 04 – Monday 25 November 2019</b>			
	<ul style="list-style-type: none"> <li>Circulate report by Bernadette Kellermann re junior recruitment</li> </ul>	FA	
<b>Actions Outstanding: Meeting 03 – Monday 21 October 2019</b>			
	<ul style="list-style-type: none"> <li>PVGS – liaise with current tutors taking junior classes and arrange updates if required</li> </ul>	FA	<b>13.01.20 – FA contact tutors and request up to date PVG documentation prior to start of Term 3</b>

MTA/DHD

January 2020