

South Staffordshire and District Beekeepers Association

Approved minutes of the meeting of the Committee held on Wednesday 10th April 2019 at SureStore Cannock at 7.30 pm

	Actions
<p>1. Present : Alan Greenman (Chair), Claire George, Phil Atkin, Clive Stewart, Trevor Smith, Dayna White, Wendy Woodward, Paul Twibill, Stuart Roberts & Lynne Lacey.</p> <p>2. Apologies Keith Thompson</p> <p>3. Minutes of the last meeting were agreed as a true record. Proposed by Trevor and seconded by Claire.</p> <p>4. Matters arising or items not on the Agenda None</p>	
<p>5. Committee members - roles and responsibilities</p> <ul style="list-style-type: none"> • Alan asked the new members if they had specific skills that they wanted to use for the committee. • Wendy was a possible new secretary and would shadow Lynne. Dayna was to assist Claire and expressed an interest in 'Design' eg flyers. • Paul was happy to do the Membership Secretary role, using the new BBKA ER2 system. • We discussed the role of the Hospitality Team with Phil and what the actual tasks would be. Wendy and Phil to liaise to implement a rota for apiary sessions. Contacting Penny, Chris & Jill for their thoughts. • Awareness of members' responsibilities – could put this on the website 	Phil/Wendy
<p>6. Set objectives for 2019 and 2020</p> <ol style="list-style-type: none"> a. Education metrics – we could hold a mid-term review to gather the opinions of the membership. b. Raising of colonies for beginners? c. Wendy raised – what is the vision and therefore what is it that we really want to measure? d. What are the objectives of the Apiary Working Group? Paul will be the Chair for the next meeting. Alan asked for a written report for the next meeting. They need to be manageable and SMART. e. What is the object of Hilton Green? f. Claire Raised the point - We are trying to raise funds for future events and so we cannot ignore the income from sales of Nucs, Honey etc. Alan asked Claire to write a list of opportunities for money making, using historic data. g. Alan stressed an objective around the relationship with the National Trust. Paul added the relationship with Hilton Green needs to be maintained. 	Paul Claire

<p>7. Communication lines – appropriate?</p> <p>a. Internal - hive condition, job rota sheets, noticeboard Paul raised that we have a duty of care regarding peoples’ personal information.</p> <ul style="list-style-type: none"> • There was a discussion around trying to put some sort of visual display together that facilitates knowledge in the apiary. A traffic light system was discussed regarding hives. • How will the hives be identified for each of the training activities? – Still to be determined by the Apiary Working Group • Wendy raised the need for an understudy for each of the roles • The sessions could also be disturbed by weather etc. Bad weather alternatives are in place if needed. <p>b. External – email, website, newsletter, Facebook, WhatsApp</p> <ul style="list-style-type: none"> • Email – okay generally • Website – members area requested, proof reading and suggestions welcomed by Paul • Newsletter - General consensus is that it is ‘Great’ ! • Facebook – Is it worth it ? Agreed it was worth it. • WhatsApp – Lynne thinks it’s fab ! We should have it for each of the small teams etc. Agreed to set up a group and ensure that the teams understand it. 	<p>Lynne</p>
<p>8. Documentation – H&S, COSHH etc</p> <ul style="list-style-type: none"> • Poisons at Shugborough need sorting out. Clive was volunteered. Can we sort out suitable storage and paperwork to enable us to keep it at the apiary? Can we determine what we have and make a recommendation? Clive is able to safely dispose of waste. • Can we produce an inventory of what we have and where we store things? To include all of our assets including Hilton Green and the printer and the items that Craig has. Alan to speak to Craig .An action that needs to addressed in the future but is not urgent. 	<p>Clive</p> <p>Alan To be carried forward</p>
<p>9. Committee meeting dates and venues for 2019 and 2020</p> <ul style="list-style-type: none"> • Proposal for dates for the next 2 years. • Can Lynne pull together a proposal for the dates based on the dates in our calendar? Taking into account the AGM, Beginners, Honey Show etc. • Could Lynne pull together a list of potential dates for the events in our yearly calendar please ? Honey Show, Beginners, Taster Days etc 	<p>Lynne</p> <p>Lynne</p>
<p>10. Correspondence</p> <ul style="list-style-type: none"> • Swarm list discussed and Paul has put it on ER2. Paul asked if we could check that it comes up on the BBKA swarm site. • Notification of the 3 counties honey show • Positive thinking March 19 • Asian Hornet information from BBKA 	<p>All</p>
<p>11. Any other business</p> <ul style="list-style-type: none"> • Purchases – <ul style="list-style-type: none"> ○ Alan has bought a printer – needs to reimbursed 	<p>Claire</p>

<ul style="list-style-type: none"> ○ Paul to remain on the sign-off list for cheques ○ Authorised the purchase of the generator £230 to be stored in the cabin. Alan to buy ○ List of essentials ○ List of desirables ○ The spend will need to be capped at a sensible level to be advised by Claire ○ Discussed purchase of more expensive stuff – needs to be carefully considered and will require fund raising. ○ Grants to be considered by Wendy, Julie Hamer and Phil bringing information to next meeting. ○ Clive to consider petrol storage for the generator 	<p>Alan</p> <p>Claire</p> <p>Wendy/Julie/Phil</p> <p>Clive</p>
<ul style="list-style-type: none"> ● BBKA MBD Queen Rearing Course subsidised by the BBKA have invited Stuart to take part in training at a cost of £75 will our association pay ? – Yes – plan to train the trainers as a result late in the year. Can Stuart propose some dates to Trevor ● For clarity - At the next meeting we will report on actions and produce a report as they are requested. ● Constitution – Keith thinks that we should check the constitution ● Spend – can we prepare a budget? Claire was asked to prepare a proposal based on last year’s spend. ● Alan will bring the attendance book to the first meeting also a money tin suggesting a £1 payment rather than a donation. 	<p>Stuart</p> <p>All</p> <p>Claire</p> <p>Alan</p>
<p>12. Date of next meeting : 22/05/2019 @ SureStore 7.30 pm</p>	