Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 14 March 2023
Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	**Present** H Merriman(Vice Chair); R Melrose (Treasurer); R Warrilow; MT Allison; and J Retson. H Merriman welcomed all to the meeting and advised that she would be acting as Chair in the absence of K Lane. **In attendance** F Allison (Senior Tutor); and D Higgins – Durnan *for recording purposes.* **Apologies** Apologies were received from K Lane; V Dowens; and S King. **Not in attendance** F Reid; and S Brady.	
2	**Minutes of the Meeting held on February 2023** Members approved the minutes from the meeting held on 06 February 2023.	
3	**Matters Arising from the Meeting Held on 06 February 2023** • Use of Piping Centre – F Allison advised that the option to rent facilities at the Piping Centre was not affordable for GFW, however, relationships would continue to be maintained. • Instrument hire added to online enrolment – Members discussed this addition to online enrolment; however, it was noted that the instrument hire process required review to ensure it was fit for purpose before automating.	
4	i. **Senior Tutors Report** F Allison provided members with a verbal update and advised that due to the increased numbers in beginner fiddle, three new classes were created, and three new tutors recruited to meet	

demand. He reported that he and the senior tutors were attempting to have all three work collegiately i.e. deliver same curriculum etc. to ease pressures for absence cover i.e. merging classes if required; though this was proving challenging. F Allison reported that J Smith was also assisting beginners pre-classes with tuning of instruments and going over tunes covered in class to integrate the new members within GFW and to join the various other sessions available. F Allison highlighted the issues with instrument hire with new instruments being purchased, again to meet demand. He added that various strings had also been purchased to be held in stock. Board members agreed that these would be available to GFW members when required for a small contribution. F Allison concluded his update, highlighting a number of room changes within the first few weeks of term due to the high enrolment numbers.

R Melrose informed members an additional guitar tutor was also recruited due to the high numbers within the improver's guitar class.

ii. Finance Update

R Melrose reported an increase in the bank balance due to the number of enrolments for term three. He informed members that two high invoices had been paid, these being the College rental invoice and the Accountants invoice for completing end of year accounts and subsequent reporting.

R Melrose informed members that the Accountant had made him aware that the GFW income was approaching the threshold for the requirement to register for VAT. He explained the implications and confirmed that this was not a route that GFW wished to head as GFW was purely a services organisation. R Melrose confirmed that he would follow up and feedback options to the Board at a future meeting. **RM**

iii. Website Subgroup Update

J Retson provided members with a verbal update, informing members of the general work taking place on the website with it now live. He confirmed that this was being maintained by subgroup members. He sought approval from the Board in relation to the website hosting requirements and external maintenance, such as updates etc.

Members agreed HostPresto remain as the website host and external maintenance be carried out on a quarterly basis.

5 AOCB

i. Instrument Hire

Members discussed the current process for instrument hire and the requirement to review. J Retson and R Warrilow had volunteered to carry out this work and update to streamline the

process. H Merriman suggested that reminders to return instruments are made during announcements.

H Merriman requested this item be added to the next Board meeting in April. **DHD**

Other Items

MT Allison advised that herself and K Lane had cleared out the GFW cupboard in the storeroom. Members noted for information.

MT Allison requested a proposal for free classes for junior members be added as an agenda item for the next meeting. **DHD**

MT Allison proposed the creation of a social media post to maintain GFW social media accounts for continuity etc. Members discussed the proposal briefly and requested this be added as an agenda item for the next meeting, when more members are present. **DHD**

Central Station Event

R Warrilow confirmed that the Central Station Event was confirmed for 20 May 2023.

6 Date of Next Meeting

Tuesday 11 April 2023 at 6pm