Registered Charity N No: SC029502
Company No: 343670

BOARD MEETING

Minutes of GFW Board Meeting Tuesday 27 May 2025
Meeting held at 6pm using Zoom Meeting App

Item	**Minute**	**Action**
1	**Present** K Lane (Chair); H Merriman (Vice Chair); R Melrose; J Glynn; F Revie: J Retson; N McPhee; K Muirhead; R Warrilow; and MT Allison. **In attendance** F Allison (Senior Tutor) **Apologies** There were no apologies received in advance of the meeting.	
2	**Minutes of the Meeting held on 01 April 2025** Members approved the minutes from the meeting held on 01 April 2025.	
3	**Matters Arising from the Meeting Held on 01 April 2025** • **Card Reader** N McPhee apprised members with her findings in relation to research undertaken in obtaining a card reader for GFW. She informed members that the initial cost of £49 for the device with no ongoing costs. She added that the transaction fee was 1.75% so for current merchandise i.e. a hat at £10 there would be a transaction fee of 18p and for a hoodie at £30 a transaction fee of 53p. Members thanked N McPhee for looking into this and agreed it would be worthwhile to have a card reader for GFW. R Melrose agreed to link with N McPhee over the summer to progress. MT Allison highlighted that some of the fundraising buckets had a QR code to GFW PayPal which could also be used for donations/payment to be made. • **AGM – Members Notification** Members noted that this item was actioned.	

4	**GFW** i. **Senior Tutors Update** F Allison informed members of the challenges experienced with GFW members not enrolling in advance with numbers drastically reduced from the previous term and the need to cancel some classes. He acknowledged that enrolment numbers did increase as the term progressed. R Melrose added that although enrolment numbers increased, they were not on par with previous sessions, therefore, expected to break even this term. F Allison reported that GFW had a number of upcoming events including two WestFest ceilidhs, a ceilidh in Springburn for a refugee event, attending a Panopticon event, Platform in Easterhouse and Alexandra Park Festival that GFW had participated in previously. He highlighted the issue with junior enrolments and the disproportionate amount of effort involved. He added that the Alexandra Park and Easterhouse events would be used to promote junior classes but requested a meeting take place to consider a strategy for junior classes going forward. The Chair thanked F Allison for his report and invited questions or comments from members. K Lane agreed that a meeting was required to discuss a strategy for junior classes, inviting C Donoghue and K McLeod to attend. K Lane highlighted potential funding opportunities that may be an option. MT Allison responded that funding applications had been made previously, however, were unsuccessful and this warranted further discussion. H Merriman shared her opinion that it was important for GFW to offer tuition for juniors as these were potentially future GFW tutors/adult members. J Retson echoed the comments in that he saw the enthusiasm of the junior members that attended, and it would be of great importance to have an offering for these junior attendees. Members agreed a meeting to be set up within the next four weeks to discuss strategies for juniors. Discussion followed in relation to addressing the late enrolments. Members agreed that deadline date for enrolling be introduced, regular reminders and the use of tutor whatsapp groups to encourage early enrolments to aid beginning of term planning.	**KL/DHD**

	ii. **Finance Update** R Melrose shared the Finance update with members highlighting that this differed from the usual end of month report and was the financial data as at 27 May 2025. He reported that the balance was better than expected. He referred to the trend of previous sessions and the bank balance usually decreasing in May, however, due to the last few remaining class nights of term and tutor invoices due to be submitted this had not yet occurred and expected the balance to decrease dramatically in June as tutor invoices are received. R Melrose informed members that he would not be available to attend the AGM, however, the annual report would be prepared in advance and H Merriman had agreed to talk to the report on his behalf. In relation to the enrolment numbers being lower than previous sessions, MT Allison highlighted the need to confirm why members were not returning. It was agreed a short survey be issued to those GFW members that had not returned. K Muirhead agreed to draft the survey and liaise with the Administrator to issue via Mailchimp.	**KM/DHD**
	iii. **GFW Orchestra Proposal – Committee Feedback** K Lane referred to the meeting held with Patrick Quinn in relation to establishing a GFW orchestra. R Melrose confirmed that he had not yet collated the feedback, however, provided a brief summary of feedback received from members. Members agreed that it may be beneficial, however, the current proposal did not yet complement GFW's mission. Members considered further work on this, however, it would require members of the Board to develop further. K Lane agreed to liaise with new Board member volunteer K Fryer to confirm if she would be interested leading on this project.	**KL/KF**
	iv. Events a. **Feedback from Central Station** K Lane sought feedback from the Central Station event as it did not run smoothly as in previous years. K Lane stated that when they arrived the Central Station staff did not appear to know what was happening. R Warrilow (organiser) stated that she was unable to attend but all arrangements had been made in advance as per previous years, however, her usual contact had retired recently and this could have caused the difficulties experienced.	

	K Lane asked if a future date had been agreed. R R Warrilow responded that she required a confirmation from senior tutors on their availability to lead the session, prior to booking a further date. R Warrilow agreed to liaise with F Allison to confirm availability after the upcoming events.	**RW**
	b. **November Ceilidh** K Lane sought members views on hosting a GFW ceilidh in November 2025, given the success of the ceilidh as a celebratory/retention event last year. Members approved the request and K Lane agreed to progress with arrangements.	**KL**
	v. **Instrument Recall** Members discussed the requirement for instruments currently on hire to be returned prior to the summer for maintenance and updated inventory. Members agreed an email should be issued to members with instruments on loan highlighting return date. Members noted that volunteers would be required on the last nights of term to collect instruments and return to cupboards for storage. R Melrose highlighted that following the finalisation of the annual accounts, merchandise held by GFW was now noted as an asset and an inventory would be required for accounting purposes. H Merriman agreed to carry out a merchandise inventory.	**HM**
	vi. **Zoom / Email Access Issue** Members noted the difficulty experienced when H Merriman last covered Zoom in the absence of the Administrator/R Melrose with an access code being required that is sent to the GFW mailbox and only R Melrose and the Administrator having access. Members agreed to set up a Board member with access to the GFW mailbox for future cover.	**RM**
	vii. **Additional Board Meeting 19 June 2025** Members agreed to the Board meeting on 19 June 2025. D Higgins – Durnan to make arrangements.	**DHD**
	viii. Board Meeting Schedule 2025/2026 Members discussed the Board Meeting Schedule for	

	2025/2026 with the proposed change of day for meetings to be held from Tuesday to Thursday to maximise attendance and enhance discussions and decision making. Members agreed to alternate meetings for session 2025/2026 with meetings to be held 6pm, Tuesday and 6.30pm on Thursday. K Lane agreed to liaise with the Administrator to update the schedule and circulate to members for their information.	**KL/DHD**
5	**AOCB** i. **Email – Charitable Ceilidh Request** Members discussed the request and agreed not to support at this time. K Lane to inform requestor of the Boards decision. <u>Board Resignation</u> J Retson informed members of his intention to resign from the GFW Board at the upcoming AGM. <u>New Board Members</u> K Lane welcomed J Glynn to the Board and informed members of two other GFW members who had offered to join the Board: Florence Miller and Kate Fryer. <u>Thanks</u> K Muirhead highlighted that K Lane was approaching the end of her three-year term as GFW Chair and gave a vote of thanks for all her efforts and contribution. K Lane gave a vote of thanks for the help received from H Merriman as Vice Chair. Members gave thanks to both of their efforts.	**KL**
6	**Date of Next Meeting** Annual General Meeting – Tuesday 10 June 2025	