



Minutes Committee meeting held on 14th January 2019 at the George Inn, Backwell

1.0 Welcome and apologies -

Present:

- Annabel Lewis
- Janet McCulloch
- Jenny Wakenshaw
- Eric Sortwell
- John Banks
- Tony Slater
- Rob Williams
- Heather Pitch

Apologies received from Paddy Brading, David Welham, Richard Ellis, Garry Packer

2.0 Minutes of previous meeting were accepted with a minor amendment

3.0 Matters arising

3.1 Action: Discuss demand for extractors and need for replacement with Sheila James. AL

AL outlined the background for new members - we have three Club extractors: two metal ones, of which one is failing and one damaged and a plastic version is very old and damaged. David Capon has agreed to solder the damaged metal extractor. The Treasurer noted that previous expenditure had not been covered by fees for hire, but it was agreed extractor hire is a good facility for club members. The question is, is the extractor fixable? RW is a member of a "men's shed" and there will be someone who can identify if it can be fixed and undertake the work. It will cost £490 to buy a new one, and this will be the fallback position.

Action: RW to investigate potential for repairs

3.2 Action: Send recipe for Honey Cake to DC. JW - completed

3.3 Action: Consider a request to include a mead class in the branch Honey Show. DC - completed

3.4 Action: AW - Wax entry at Winscombe Michaelmas Fair - AW not present.
It wasn't clear if this relates to a wax display or to wax entries.

3.5 Action: ask JB if the Christmas Party venue has been booked. JM - completed

4.0 Chair's report

Action: Liaise with GP re informing Shirley Stevens of the committee's intention to award her Honorary Member. JM - completed

HP reported that she had sent a membership form to Shirley in the post

Action: Speak to ES regarding the Communications Officer role. AL

ES has now taken on the role of Apiary Manager so Communication Officer is still vacant. It was agreed to continue as present and review this post when secretary role is filled.

4.1 New branch extractor (message attached) See above

4.2 Letter from Anne Rowberry re Asian Hornet

A branch point of contact is needed to receive and disseminate information to members, and possibly take photos, use traps, help the inspectors if necessary. ES agreed to take on this role.

Action: Let Anne Rowberry know that ES will be the branch point of contact. JM

JB reported that the number of monitoring traps reduced from around 20 to 6 last year.

Action: Encourage members to set traps, sign up to bee base via the newsletter. JM

Action: Hold another Asian Hornet workshop in Feb/March. RW/JB

Action: Consider providing traps to all members - HP to estimate numbers and prices. Jamie Llewelyn may provide a location for delivery

4.3 Queen rearing group

It had been suggested that the branch apiary could be used to establish new nucs for new beekeepers and train them expand their nucs and to develop new nucs from their established hive. The group hasn't met to discuss it yet. It was agreed this would probably require a greater number of experience members to attend the training sessions in the apiary..

Currently there are not many branch hives in the apiary to work with, but Stephen Brain may have some colonies available and could be a source of supply. There are fewer people on the introductory course this year, so there may be more space at the apiary than usual. It was agreed that the Queen Rearing Group needs to develop a plan of action.

Action: Discuss this at next QRG meeting. TS

Discuss plan with apiary manager. TS, ES.

5.0 Treasurer's report

TS was keen to know if the committee wants different information at each meeting. He has explored the financial information and is aware of where income is raised, e.g. courses etc and our expenditure. The introductory course is the 2nd largest income after the fees.

TS is meeting RE in the bank next week. He aims to do less work by devolving responsibility to individuals who have discrete roles in specific areas of finance, e.g. membership secretary, introductory course, essential items purchasing scheme. He also wants to have delegated authority to make payments, e.g. up to £200, without recourse to the committee each time. TS will monitor the bank account and activity.

HP asked for committee views on whether we need to continue to belong to ABKA, and TS said he had been wondering the same This has been raised previously and the decision taken to continue current arrangements. It was

suggested a paper describing the pros and cons of belonging to ABKA could be presented at the next meeting

Action: Draft a paper describing the pros and cons of continuing under the auspices of ABKA. TS

6.0 Membership secretary update

HP reported that we had 172 members in October. After sending a group email to 106 members we already have 116 paid up members. HP will chase 55 members who still need to renew. HP also reported that the conversion of those on the introductory course to full members was 13 (43%). All those on the introductory course this year have been given a membership form and a gift aid form but they can use the gift aid when they become full members.

6.1 E-Return 2

HP now has access to this BBKA membership database. Extra fields can be added. Committee members can have read only or write rights. Templates, such as receipts, can be created locally.

Action: Present how E-Return2 works at a future meeting. HP

7.0 Secretary's report

Action: Discuss minimum communication needs and process. SW/JM.

Action: Consider setting up a group to agree contents of a potential welcome pack. SW/JM.

This was not progressed as SW moved into a different role but it needs to be discussed with HP

Action: Update text of constitution with current date. JM. Put on website - in progress

Action: Share constitution with the committee. JM

Action: Book the Dungeon for pre-AGM meeting on 9th October. AL Completed

Action: Submit draft AGM reports to JM by 5th October. All officers - Completed

7.1 BBKA booklet and branded garments orders

A number of requests for booklets had been received. There may be some surplus, but it was agreed they could be sold to members in the future.

