

South Staffordshire and District Beekeepers Association



Minutes of the Committee meeting held on Wednesday 8th April 2020
via Cisco Webex videoconference at 7.30 pm

	Actions
<p>1. Present: Alan Greenman (Chair), Barry Crossley, Claire George, Clive Stewart, Dayna White, Ed Bennett, Stuart Roberts, Trevor Smith & Wendy Woodward.</p>	
<p>2. Apologies: None.</p>	
<p>3. Minutes of the last meeting were agreed as a true record.</p>	
<p>4. Matters arising or items not on the Agenda: None.</p>	
<p>5. President / Chairman's Welcome to 2020 Committee 5.1: New Committee Members were welcomed. 5.2: The agenda for this meeting was structured to give all members opportunity to lead items. Future meeting agendas will cycle committee topics to improve meeting efficiency – proposed frequencies and draft schedule will be presented at the next meeting.</p>	Ed
<p>6. Covid-19 Arrangements and Plan for the season Due to the Covid-19 pandemic and government advice the following changes are to be made to the association's plans: 6.1: Bee Experience (Taster) Days planned for May 17th and July 12th are to be cancelled. For the 2020 season there are circa 15 delegates in total. There is an opportunity for all delegates to attend the remaining September 13th day subject to it happening (decision to be July agenda item). 6.2: Beekeeping Beginners Course: the 2020 course including practical sessions are to be cancelled. 6.3: Delegates to be notified of course cancellations and encouraged to re-book for 2021.</p>	Ed Stuart/Alan
<p>7. Stakeholders update: 7.1: BBKA: Consultation docs (sent to the Committee post meeting) are as follows: 1. New Area Associations Admission Guidelines and 2. ADM (Annual Delegate Meeting) voting arrangements Responses to the BBKA requested for 1 by 20th May and for 2 by 22nd May. Stuart briefed the Committee on the papers. All to read the docs and provide any comment to Stuart for next meeting.</p>	All

<p>7.2: National Trust (NT) [Shugborough Apiary]: Shugborough is presently closed to the general public. The NT have been provided with names of those visiting the apiary for regular hive inspections; so, no challenge expected. Discussions relating to NT's recognition of SS&DBKA as a valued stakeholder and potential benefits are on hold.</p>	
<p>8. Education Co-ordinator's update:</p> <p>8.1: A further Covid-19 impact is the decision to cancel the entire SS&DBKA training and learning programme for 2020 up to September comprising study groups and Practical assessments (including microscopy). Both have already been notified of cancellations. Remaining students (beginners and honey bee experience days) are to be notified. The BBKA have cancelled everything practical (assessments and training). A decision re whether the November exams will proceed is due to be taken at July Exam Board meeting and will be communicated accordingly.</p> <p>8.2: Beginners Support: in addition to Mentors provided to those that took Nucleus hives, Stuart has offered to post a "What's on in my apiary this week" blog also incorporating preparations for next month e.g. swarm control.</p> <p>8.3: The SS&DBKA is establishing a limited Bee Husbandry support network to champion best practice and support new members or those facing challenges. Support is to be co-ordinated via Stuart.</p> <p>8.4: An approved list of people within the support network is to be established.</p>	<p>Stuart</p> <p>Stuart</p> <p>Stuart / Claire</p>
<p>9. Events Co-ordinator's update:</p> <p>9.1: SS&DBKA Convention 8th November 2020 The event is still in planning (to go ahead this year if practicable). A checklist for the convention's scope has been established. The convention theme will be the honey show. Wendy to review scope with Steve Smith and Alan. Wendy to discuss Stuart's idea to develop badges for the convention with Dayna.</p> <p>9.2: A volunteer group to support the convention is to be established. A communication to SSD&BKA members from the committee is to be sent requesting volunteers for this any other areas where volunteer support would be welcomed e.g. quartermaster / Health & Safety etc.</p> <p>9.3: A post lock-down celebration / social is to be organised to include an awards presentation (the awards will be those previously planned for the Mar '20 AGM not given in person due to the AGM being held virtually).</p>	<p>Wendy Wendy / Dayna</p> <p>Alan via Ed / Committee members requiring support</p>
<p>10. Treasurer's update:</p> <p>10.1: To enable Barry to become Treasurer documentation requires transfer from Claire to him and a mandate is required for association bank account access. It is anticipated this could be delayed due to limitations imposed on bank branch access.</p> <p>10.2: The associations finances are to be modelled, to enable better understanding of the financial risk created through Covid-19 impacts. The modelling is to identify association base running costs and consider cashflow impacts including:</p>	<p>Claire</p> <p>Claire/Barry</p>

