

North Somerset Beekeepers Branch

Committee Meeting

6th January 2014

1.0 Welcome and apologies

1.1 Present

Garry Packer	Chair
David Welham	President
Richard Ellis	Treasurer
Rob Francis	Education Officer
David Capon	Apiary Manager
John Banks	Programme Manager
Adrian Wells	Swarm Liaison
Janet McCulloch	Secretary and Show Coordinator
Annabel Lewis	Member Without Portfolio
Ian Cooper	Member Without Portfolio

1.2 Apologies

Were received from Gerry Scott-Wilson and Steve Robinson

Gary gave a vote of thanks to Wendy and other former committee members, which was supported by the committee.

2.0 Minutes of previous meeting

Were accepted as an accurate record of the meeting

3.0 Matters arising

- 3.1 Letter of thanks to Hans Wilson (WW) completed
- 3.2 Letter to Clive Bowell (WW) completed
- 3.3 Forward details of beginners' course to Apiary Manager (WW) completed
- 3.4 Purchase candle making equipment (WW) DW thought that this had not yet been completed. Thorne' s have some coloured wax in their sale.

Action: Purchase candle-making equipment: DW

- 3.5 Collect mower (DC and Phil Clemente) – not yet completed
- 3.6 Purchase notice board (DC) - completed
- 3.7 Plan for beginners' mentors (DC) – completed
- 3.8 Confirm details of skep-making event (JB) – completed. Four people have booked places on the skep-making course and seven people have booked places to visit the honey farm. More bookings are needed to make these events viable.

**Action: Advertise the events in the newsletter and email
JB , Jan Davis, JM**

- 3.9 Purchase *More than honey* DVD (RF) – completed and available to be borrowed by members. SR has liaised with the Curzon Cinema to show the film on 23rd March.
- 3.10 Arrange queen rearing workshop (RF)
- 3.11 Bedminster School apiary (RF and JB) - There has been little contact with Bedminster School recently.

Action: Contact the school: JB

- 3.12 Colour code club books (RF) – completed. Branch Library: is now in four sections and there is a small selection of particularly useful books at the apiary. It was suggested we should also develop a digital library with links to useful web pages.

Action: Explore developing a digital library: RF

- 3.13 Arrange wood working workshops and advertise on web (Phil Clemente and SR) – Not completed, awaiting dates from PC
- 3.14 Put varroa calculator on web site (JB & SR) – SR will upload when a working version is supplied

Action: JB & SR

- 3.15 Check location of club microscope (JM) – completed, it is being held by Bob Kirkwood
- 3.16 Badge making equipment (JM) - JM had received the equipment. It can be made available at shows for individual badge-making. Some templates can also be produced, e.g. *I've seen the queen*. Jan Davis may have some designs that can be made available.

Action: Discuss badge designs with Jan Davis and prepare ready for show season: JM

- 3.17 Publicise Honey Show at AGM (JM) – completed.

4.0 Officers' reports

4.1 Chair's report

JB asked for clarification on the duration of Officers' terms of office. DW confirmed that the term of office is 3 years after which they are expected to retire. It was agreed that succession planning is important and the role of Member Without Portfolio and the deputies for some posts can be useful in this respect.

**Action: Develop a table outlining start and end of each officer post:
JM**

4.2 Treasurer's report

4.2.1 Budget report

RE reported that the accounts are up to date and the branch has £8976.88 in the bank. There is a budget to cover apiary costs in the next financial year.

4.2.2 Membership report

Several members have still not renewed fees, which is not unusual at this time of year. If membership lapses, members will not have insurance coverage or receive publications and it takes some time to reinstate lapsed membership.

It was agreed that a reminder should be sent to all members who have not renewed membership and this may be followed up with a personal phone call if necessary in March.

Action: Draft letter and send to members: RE/JM

**Action: Send latest membership list to committee members:
RE/JM**

It was also suggested that members do not find it easy to find the details on membership renewal on the website.

**Action: Discuss membership renewal information on website:
RE/SR**

4.3 Secretary's report

JM reported that she had some IT problems initially but these should now be resolved. It was suggested that an email account for the secretary could be created.

