Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Monday 11 April 2023
Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	**Present** K Lane (Chair); H Merriman (Vice Chair); R Melrose (Treasurer); R Warrilow; S King; V Dowens; and J Retson. **In attendance** K MacLeod (Senior Tutor); and D Higgins – Durnan *for recording purposes.* **Apologies** Apologies were received from MT Allison and F Allison (Senior Tutor).	
2	**Minutes of the Meeting held on 14 March 2023** Members approved the minutes from the meeting held on 14 March 2023.	
3	**Matters Arising from the Meeting Held on 14 March 2023** There were no matters arising from the meeting held on 14 March 2023.	
4 i.	**Senior Tutors Report** None.	
ii.	**Finance Update** R Melrose provided members with an update in relation to GFW finances. He reported that finances continued to follow previous trends with this month being a high expense month with invoices being received and paid i.e. College rental and auditors. He highlighted that with the increased number of tutors, members should be aware that caution would be needed in ensuring a balanced tutor/member class ratio for the upcoming term. K Lane requested the Administrator to send an email reminder to members to enrol for term four. R Melrose offered members an opportunity to familiarise themselves more with the finance aspects of GFW if they would find this beneficial.	**DHD**

iii. Website Subgroup Update

J Retson provided members with an update in relation to website maintenance and associated costs. He advised there were three options and took members through the details of each.

Members discussed the options available. K Lane requested the subgroup review the options in more detail and make a recommendation to the Board at a future meeting. **JR**

iv. Website – Events Section

K Lane proposed the addition of an event section to the website. R Melrose advised that currently, events were posted on the news section, and it would take time to develop an events space. Discussion followed and K Lane requested the sub-group to consider this in more detail. **JR**

v. Instrument Hire

J Retson advised members of the requirement to improve processes around instrument hire including labeling and tracking of instruments, and record keeping for issuing and returning. He informed members that he would require assistance at the end of the session to go through all the instruments and to label appropriately. He highlighted a potential lack of storage capacity that would also require consideration.

vi. Juniors – Free Classes

Members agreed to carry forward this item to the next meeting. **DHD**

vii. Recruitment Proposal – Social Media Position

Members discussed the proposal and agreed in principle. Members acknowledged the requirement for a strategic approach and that the post should add value.

K Lane agreed to take this forward with MT Allison. **KL/MTA**

viii. Feasibility of a Summer Programme

K Lane informed members that senior tutors, F Allison and J Smith were considering options for a summer programme.

ix. Term Time – 'Really Slow Session'

K Lane proposed the introduction of a really slow session if finances permitted/tutor available. Members discussed this and thought it beneficial, however, it was noted that there were costs involved so if established the session would have to be financially viable. K Lane agreed to explore options available and feedback. **KL**

5 AOCB

i. Email correspondence – WestFest Ceilidh – Date Change

Members noted the correspondence for information.

Events

Members discussed various events including a combined 'come and try' and ceilidh, attend Alexandra Park event. K Lane agreed to liaise with K **KL**

MacLeod and MT Allison offline.

AGM 2022-2023
Members agreed the GFW Annual General Meeting take place on Monday 05 June 2023 at 6pm and would take place as a hybrid meeting.

6 Date of Next Meeting

Tuesday 09 May 2023 at 6pm