<ul style="list-style-type: none"> • lost income due to cancellations, • capitation payment adjustments for any new member cancellations; payments to the BBKA (British Beekeepers Association) and BDI (Bee Disease Insurance) and are due by 31st April. • Recent quartermaster purchases held on credit cards • Accruals for previous committee approvals for quartermaster spending; a mitigation to cash flow issues will be to freeze purchasing of non-essential consumables. • Budget requests for the forthcoming year <p>10.3: A request to confirm the 2020 budgets for each committee area was made to enable forward planning (agenda item for next meeting).</p> <p>10.4: Committee members are to provide their budget requirement for a typical year, based upon last year and a forecast for this year which is expected to be unusual due to Covid-19 in some areas e.g. education and events.</p> <p>10.5: To maintain the apiaries spending will be required on consumables (frames, ambrosia, varroa treatments etc.). Apiary spending breakdown for last year to be provided.</p> <p>10.6: Association credit cards are available for purchases.</p> <p>10.7: Trevor / Dayna to collaborate on ordering of bee feedstock</p>	<p>Ed</p> <p>All</p> <p>Claire</p> <p>Trevor / Dayna</p>
<p>11. Apiary Co-ordinator's update:</p> <p>11.1: Shugborough: Inspection routines established comprising 3 teams of 2 beekeepers (on Monday: Paul & Penny, on Wednesday: Chris & Alan and on Saturday: Stuart & Jo). Inspection sheets to be e-mailed for people to print at home.</p> <p>11.2: A Code of Practice for Shugborough Apiary is being developed – will be issued for comment.</p> <p>11.3: Hive inspections: All have been inspected at least once. An apiary colony record is available. In summary there have been 6 winter losses. There are 12 colonies (10 in hives and 2 in Nucleus hives). Some colonies not strong (only 1-2 brood frame (Hives 15.5 & 16). There are 3 reasonably strong hives (7, 15 & 18). The rest are middling to poor.</p> <p>11.4: There are 2 Nucleus hives in Geoff's garden – alive but not inspected for 3 weeks. Status to be reported. These are to be returned to Shugborough to replace winter losses. Spaces available at locations 4, 9, 10 & 19. If strong returned Nucleus hives will be fully hived by the apiary team. Stand location 17 has been reserved for Hive 15.5 which contains a new queen.</p> <p>11.5: Colonies location and numbering within the apiary is being rationalised.</p> <p>11.6: Bee Diseases: Group 1 suspect Hive 13 has Nosema; a bee sample is available for analysis (in the container for collection).</p> <p>11.7: Chris Brewin received a special mentioned from Trevor for her support to the apiary.</p>	<p>Trevor</p> <p>Trevor</p> <p>Stuart</p> <p>Stuart</p>

