Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Tuesday 09 January 2024
Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	**Present** H Merriman (Acting Chair); R Melrose; N McPhee; G Connelly; MT Allison; and R Warrilow. **In Attendance** F Allison (Senior Tutor); and D Higgins – Durnan (Administrator) *for recording purposes.* **Apologies** Apologies were received from K Lane (Chair); S King; and E Malloy.	
2	**Minutes of the Meeting held on 21 November 2023** Members approved the minutes from the meeting held on 21 November 2023.	
3	**Matters Arising from the Meeting Held on 21 November 2023** 1. **Item 3.3 - Central Station Arrangements/Insurance Considerations/GFW Members Only** Members discussed the insurance implications in relation to non GFW members attending public events arranged by GFW. F Allison highlighted the importance of session players attending events as many had supported GFW for several years. Members agreed that non members attending sessions who wished to attend public events would require to become members. F Allison agreed to inform attendees at Islay Inn sessions to complete the online registration form and of the £7 (term) £28 (annual) membership fee.	**FA**
	2. **Item 5.1 – Member Correspondence** Members noted K Lane had liaised with the member concerned.	
	3. **Item 5.2 – Announcements** As per discussions at last meeting it was agreed that volunteers	

from the Board were needed to compile a list of events/important information to be shared with members at tea breaks. N McPhee volunteered to coordinate information for Monday evenings and MT Allison agreed to do the same for Wednesday evenings.

4 GFW

i. Senior Tutors Report

F Allison provided members with an update from recent senior tutor meetings held. He reported that discussions had began in reorganising fiddle tutors, allocating classes etc. however, this would not be confirmed until nearer the start of the new term when there is an indication of membership enrolments.

F Allison continued to report that a checklist document was also being drafted for dep tutors to ensure consistency for classes. He added that he was keen to have a tutor meeting to emphasise the ethos of GFW and to highlight the importance of tutors having enthusiasm etc. engage members and the importance of GFW within the community.

H Merriman suggested that tutors utilise the repertoire tunes across classes. R Melrose added that this would be something to consider particularly for the end of term sessions.

F Allison and MT Allison left the meeting at this point.

R Melrose informed members of other items discussed at the senior tutors meeting including preparation of the website with information relating to term three with work still ongoing. He added that a review of classes was undertook i.e. number of ukulele, guitar, whistle, and mixed instrument classes and those not expected to run i.e. viola with song under consideration. R Melrose also informed members that work had begun on reviewing tutor contracts, ensuring tutors are aware of what is expected of them.

ii. **Finance Update**

R Melrose shared a Finance update as at 31 December 2023. He reported that finances continued to follow trend of previous years with the balance slightly less than that of the previous year. He stated that it would be important to ensure that the tutor v member class ratio would require to be monitored due to this. He continued to report that the balance would increase over the coming weeks with members paying their membership fees for the upcoming term. R Melrose concluded his report confirming that the Gift Aid claim for 2019/20 had been received and further claims for subsequent years will now be made.

H Merriman asked if there had been a difference with the ability to use PayPal for payments. R Melrose confirmed there was a

significant difference with new members using this method at registration/enrolment.

iii. Website Monthly Review

R Melrose reported that the review group had met in December and identified updates required to the website removing irrelevant information and streamlining information available. He reported that there some parts of the website requiring amendments to be made, however, noted that this required changes to coding and the group were not confident in making the change at the time. He added that I McDonald was in the process of updating photographs on the website and the recording of a new video to replace the existing one from 2015.

H Merriman commented that the website was a great resource. R Melrose echoed this adding that the website should be publicised more.

iv. **Events**

i. **Celtic Connections**

R Melrose shared the latest sales figures as at 05 January 2024 and highlighted the workshops which required a sales push i.e. workshops with less that 20 tickets sold. He added that information on workshops were sent to K Heppell for pushing out on social media channels. R Melrose confirmed that he would continue to share sales updates with members routinely.

D Higgins – Durnan enquired if volunteers were required from the membership as he had received an email query from a member. R Melrose agreed to liaise with F Allison and confirm. **RM**

5 AOCB

PVG

MT Allison provided members with an update advising that PVG applications were underway. She added that a policy had been drafted with Disclosure Scotland making some recommendations/approval. MT Allison advised that she would share with the Board for their approval when finalised.

Advertising

MT Allison informed members that K Heppell would be promoting Celtic Connections workshops on social media channels to increase sales. She added that K Heppell would also be pushing out GFW's digital leaflet to school PTA's to promote junior classes.

Hats

H Merriman requested an update in relation sales of GFW hats. R

Melrose confirmed sales had been a success and provided a rough estimate of sales to date. H Merriman enquired if the hats would be on sale during Celtic Connections. R Melrose replied that this would be challenging logistically.

9 Date of Next Meeting

Tuesday 06 February 2024 at 6pm