Registered Charity N No: SC029502
Company No: 343670

**BOARD MEETING**

# Minutes of GFW Board Meeting Thursday 19 June 2025
# Meeting held at 6pm using Zoom Meeting App

| Item | Minute | Action |
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| 1 | **Present**<br>K Lane (Chair Items 1-4); H Merriman (Chair Items 4-6); R Melrose; K Muirhead; and MT Allison.<br><br>**In attendance**<br>F Allison (Senior Tutor); and D Higgins – Durnan *for recording purposes.*<br><br>**Apologies**<br>Apologies were received from F Miller; J Glynn; N McPhee; and G Connelly. | |
| 2 | **Minutes of the Meeting held on 27 May 2025**<br>Members approved the minutes from the meeting held on 27 May 2025. | |
| 3 | **Matters Arising from the Meeting Held on 27 Mayl 2025**<br>• **Arrange strategy meeting for the future of junior classes (K Lane)**<br>Members noted original date had been postponed. MT Allison proposed either 8th or 10th July as alternative dates. H Merriman requested the Administrator to liaise with C Donoghue to confirm and setup a Zoom meeting.<br><br>F Allison advised members that a discussion paper had been prepared and circulated amongst senior tutors. He agreed to share this with Board members to inform discussions.<br><br>• **Member survey (K Muirhead)**<br>Members noted that this had been actioned. D Higgins – Durnan informed members that 46 responses had been received to date. K Muirhead requested D Higgins – Durnan to issue a follow up email to survey recipients. | **DHD**<br><br>**FA**<br><br>**DHD** |

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| | • **GFW Orchestra Proposal**<br>Members agreed to defer this item to a more appropriate date in the future.<br><br>• **Agree further Central Station Event date (R Warrilow/F Allison)**<br>Members noted the confirmed date – 15 November 2025.<br><br>• **Additional Board Member provided with access to GFW mailbox**<br>Members discussed this proposal further and it was agreed that K Lane would be the Board Member with additional access for Zoom cover purposes. R Melrose agreed to set up access week commencing 23 June 2025. | **RM** |
| **4** | **GFW**<br>i. **Board Positions 2025/2026**<br>K Lane advised members of the requirement to assign roles for the upcoming year.<br><br>The following changes to the Board structure were made:<br>• K Lane stood down as Chair, remain on the Board as a member;<br>• H Merriman took up the position as GFW Chair;<br>• F Reid will continue as Company Secretary;<br>• R Melrose will continue as Treasurer;<br>• R Warrilow continue as Events and Publicity<br>• J Glynn, F Miller and K Fryer, welcomed to the Board as members.<br><br>K Lane highlighted the resignation of J Retson, confirmed at the AGM and gave thanks to his contribution during his time on the Board. K Lane agreed to write a letter of thanks to J Retson.<br><br>R Melrose informed members that with J Retson resigning, a Board members or members were required to take responsibility for instrument hire. Members discussed Board member duties and MT Allison agreed to circulate a roles and responsibilities paper that had been prepared previously. She agreed to circulate for discussion and to aid further assignment of roles within the Board. R Melrose also highlighted audits required on instruments and merchandise over the summer. H Merriman agreed to carry out the merchandise audit.<br><br>ii. **Senior Tutors Update**<br>F Allison informed members that the Wednesday end of term session was successful with no issues. He informed members that MT Allison took a number of videos in the absence of I MacDonald and he had been editing the footage for the website. Members noted that this could also | **KL** |

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| | be published on social media for recruitment purposes.<br><br>Discussion followed in relation to enrolments for term one of the new session. It was agreed GFW members be given a deadline for enrolling to aid planning i.e. tutors and classes.<br><br>MT Allison sought views on having an enrolment evening prior to the start of term. Members discussed and agreed that due to the earlier start in August there may be little demand for an enrolment event.<br><br>At this point, H Merriman took on the role of GFW Chair and continued with the remainder of the meeting. She gave thanks to K Lane for her efforts as Chair over the last three years.<br><br>iii. **Finance Update**<br>R Melrose provided members with an overview of the interim finance report. He advised that the bank balance was currently sitting over £75k and noted that the reason for this favourable position was due to the term dates and awaiting submission of tutor invoices, which will reduce the balance.<br><br>He clarified for members the income being received were payments for the upcoming summer school classes, which wouldn't normally be seen in the June statement.<br><br>He concluded his summary advising members that the financial position was positive despite increases to tutor salaries offset by the nominal increase of membership fees.<br><br>iv. **Revised Board Meeting Schedule 2025/2026**<br>Members noted the revised schedule and agreed with one amendment. Meeting one will be rearranged to Tuesday 05 August 2025. | |
| **5** | **AOCB**<br><u>Term One Enrolments</u><br>Members agreed that an email be sent to members week commencing 21 July to encourage advance enrolment with a deadline of 04 August 2025.<br>Members noted that tutors have their own class email lists and Whatsapp groups and agreed, tutors should use these to encourage members to enrol. H Merriman requested D Higgins – Durnan to liaise with tutors accordingly. | **DHD**<br><br>**DHD** |
| **6** | **Date of Next Meeting**<br>Tuesday 05 August 2025 @ 6pm | |