Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Tuesday 24 October 2023
Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	**Present and Apologies** K Lane (Chair), H Merriman (Vice Chair), R Melrose (Treasurer), R Warrilow, V Waldron, J Retson, G Connelly, N McPhee and E Malloy. **In Attendance** D Higgins – Durnan (Administrator) *for recording purposes.* **Apologies** Apologies were received from S King.	
2	**Minutes of the Meeting held on 19 September 2023** Members approved the minutes from the meeting held on 19 September 2023.	
3	**Matters Arising from the Meeting Held on 19 September 2023** There were no matters arising from the meeting held on 19 September 2023.	
4	**Senior Tutors Report** In the absence of Senior Tutors this item was carried forward to the next meeting.	
5	**Website Subgroup Update** J Retson informed members that the brief given to the subgroup was now complete and recommended the subgroup be discharged. Members discussed this and agreed a smaller group be maintained to review the website and ongoing maintenance. Members also discussed the membership of the group. K Lane agreed to liaise with the GFW members identified. R Melrose recommended website review remain as an agenda item for future meetings.	**KL**
6	**Finance Update** R Melrose provided members with an update in relation to GFW finances.	

He reported that the report showed the GFW bank balance at just under £70k which is higher than usual due to rental invoice from the College being received a month later than usual. He added that finances continued to follow the trend as in previous years.

R Melrose referred to the number of enrolments received for term 2 to date around 100, adding that an all member email was still to be issued, though senior tutors were announcing the commencement of term 2 at their evening announcements.

R Melrose concluded his update, informing members that he still required to follow up with HMRC re Gift Aid claims. **RM**

Discussion followed in relation to Celtic Connections and absolute beginners enquiring as to whether to join in term 2 or 3 were aware of the upcoming workshops. R Melrose confirmed this was the case. R Melrose also informed members that he had received templates for tutor use to advertise their workshops and he intended to request regular updates from Celtic Connections on ticket sales so this could be monitored.

7 AOCB

Central Station Event

R Warrilow provided an update advising regrettably the event was cancelled by Central Station management due to severe weather disruption. R Warrilow informed members that alternative dates were offered but were not considered to be suitable due to time constraints. Members discussed alternative dates and R Warrilow agreed to liaise with F Allison and confirm. **RW**

R Warrilow also raised with members concerning behaviours demonstrated by attendees. Members discussed this in detail and agreed GFW events should be attended by GFW members only.

GFW Merchandise

H Merriman informed members that she was liaising with suppliers to purchase GFW hats for resale. Members discussed the style and colour of hats and use of a supplier used previously for tshirts. H Merriman agreed to feedback and share information via the Administrator. **HM**

Keys

R Melrose highlighted an issue with a lack of keys on Monday 23rd's class night with the absence of himself and the Administrator. He informed members that he would arrange for an extra set to be made and left at Springburn Campus reception for those covering in future.

9 Date of Next Meeting

Tuesday 21 November 2023 at 6pm