Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Tuesday 09 May 2023
Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	**Present** H Merriman (Vice Chair); K Lane (Chair); R Melrose (Treasurer); V Downes; J Retson; R Warrilow; and MT Allison. H Merriman acted as Chair for this meeting and welcomed all. **In attendance** F Allison (Senior Tutor); and D Higgins – Durnan *for recording purposes.* **Apologies** Apologies were received from S King and J Smith (Senior Tutor).	
2	**Minutes of the Meeting held on 11 April 2023** Members approved the minutes from the meeting held on 11 April 2023.	
3	**Matters Arising from the Meeting Held on 11 April 2023** F Allison advising that Maggie's Centre had requested GFW to participate in an upcoming event, and he was awaiting further information. R Warrilow informed members that she had contacted Central Station about increasing numbers of players and was waiting on this being confirmed. Free classes for Juniors – members agreed to carry forward this item to the next meeting.	**DHD**
	Social Media Position – K Lane advised that discussion was ongoing. Members agreed that targeted advertising for classes with low numbers was required and noted that this was needed prior to the start of the new session. Members agreed to carry forward this item to the next meeting.	**DHD**
	Really Slow Session – this item has not progressed, and it was not likely to be taken forward at this time due to other competing priorities.	

4 i. Senior Tutors Report

F Allison provided an update in relation to tutor availability and replacement. He reported on positive feedback and classes were operating smoothly.

F Allison reported that N Gatherer had arranged tunes for the big stramash for the last day of Monday term with he and J Smith doing the same for Wednesday classes.

ii. Finance Update

R Melrose provided members with an update confirming that he expected a 'break even' position in the finances this session. He reported that May is an expense month with tutor invoices being paid approx. £20k and little income. He indicated that GFW operated at a loss of around £6k in the previous session and expected this year to be around £12/13k. He explained the additional expenses such as website and instrument purchases accounted for this. R Melrose highlighted the need to streamline over the upcoming sessions ensuring the member to tutor ratio was balanced.

R Melrose informed members that membership numbers for term 4 had been better than anticipated.

K Lane asked a question in relation to PayPal charges and R Melrose confirmed that there was a 1.4% charge on each transaction. He advised he could carry out an analysis on exact figures if required.

R Melrose concluded his summary advising he had discussed VAT regulations with a D Church as to why GFW should not be VAT registered. He advised that he discuss this further with the Accountants and feedback. **RM**

iii. Website Subgroup Update

a) Website Maintenance – Feedback and Recommended Decision

J Retson advised that this item had not progressed due to members availability. He reported that he and R Melrose would liaise with DDA to discuss the costings and implications for GFW as a charitable organisation and feedback. **JR/RM**

R Melrose advised that I MacDonald had been taking updated pictures of classes for the website.

F Allison raised a question in relation to requesting a donation for accessing GFW resources i.e. session tunes etc. R Melrose responded that QR codes could be used for this function.

iv. Draft Term Dates 2023-24

Members approved the term dates for session 2023-24. **RM**
R Melrose agreed to publish on the website.

v. GFW Annual General Meeting (AGM) – Draft Agenda
Members approved the draft agenda for the upcoming AGM.

vi. LS Salary Review (T&C)
Members approved the proposed increase.

5 AOCB

i. Email correspondence – Vice Principal (VP) Operations – Glasgow Kelvin College
Members noted the content of the correspondence and agreed K Lane, R Melrose and F Allison would arrange to meet the VP and feedback. **KL**

Fundraising
V Dowens informed members of a successful fundraising event by another organisation that GFW could potentially engage in too. Members agreed that this would be worthwhile and would consider this in the future.

6 Date of Next Meeting

Annual General Meeting 05 June 2023