Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Tuesday 21 November 2023
Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	**Present and Apologies** K Lane (Chair); H Merriman (Vice Chair); R Warrilow; R Melrose (Treasurer); J Retson; E Malloy; and N McPhee.; H Merriman acted as Chair and welcomed all to the meeting. H Merriman thanked K Heppell for attending and introductions were made. **In Attendance** F Allison (Senior Tutor); K Heppell (Social Media); and D Higgins – Durnan (Administrator) *for recording purposes.* **Apologies** Apologies were received from S King.	
2	**Minutes of the Meeting held on 24 October 2023** Members approved the minutes from the meeting held on 24 October 2023.	
3	**Matters Arising from the Meeting Held on 24 October 2023** • **HMRC Gift Claim** R Melrose informed members that he had re-submitted the HMRC Gift Aid claim for 2020/21 as no payment had been received previously. Following receipt of payment, he confirmed that he would submit further claims for 2021/22 and 2022/23 respectively. • **Website Sub Group Update (Item 5)** K Lane confirmed that she had liaised with the relevant members in relation to joining the website maintenance group. R Melrose highlighted areas of work that required to be completed in preparation for Celtic Connections. • **Central Station (Item 7)** R Warrilow confirmed arrangements were in place and the event would be held on 13 January 2024. Discussion followed in relation to players being GFW members only and insurance implications.	

H Merriman agreed to liaise with F Allison to confirm. **HM**

There were no other matters arising from the meeting held on 24 October 2023.

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i. Senior Tutors Report

F Allison reported issues with tutors not being available (i.e. 11 tutors in one evening) and the pressures involved in sourcing dep tutors to cover classes. He added that a longstanding tutor had advised that they would no longer be available for GFW classes after the end of term 2. F Allison highlighted the importance of embedding existing dep tutors within GFW for continuity.

F Allison further reported that he had reinstated the VSS commencing 02 December with 30 members signed up. He advised that these classes would cost £5 per class.

F Allison referred to the recent social media work undertaken by K Heppell and informed members of plans for school visits supported by E Malloy.

F Allison informed members that preparations were underway for Celtic Connections and suggested a planning meeting was required for Senior Tutors.

R Melrose echoed F Allison's comments and the requirement to secure dep tutors being available for term 3 and highlighted the differences between supporting classes on Monday and Wednesday evenings with Wednesday evening bringing more challenges with the absence of regular tutors.

R Melrose informed members that the above would form part of the planning for term 3 including a review of reinstating previously cancelled classes i.e. song etc., confirming tutor availability, ensuring the website reflects classes on offer in advance (target date mid-February), and targeting classes with low numbers on social media rather than all classes when some may be oversubscribed.

H Merriman thanked F Allison and R Melrose for their comments and discussion followed amongst members in relation to the need for consistency amongst tutors for the benefit of members. J Retson asked a question if it would be beneficial to have K Heppell involved in the planning with senior tutors. R Melrose responded that senior tutors would have to meet first to confirm arrangements i.e. tutors/classes etc. then the information pushed out to members. K Heppell advised that the strategy for social media going forward would be to have a monthly theme for posts and she would welcome feedback from members.

ii. **Finance Update**
R Melrose reported that October was a good month for GFW finances with member subscriptions being received and less outgoings. He stated that the balance would reduce in November/ December as tutor invoices were received and paid and little to no income coming into the bank. R Melrose informed members that membership was better than the same period for the previous year and confirmed the finances continued to follow the trend.

iii. **Website Monthly Review**
Members discussed this item under matters arising.

iv. **Term 3 Planning**
Members discussed this item under matters arising.

v. **Moving Warm Up Sessions**
Following feedback received from members K Lane proposed the warmup sessions be relocated from the Lecture Theatre on the 2nd floor downstairs to the canteen area at the front entrance. She added that the relocation would be an attempt to recreate the community atmosphere which GFW had in the atrium space at East End Campus.
R Melrose advised that he had looked at the space, and this was workable, however, volunteers would be needed for set up i.e. moving of chairs/tables. He added that the views of senior tutors should be sought and stated if this is the feedback of members then we should trial having the warmup in this space. Members agreed to take this forward.

vi. **Cover for Chair (February – March 2024)**
Members discussed this item and agreed that H Merriman would lead on cover supported by other members of the Board.

vii. **Events**
   i. **Central Station**
   Members discussed this item under matters arising.

viii. **GFW Merchandise – Hats**
H Merriman advised members that samples were well received by members. J Retson confirmed that he had picked up the hats from the supplier. Members discussed pricing and agreed a cost of £10 per hat.

5 AOCB

H Merriman drew members' attention to feedback received by email from a member, which was shared with Board members shortly prior to the meeting. Members discussed the feedback and noted that some points had been discussed/already announced on class nights. Members noted that not all members were leaving classrooms to attend the break so may not hear important information made at this time. Members agreed an appropriate response be provided by the Chair. **KL**

Announcements
Members discussed the announcements made during the class breaks and agreed that the Board should be collating information for senior tutors to announce in advance. **ALL**

9 Date of Next Meeting

Tuesday 09 January 2024 at 6pm

HM/DHD
November 2023