Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Tuesday 19 September 2023
Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	**Present** K Lane (Chair), R Warrilow, E Malloy, N McPhee, R Melrose, S King, MT Allison *from 6.20pm* and J Retson *from 6.30pm*. **In attendance** F Allison (Senior Tutor); and D Higgins – Durnan *for recording purposes.* K Lane welcomed all to the meeting and thanked members for their attendance. Prior to starting the meeting, the Chair wished to thank all involved in coordinating the recent relocation of GFW from Glasgow Kelvin East End Campus to Glasgow Kelvin Springburn Campus. **Apologies** Apologies were received from H Merriman (Vice Chair) and K MacLeod (Senior Tutor).	
2	**Minutes of the Meeting held on 09 May 2023** Members approved the minutes from the meeting held on 09 May 2023.	
3	**Matters Arising from the Meeting Held on 09 May 2023**	
	i. VAT Registration R Melrose informed members that this item would be progressed with the Accountants in October with the main aim being GFW not required to be VAT registered.	RM
	R Melrose also confirmed that his recent correspondence with HMRC in relation to Gift Aid had been acknowledged and he would progress with outstanding claims.	RM
	ii. Website Maintenance and Feedback J Retson updated members confirming that alternatives were being sought in relation to website maintenance. The Chair advised J Retson of a contact that may be able to offer support	JR

and agreed to discuss offline. R Melrose reminded all that a requirement from the website project brief was to have a formal support structure in place to avoid reliance on a single source.

4 Senior Tutors Report

F Allison provided an update as to the ongoing arrangements for the start of session i.e. sourcing tutors, deps. He informed members that junior recruitment continued to be a focus and referred to a recent visit to a local school by himself and K MacLeod which had been successful.

F Allison highlighted to members that some classes were not stopping for the break on class nights. Discussion followed and members agreed to consider how to increase participation. **ALL**

R Melrose informed members of recent discussions between K MacLeod and C Donoghue in introducing a junior tenor banjo class. He advised that this would be held on a Monday evening with taster sessions being held prior to the end of term one and with enough interest a full class beginning in term two.

R Melrose raised a proposal to change the junior tutor fees from £37 to £35 per term and sought members views. (this proposal was further discussed at item 7.1)

5 Website Subgroup Update

J Retson provided an update under Item 03ii – Website Maintenance and Feedback.

6 Finance Update

R Melrose reported on the financial losses incurred over the previous two sessions and informed members that this could not continue. He highlighted concerns with low enrolment numbers upon the commencement of term one, however, his concern was alleviated as enrolments increased over the start of the term. He confirmed that adult numbers were currently sitting at 386 with juniors 28 and he expected that GFW would more than break even for term one.

7 GFW

1. Free Classes for Juniors
   MT Allison shared her views on junior classes and had previously proposed free classes for juniors. There was some discussion amongst members, and it was agreed to simplify the rate from £37 to £35 per term as proposed earlier in the meeting by R Melrose.

   Members agreed to the change in junior membership fee and R Melrose agreed to progress changes on website etc. in advance of term two. **RM**

2. Social Media Position
   MT Allison reported that Katy Heppell was in the process of

preparing a report detailing the work carried out to date and would attend a future Board meeting. MT Allison requested members to consider any key messages to be pushed out via social media and pass these to her. Members acknowledged that timing was pivotal i.e. targeting messages to encourage enrolment for classes with low numbers etc.

The Chair advised that she had ideas that she would like to share and it was agreed she, MT Allison and K Heppell would meet offline to discuss. **KL/MTA**

3. Concession Fees
   The Chair raised the above item with concerns that some members may be paying concession fee (£54) when they should be paying full price (£70). Discussion followed on how this was controlled. K Lane requested members to consider this further and feedback. **ALL**

4. General Communication
   J Retson informed members of the importance of sharing communication amongst all members of the Board to ensure smooth workflows. All agreed to share information amongst Board members as appropriate. **ALL**

   J Retson reported that GFW instruments required to be labelled and a full inventory to be undertaken. He proposed to do this on a Wednesday evening and asked for volunteers from amongst the Board members. **ALL**

8 AOCB

Celtic Connections

R Melrose provided members with an update, advising that T Dalziel was seeking programme information from GFW in advance of the launch of Celtic Connections in October 2023. He confirmed that the timetable was near completion, and he would share with Board members.

GFW Instruments

R Melrose confirmed that a store cupboard in Springburn Campus on the third floor had been identified for the storage of GFW instruments. He confirmed that all instruments had now been relocated to this space.

Central Station Event

R Warrilow advised members that she was awaiting replies from Central Station from her emails confirming the 07 October as the preferred date for GFW to play and clarification sought on the numbers permitted to attend/perform.

9 Date of Next Meeting

Tuesday 24 October 2023 at 6pm