Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Tuesday 04 February 2025
Meeting held at 6pm using Zoom Meeting App

Item	**Minute**	**Action**
1	**Present** H Merriman (Vice Chair); R Melrose; R Warrilow; E Malloy; N McPhee; G Connolly; K Muirhead; and MT Allison. H Merriman acted as meeting Chair in the absence of K Lane. **In Attendance** F Allison (Senior Tutor); and D Higgins – Durnan *for recording purposes.* **Apologies** Apologies were received from K Lane (Chair); J Retson; and J Smith (Senior Tutor).	
2	**Minutes of the Meeting held on 07 January 2025** Members approved the minutes from the meeting held on 07 January 2025.	
3	**Matters Arising from the Meeting Held on 07 January 2025** • Events checklist (R Melrose) R Melrose circulated the draft checklist prior to the meeting. Members agreed to trial the checklist for upcoming events. R Melrose agreed to forward a Word version of the checklist to R Warrilow for Central Station in March. • Merchandise update H Merriman confirmed that the hoodies had been delivered, and these would go on sale when the new term commences. Discussion followed in relation to obtaining a card reader with R Melrose informing members that this had been researched in the past with cost implications for GFW. N McPhee agreed to research this further and feedback at a future meeting.	**RM** **NMcP**
4	**GFW** **I. Senior Tutors Update**	

		F Allison updated members on the success of Celtic Connections and workshops ran by GFW. He informed members that these workshops were well attended and hopefully boost recruitment numbers in term three. F Allison also provided members with feedback from the recent workshops held for the visiting American and French students which were also successful. In relation to term 3, he requested numbers enrolled to date to start sourcing tutors/planning classes. R Melrose provided an indicative number based on latest enrolment figures.	
	II.	**Celtic Connections Feedback** This item was discussed under the Item 04i - Senior Tutors Update. Members further discussed the participant experience in workshops with large numbers and agreed to consider this for next year.	
	III.	**Term 3 Planning** H Merriman requested assistance (on behalf of K Lane) for the first evenings of the new term to welcome and direct new members. Emphasis was placed on a Monday evening as there were a shortage of volunteers. N McPhee and G Connolly agreed to assist on the Monday evening. H Merriman requested D Higgins – Durnan to send an email to GFW membership, encouraging them to sign up for the new term.	**DHD**
	iv.	**Finance Update** R Melrose provided members with an update in relation to finances. He explained that there is limited activity in January with minimal costs such as administration and late tutor fees and some income from subscription fees from members who enrol early. He referred to the increase in subscription fees which should see a higher income, however, the effect of the increased tutor rate would not be seen until late February/early March. R Melrose advised that he was currently liaising with the Accountant, on preparing the annual accounts. He confirmed that the end of February deadline should be met. He added that purchases such as merchandise are now included in the accounts as stock value. R Melrose informed members that himself and F Reid were looking at alternative insurance providers for improved quotes	

	in advance of the upcoming insurance renewal in May 2025.	
5	**AOCB** <u>PVG</u> MT Allison advised of upcoming legislation changes and the requirement for tutors teaching juniors should have a PVG certificate. She confirmed that all GFW Junior Tutors held a current PVG. <u>Central Station – Saturday 29 March 2025</u> R Warrilow informed members that arrangement were progressing and advised of increased numbers permitted this year, now 50 attendees/players. H Merriman requested the Central Station event be added as an agenda item at the March Board meeting.	**DHD**
6	**Date of Next Meeting** Tuesday 04 March 2025	