Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Tuesday 14 May 2024
Meeting held at 6pm using Zoom Meeting App

Item	Minute	Action
1	**Present** K Lane; S King; J Retson; R Warrilow; and MT Allison. **In Attendance** F Allison (Senior Tutor); and D Higgins – Durnan (Administrator). **Apologies** Apologies were received from H Merriman (Vice Chair).	
2	**Minutes of the Meeting held on 23 April 2024** Members approved the minutes from the meeting held on 23 April 2024.	
3	**Matters Arising from the Meeting Held on 23 April 2024** Item 04i – WestFest Dates TBC F Allison confirmed the dates of GFW's participation in WesFest are 9th and 15th June. Item 05 – Instrument Hire Returns Members discussed the challenges of the College closing at 9pm and managing the return of instruments. It was agreed the session on the last evenings of term would finish at 8.45pm to allow time for the return of instruments. Members agreed to also allow members to retain instruments over the summer (£20 hire fee) as there is now limited storage. This would require to be agreed in advance with the Administrator notifying those with instruments on loan by email and an announcement made at the breaks.	**DHD/SENIOR TUTORS**
4	**GFW** **i. Senior Tutors Report** F Allison advised that he was currently arranging dep tutors to cover tutor absence and noted that this was extremely time	

consuming.

ii. Finance Update
This item was carried forward in the absence of the Treasurer.

iii. Website Monthly Review
J Retson advised that he was keen to gauge the wider memberships feedback on the website in the new session.

MTAllison asked if the video filmed at Central Station had been uploaded to the website, replacing the now out of date video. J Retson confirmed that this was still to be actioned. S King agreed to review with R Melrose. **SK/RM**

S King highlighted a subgroup meeting was yet to take place. J Retson advised that this was due to member availability, however, confirmed that he would arrange in due course. **JR**

iv. Revised Draft Term Dates 2024-25
Members approved the draft term dates for 2024-2025.

v. GFW Annual General Meeting Draft Agenda
Members approved the draft agenda for the Annual General Maeeting. D Higgins Durnan advised that members require to be given notice of the AGM and suggested an email be sent to the wider membership requesting they register attendance to ensure the minimum quorum prior to the meeting taking place; members agreed. **DHD**

vi. Senior Tutor Recruitment
Members requested senior tutors to meet along with R Melrose and share proposals in relation to the number of senior tutors required going forward. It was noted that this would be shared by email and if necessary, a further Board meeting would be held in the summer. **SENIOR TUTORS/RM**

vii. Ceilidh Arrangements Update
K Lane sought recommendation of possible venues from members and advised that she would liaise with F Allison and J Carmichael re availability prior to returning for session 2024-2025.

5 AOCB
K Lane advised members holiday cover was required next week for Zoom and front desk in the College. S King agreed to cover Zoom and MT Allison agreed to cover front desk.

6 Date of Next Meeting
Annual General Meeting – Tuesday 11 June 2024