Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Tuesday 03 September 2024
Meeting held at 6pm using Zoom Meeting App

Item	**Minute**	**Action**
1	**Present** H Merriman (Acting Chair); R Warrilow; R Melrose (Treasurer); J Retson; MT Allison; N McPhee; and G Connolly. **In Attendance** F Allison (Senior Tutor); J Smith (Senior Tutor); and D Higgins – Durnan (Administrator). **Apologies** Apologies were received from K Lane (Chair); E Malloy; and K Muirhead.	
2	**Minutes of the Meeting held on 14 May 2024** Members approved the minutes from the meeting held on 14 May 2024.	
3	**Matters Arising from the Meeting Held on 14 May 2024** There were no matters arising from the meeting held on 14 May 2024.	
4.	**GFW** **i. Senior Tutors Report** F Allison provided members with an update in relation to upcoming events, including: Clydebuilt Festival which would take place over Saturday 7th and Sunday 8th September. GFW would be hosting an outdoor ceilidh followed by 'come and try' sessions. He informed members that he expected the event to be well attended and would be used as a recruitment drive for GFW. F Allison advised that if there was enough interest at the 'come and try' events there may be a possibility of introducing additional	

		absolute beginner classes in term 2. European Folk Day – GFW participating within Scottish sub-division and will film footage for publishing on the website. He informed members the event would take place on 21st September at Hillhead Kelvinside Church Hall. He confirmed arrangements had been made, venue booking etc. with fundraising taking place for GFW. H Merriman queried if the events were being advertised on social media sites, however, due to availability of KH this had not been done. MT Allison confirmed that the tickets for the European Folk Day had been issued (free of charge, max 100) with only around twenty or so still available. F Allison reported that the slow sessions prior to classes on both Monday and Wednesday evening were being well attended and a common repertoire of tunes played. He added that he would aim to advertise the website to promote this as a positive resource with tunes etc. Members discussed further promotion of the website with class visits suggested over the term to ensure a consistent message. F Allison informed members that K MacLeod and C Donoghue had been supporting GFW Juniors and there had been a positive impact in relation to numbers and sharing of good practice, which he hoped would continue. J Smith advised that he was the lead senior tutor for Wednesday evenings and had set up a Whatsapp group for tutor communications that seemed to be well received and working well.	
	ii.	**Finance Update** R Melrose reported positively on the finances with members paying membership fees at enrolment stage with the introduction of PayPal last session. He confirmed the balance of just over £70k and reported that this would decrease in September as tutors submit their invoices for August teaching. R Melrose highlighted that the bank balance was in a slightly better position than this period last session and the tracker was following a similar trend. He highlighted variations to the payment of insurance, now monthly rather than annually to allow for time to research a better deal. He added that GFW now had an additional monthly cost for Mailchimp with access to 5000 email sends monthly which improved on the restriction set with the free membershp. Members held a short discussion on enrolment numbers with R Melrose highlighting that enrolment mirrored the same numbers	

	for the same term in the previous session with new members joining, however, around 100 members had not returned. H Merriman asked if they should be contacted to gauge their feedback as to why this was. Members agreed that this would be beneficial however, due to other pressures/time available this would not be feasible. Members concurred that enrolment numbers were sufficient to cover costs at present.	
	iii. **Draft GFW Board Meeting Dates** Members approved the proposed schedule of meetings for session 2024/25.	
	iv. **GFW Merchandise (Hoodies)** H Merriman informed members that she had liaised with a supplier used previously for the GFW hats and took members through the different options of hoodies and costings. Considerable discussion took place in relation to quality, type of logo i.e. screenshot/embroidery and price point for sale. Members agreed H Merriman would request samples for the GFW Board to review prior to purchasing stock for sale.	**HM**
	v. **Events** R Melrose raised this item due to the number of events currently taking place and some Board members not aware of the detail. Members agreed that an event form detailing the event, GFW point of contact etc. would be beneficial. R Melrose agreed to bring a draft 'event form' to the next meeting. R Melrose queried if GFW would have a Central Station Event this year. R Warrilow responded that she was awaiting a date from F Allison but would follow up. R Melrose advised that preparation for Celtic Connections had begun, and he was making informal enquiries with tutors as to their availability for delivering a workshop at the festival.	**RM** **RW**
5	**AOCB** <u>Instrument Cupboards</u> R Melrose informed members that a fifth cupboard belonging to GFW had been transferred from the College East End Campus to Springburn Campus for the storage of instruments. He highlighted that a permanent location was being arranged for GFW cupboards by the College Estates staff. <u>Instruments</u> J Retson queried if instruments removed from the cupboard for the upcoming event (Clydebuilt Festival) had been logged. It was noted	

	that a written log had been made but some committee members were aware of the instruments taken and would ensure they were returned following the event.	
6	**Date of Next Meeting** Tuesday 08 October 2024 at 6pm (online meeting).	