



Registered Charity No: SC029502
Company No: 343670

Minutes of GFW Board Meeting Monday 8th December 2014

Meeting held at 6.00 John Wheatley College Dennistoun Campus Glasgow

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| Present: Virginia Anderson (Chair) | Fenella Rennie |
| Ronnie Melrose | Christine Clark |
| Mike Turner | Doreen Semple |
| Craig Macdonald (Coordinator) | Finlay Allison (Senior Tutor) |
| Karen McGavock (Administrator) | Nigel Gatherer (Senior Tutor) |

Apologies: Cliff Uney (Secretary)

1. Minutes of Previous meeting. – Notes from the previous meeting were circulated and approved.
2. Virginia offered to purchase and present a Bottle and Flowers to Karen next week as recognition and thank you for her work over a period of 8 years.
3. Matters arising from previous meeting:
 - a) Ronnie updated the meeting in regard to the re-development of our Website. The initial layout was greatly improved giving better clarity in areas such as instruments, news items, and general layout. The layout was much more interactive and progressive. He and Mike would meet with Lesley Alton on Wednesday this week to review. There was a need to load enrolment forms in an 'open document format' to enable members to complete fully on line. It was intended to load profiles and photographs of all Board Members and Tutors on to the website. We also required an update from Senior tutors to the class profiles in regard to instruments and levels. Craig would assist in gathering information.
 - B) On Financial matters, we continued to look as if we would continue to maintain a small profit. We still did not have the contract finalised with J Wheatley Campus, and Virginia would continue to progress with Christine Stronach.
 - c) Tutor invoice were beginning to arrive on time and Craig would continue to monitor.

d) Virginia is collating the last 2 years of emails to Creative Scotland for Fenella, who will then follow up.

3) PVG Certification. Cliff had confirmed to Virginia that he could 'verify' Dan and Finlay and that they could then 'verify' others.

Virginia confirmed that Flyers would be to hand by the end of the week. Posters could also be updated and turned round quickly and Virginia would brief this to printers. The pop - ups may take a little longer. Craig emphasised that it would be unfair to Roy if he had to chase this over the holidays.

Karen is continuing to work to get new signatories on to the Bank of Scotland account.

5) Haghill Facility. Christine outlined a questionnaire, to measure members experience at the new Haghill facility. It was agreed they should cover Key areas; Location, Classrooms, Sound Quality and Travel. We would also send an e mail to lapsed members to try and assess reasons for not returning to classes this year. The Survey should go out at the end of term. Virginia would look into using Survey Monkey. It was suggested that we refer to the Haghill site as Dennistoun as it was felt that 'East end Campus' implied that it was further out of the city centre than is the case.

6) Board Roles. Craig had produced folders for all, in line with the Master Folder which resides in the Cupboard in room G06. They contain information relating to campus, classes, personnel and admin. This will assist Board members who are on Duty during class nights to handle Member queries. Fenella is currently running Monday night and Doreen is running Wednesday night. Most of the class detail now appears on the notice board. Please review and advise if any further information would be useful to include.

7) Recruitment Craig noted interest from two applicants so far and Fenella and Craig would short list candidates after closing date of 15th December.

Senior Tutor Report. In general classes were in good shape. There is some pressure on whistle classes and one accordion class. Given Celtic Connections potential to change the landscape we should wait until start of term before making changes.

Both Nigel and Finlay were committed to tutor training, and would use this to iron out any variable tutoring. Work would be done to structure levels of classes and also monitor participants' abilities. There was a feeling that we did lose some members to other organisations, particularly in

the more advanced players. Senior tutors would discuss and draft solutions.

Finlay asked if the Board could review the payment structure for Tutors. Virginia noted the request and would consider what moves could be made given financial constraints.

Finlay asked if it might be possible for classes, particularly Junior, to end a week earlier, due to many having other commitments at this time of year. Craig could circulate board for views.

AOCB

We have been invited to provide musicians to participate in a Voluntary Arts Week, during May next year at the Burrell Collection. Virginia indicated that the Mixed Instrument group could perform at it. Christine would note our interest to Caroline Currie at Glasgow life, in the meantime.

As part of marking our 25 years anniversary, it would be good to showcase our organization, during Celtic connections 2016. We should make contact with C.C soon to begin discussion.

Date of next meeting Monday 12th January at 6pm at Islay Inn Argyle St. It is proposed to have an extended meeting to cover future developments.

Board Meeting Minutes 8.12.14