Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Tuesday 23 April 2024
Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	**Present** K Lane (Chair); H Merriman (Vice Chair); R Melrose (Treasurer); R Warrilow; J Retson; N McPhee and G Connolly. K Lane welcomed all to the meeting and gave thanks to H Merriman for acting as Chair during her period of leave. **In Attendance** F Allison (Senior Tutor); and D Higgins – Durnan (Administrator). **Apologies** Apologies were received from S King, V Dowens; E Malloy; and J Smith (Senior Tutor).	
2	**Minutes of the Meeting held on 12 March 2024** Members approved the minutes from the meeting held on 12 March 2024.	
3	**Matters Arising from the Meeting Held on 12 March 2024** <u>Outstanding Actions – Meeting held on 05 February 2024</u> Tutor Survey (Hybrid Classes) – F Allison confirmed that this was not a priority currently and would be completed at a future date. Members Survey (Website) – J Retson confirmed that this would be completed at a future date in the new session. Website/Mobile versions comparative exercise – R Melrose confirmed that the subgroup would carry out this exercise as part of routine website maintenance. AGM Treasurers Report – J Retson agreed to pick up cover for the Treasurers report at the AGM meeting. Members discussed a change of date for the AGM meeting and agreed that this will now take place Monday 03 June at 6pm. K Lane agreed to liaise with F Allison re equipment to provide a hybrid option. Email communications/workshop to tutors and parents – MT Allison was not present at this meeting. It was noted from the minute that this	**KL**

exercise would be completed when all tutors had received their updated PVGs.

12 March 2024
Partick Thistle Football Club invitation – F Allison advised that this would be passed on to a music group in Maryhill and GFW would not participate.
Printing access – this was not discussed at the meeting. For information - the Administrator has progressed this with the College ICT Team.
HMRC Gift Aid Claims – R Melrose confirmed that outstanding claims for previous years were being submitted monthly and monies being received in February and March respectively.
Website functionality – Members agreed the website subgroup would complete reviews routinely.

4 GFW

i. Senior Tutors Report

F Allison advised members that GFW would again be participating in WestFest with two open air ceilidhs on 02 and 15 June 2024. He reported that GFW had a band made up of experienced players with cover for absence if required.

K Lane highlighted different dates for the ceilidhs on WestFest social media channels and agreed to contact the organiser to advise of the actual dates (02 and 15 June 2024) **KL**

F Allison commented on the reduction of membership numbers for the current term and advised the Fiddle absolute beginners' class would be reduced from three classes to two.

N McPhee proposed a new Gaelic song class for the new session. Discussion followed with F Allison advising that classes are offered based on demand. He informed members of a recent suggestion from the current song tutor to establish a GFW Choir. Members agreed that this would be welcomed, numbers dependent. Members agreed to discuss further during the summer.

F Allison and N McPhee left the meeting at this point – 6.15pm.

ii. Finance Update

R Melrose reported limited activity in relation to finances during March 2024. He confirmed the largest income was the recent Gift Aid claim of £1900. He continued to report that the finances were following the same trend as previous, and he expected a small profit at the end of the financial year.

R Melrose advised members of the reduction in members from terms three to four, which was consistent with previous years. He highlighted the requirement to ensure a sufficient tutor to student number ratio for the term to ensure a break-even position for May

2024.

J Retson posed a question in relation to spending for instruments. R Melrose responded, confirming £3422 had been spent to date on purchasing instruments. He added that due to the influx of members in previous terms this was required and not a concern.

iii. Website Monthly Review

J Retson provided members with an update advising that the website was being monitored routinely with edits being made as appropriate. In relation to a membership survey on the website, he commented that he wished new members to navigate the website prior to a survey being issued at a future date.

K Lane advised that she was considering content such as tutor videos to encourage website traffic.

iv. Draft Term Dates 2024-25

Members discussed the draft term dates in detail including the impact of the Easter holiday dates for 2025. Members recommended revised dates and requested the Administrator to update and circulate for further comment prior to publishing on the website. **DHD**

v. Draft – Donation Thank You Letter

K Lane advised the template was shared for information and comment. K Lane requested members to provide details of any recent instrument donations to her and she would issue thank you letters accordingly. **KL**

vi. Senior Tutor Recruitment

This item was carried forward to the next meeting. **DHD**

vii. Ceilidh

K Lane suggested holding a ceilidh and invited comments from members. Members were in favour and proposed this take place after the October week holiday and prior to St Andrews Day. K Lane agreed to progress and feedback at the next meeting. **KL**

5 AOCB

Instrument Hire Returns

J Retson highlighted that consideration was needed in relation to the return of instruments out on loan to GFW members at present with time restraints for exiting the building and possible storage implications. Members agreed to discuss offline. **JR/KL**

6 Date of Next Meeting

~~Tuesday 21 May 2024 at 6pm~~ Members noted the change in meeting date for the Annual General Meeting and agreed that the next Board meeting

should be moved forward and will now take place on Tuesday 14 May 2024 at 6pm (online). **ALL**