Action: Discuss creating a secretary email address: JM/SR

JM had received the large Branch Archive which dates back over a long period. It was agreed that some of this could be donated to the BBKA history archive or destroyed.

Action: Draft records disposal guidance: JM

4.4 Apiary manager's report

Two commercial hives have been purchased, including brood box and super frames. Foundation will be purchased in the next few weeks.

Observation hive: The branch already owns a one-day observation hive but needs another full exhibition hive which will cost £400. This was supported by the committee.

Action: Purchase observation hive: DC

A question was raised as to whether we have insurance for the apiary shed and its contents and 3rd party liability at the apiary.

Action: Check with Avon what is covered by insurance: DC

Action: Update list of apiary assets: DC

4.5 Programme manager's report John Banks

JB is devising the education programme for 2015 and requested suggestions, which included:

- Cosmetics, polish etc
- Swarm management
- Extraction
- Visit to Maisemore
- Showing products
- Bees for development
- Alternative beekeeping
- Bumble Bee Trust and other types of bees

4.6 Education officer's report Rob Francis

4.6.1 Schools

Chew Valley is raising funds to buy a colony and equipment.

A workshop on working with schools and young people is being held next month

Action: RF to attend the workshop

It was agreed that increasing the Branch involvement in schools will be time consuming and the work should be shared with local beekeepers.

AW reported that Sidcott school may be able to share resources such as risk assessments. Contacts in the school: Sally Harden or Russell Spooner, Head of Science.

Action: Contact Sidcott School: RF

4.6.2 Courses

The Basic Course starts next week with about 10 participants. Module One also starts next week with about 12 participants. This will be self-directed learning facilitated by Ivor Davis. A small group is also attending a Module Three Study Group on Thursdays.

4.6.3 Winter cluster meetings

The first meeting was very successful and will continue monthly over the winter. It was suggested that the days are varied to encourage participation.

4.7 Swarm liaison officer's report Adrian Wells

AW has a number of developments he is keen to pursue and these were supported by the committee. These were:

Action: Develop a leaflet on swarming: AW

Develop an availability grid to increase swarm collection: AW

Develop a policy on swarm collection: AW

4.8 Avon delegate David Welham

DW explained that there is an Annual Delegates Meeting at the BBKA in January at which propositions from the Associations are considered and are voted on at the meeting.

South West branches (SWJCC) also meet prior to the ADM to discuss the propositions. DW represents the ABKA.

Spring Day School: it has been agreed that this is of no benefit to the majority of members and may not be held this year. A visit to Hartbury is being considered.

DW suggested that the branch could ask Avon to subsidise some of our expenditure, e.g. the observation hive.

Action: Draft a letter to the Avon Treasurer and discuss with RE & DW: GP

4.9 Web-master's report Steve Robinson

SR was not at the meeting but has sent his report by email. The website is still attracting lots of hits. Everything people given to SR has been uploaded. The new "sign up" lists seem to be working well. If anyone has any suggestions please let SR know.

There was discussion about ease of access to the web site by members and whether this is restricted by having a password protected area.

Action: Clarify whether the web site contains information requiring password- protection: RE/SR

4.10 Show coordinator Janet McCulloch

It was suggested that members are not aware that their honey and products can be sold at shows.

Action: Publicise through newsletter and email: JM

JM still needs to complete an inventory of show equipment, especially that held at the apiary.

Action: Visit the apiary with DC: JM

JM took possession of the Jubilee Cup. The Novice Shield needs to be obtained prior to the Honey Show.

Action: Obtain Novice Shield from Ben Cookson:JM

5.0 Any other business

5.1 Purchase of essential equipment JB

JB proposed that certain items (e.g. fondant, super frames, oxalic acid, ambrosia, MAC strips) could be bought in bulk, stored at central locations and sold to members. The web site could be used to order supplies to help assess demand and to manage the supply process.

It was suggested that Martin Stickland and Ken Basterfield would be good contacts.

Action: Draft a paper: JB

5.2 Venues for committee meetings

The size of the committee, if everyone attends, may be too large to be accommodated in members' homes. It was suggested that free or cheap venues in pubs and village halls could be explored.

Action: Explore alternative venues: JB

6.0 Date of next meeting:

3rd March 2014 at Tickenham Village Hall

Close of meeting: 10:10