Action: Order required number of BBKA booklets. JM

There had been no interest expressed in the branded garments but this may change if members could order via the website.

Action: Liaise with Jodi Moger and the provider re branded garments. JM

7.2 Proposal to purchase an external hard drive

JM reported that currently branch records are retained on the hard disk of her laptop and it would be better if they could be retained and backed up using an external hard drive. This proposal was accepted but it was also considered that a web-cloud might be preferable in the longer term.

Action: Purchase an external hard drive and back up files. JM

Action: Explore a cloud provider, e.g. Google in addition to the hard drive. JM

7.3 Proposal to update branch badges

JM reported that since the branch was renamed the badges are now out of date and proposed that updated badges are purchased. Not everyone supported the purchase of badges and needed further information.

Action: Explore costs of new badges and share by email. JM

Action: Decide whether to support new badges based on costs. All

In addition, HP asked for clarification of the spelling of the branch name. It was agreed the logo would be changed to read: *North Somerset Beekeepers*.

Action: Liaise with Martin Gates re amending the branch logo. JM

7.4 Approval of AGM draft minutes for uploading to the website (attached) - Approved

Action: Upload draft minutes of AGM 2018 to the website. JM, JB

8.0 Apiary Manager's report

Action: Share article on effects of solar panels on bees with committee members. HP. Completed

DC and AL had asked if cars could be parked in another area, but this was not possible.

Action: Discuss possibility of purchasing new land with Rob Cleeve (land agent) and the membership. Apiary Manager.

Jamie Llewelyn has reported that areas of land come up for sale at times for around £15,000. We would need Avon's prior approval to spend that level of money.

A large fence is now around solar sense and the two housing plots are clear. We have some time before the houses are built. Ginny Gibbs has offered a piece of land but it was not suitable. She also has a contact at Tyntesfield and has spoken to them; and is waiting to hear back.

ES, JL, DC and AL are meeting at the apiary next week for a handover. Over the next year ES would like more members to visit the apiary on Sundays and to have tea etc, and possibly sell items from the apiary e.g. badges and tee shirts.

Action: Find out the estimated date of housing occupancy. ES.

9.0 Programme Manager's report

Action: Put information on bees and teas in the newsletter - RW - Completed

Action: Liaise with RW re dealing with wax. JW. Not yet complete

Action: Send RW name of someone who can speak on medicinal uses of honey. JW

JW suggested John Chambers who had featured in BBKA News. It is likely this will be part of next year's programme

Action: Finalise the 2019 programme. RW Completed.

RW reported that the programme is now complete and has been communicated to members with no adverse comments received.

He needs to consider how to organise the *bees and teas sessions*. He may list the options on the website or Facebook page.

RW also reported that UWE students had been reviewing our website and will give a final presentation and demonstration on Tuesday 19th February Tickenham Village Hall. All members are welcome.

Action: Promote the UWE presentation on 19th February with the membership. JM/RW/JB

10.0 Education Co-ordinator's report

Action: Write article on auction options in the next newsletter. RF Not yet complete

Action: Remind RF to write article on auction options in the next newsletter. AL

Action: Discuss any further changes in course development of intro and improvers course with Anne Rowberry. RF, AL.

RF will be raising this tonight at the Avon meeting.

10.1 Proposals for teaching

PB is aiming to increase teaching beekeeping in schools and establish a training resources box for schools, including posters, microscope. She would like to purchase equipment such as child sized bee suits and seeks agreement for funding around £500 for this. Committee approved this.

Action: Purchase required equipment to develop the schools teaching programme and resources. PB

TS suggested that with the expenditure we may need to consider fund raising.

Action: Put fundraising on the next agenda. JM/TS

11.0 Swarm Liaison report - AW not present

Action: Consider required changes to website on swarm collection. JB, AL, JM

12.0 ABKA Rep's report - DW not present

13.0 Web-Master's report

JB reported that he would like information about forthcoming events to be highlighted earlier so he can get it on the website in a timely way.

Action: Inform JB of forthcoming events as early as possible. RW

HP reported that the membership forms on the website need to be updated.

Action: Update membership forms on the website. HP/JB

14.0 Shows 2018

Action: Liaise with GP re sending formal thanks to all show coordinators and volunteers. JM - In progress

Action. Draft an article for Mendip Times, including photos and list of prize winners. HP. Completed

Hans is willing to sponsor the North Somerset Show again this year.

15.0 Members without portfolio - None

16.0 Any other business

16.1 Christmas meal 2019

RW has asked for prices at Gatcombe Farm, they will phone RW to discuss. The menu will be available in February.

Action: Circulate proposals for Christmas meal to committee members by email for agreement. RW

16.2 Essential items purchasing scheme

JB reported that he had been in discussion with Jamie Llewelyn as to whether he can get items cheaper and he has storage facilities.

Action: Continue liaison regarding essential items purchasing scheme. JB, JL

16.3 Branch library

AL reported that she has some information on the library which she will circulate.

Action: Send information on the branch library to committee. AL

17.0 Dates of next meetings

The long gap between the September and December meetings was discussed. It was agreed to add in a further meeting in early December.

- Tuesday March 19 - **please note change of date**
- Monday May 13
- Monday July 8
- Monday September 9
- Monday October 7 - Pre-AGM meeting
- Monday December 2nd - **Please note this additional date**