<p>11.8: It is proposed weak hives are to be boosted by uniting with other stock when possible and hives balanced by swapping those in strong / weak locations.</p>	
<p>11.9: Brood frame balancing is also a possibility but requires disease inspections to be undertaken first. This requirement will be included in the Code of Practice.</p>	
<p>11.10: No Nucleus Hives are to be offered for sale until the SS&DBKA stock level improves.</p>	
<p>11.11: Queen rearing is to continue as planned by Stuart in May. One to two colonies will be double brooded to support this and colonies will need to be boosted this month. This creates an urgent need for additional brood; to be sourced from Hilton Green. The Apiary Working Group is to provide a recommendation of stock to use for Queen rearing, however further support is not necessary.</p>	Trevor
<p>11.12: Hilton Green (HG): Businesses associated with HG are closed due to Covid-19.</p> <p>HG is SS&DBKA's isolation apiary established to support the Shugborough Apiary. The apiary at HG and Shugborough are governed by the Committee, with day to day management and control discharged by the holder of the Apiary Co-ordinator role (Trevor Smith). HG is supported by an Apiary Team, understood to comprise of Chris, Steve, Mel, Martin & Phil. Trevor will contact the team and ensure that they are invited or represented at the Apiary Support Group. It is clear that we need to improve the communication with HG Apiary team and that there is a need to have a greater awareness of the situation there. HG and Shugborough should have a consistent approach in such areas as the regularity of inspections, record keeping and quartermaster requirements. HG isolation apiary is essential to ensuring that any bees collected from swarms/other beekeepers can be taken to HG, hived on foundation and allowed to progress through two brood cycles. The inspection of the bees and brood, to ensure no disease signs are present, before being introducing to the Shugborough Apiary is of paramount importance.</p>	Alan Trevor Trevor
<p>11.13: Bees and brood are required for transfer to Shugborough to boost weak colonies and enable the queen rearing programme.</p>	Trevor
<p>11.14: To enable bees to be transferred to reinforce the Shugborough Apiary, the status of hives and their health is to be confirmed through inspection, as a matter of urgency.</p>	
<p>11.15: Previously agreed plans to use shook swarms to control swarming (believed to have been selected due to limited winter varroa treatment) are to be stopped, as this method of swarm control would diminish the brood stock.</p>	Trevor / Dayna
<p>11.16: Equipment taken from Shugborough stock to support cancelled operations is to be returned (50 frames, 3 packets of brood foundation and 2 brood boxes) also circa dozen spare supers are to be transferred (subject to car space).</p>	Alan / Trevor

<p>11.17: Arrangements for transfers from HG to Shugborough of stock (5 colonies in Hives) and materials are to be confirmed including date, time and preparations for collection by Stuart and Dayna.</p>	
<p>12. Quartermaster's update:</p> <p>12.1: What in stock and where is it?</p> <ul style="list-style-type: none"> • At Shugborough: Everything ordered from Beetradex comprising 200 frames, brood foundation and supers. Fondant: 5 boxes. Ambrosia: 18 x 12.5kg buckets. • At Hilton Green: Plenty of sugar; to be transferred to make syrup at Shugborough. • At SureStore Cannock – stock level not discussed. • Location TBC: 8 boxes of 1lb honey jars (plus Clive and Stuarts Jars). (2500 jars for £25). Jars selling project on hold till to return to BAU. 24 Nucleus Hives. <p>12.2: The Shugborough marquee is in storage but is not expected to be serviceable for next year – options for a suitable accommodation are to be investigated including alternative provision via the NT or replacement.</p> <p>12.3: Assuming pandemic cessation by the autumn SS&DBKA intends to provide essential beekeeping product supply services to members including Fondant, Ambrosia, jars and varroa treatment. These services will be provided from SS&DBKA store at SureStore Cannock, utilising an appointment system. Arrangement to be confirmed in the summer.</p> <p>12.4: A member request to also supply frames and foundation has been rejected as SS&DBKA's minimal bulk buy discount for these items make it uneconomical/profitable).</p>	<p>Dayna / Trevor</p> <p>Alan / Barry</p> <p>Dayna / Claire</p>
<p>13. Health & Safety / AHAT Coordinator's update:</p> <p>13.1: Health & Safety (H&S): Importance of H&S to the SS&DBKA activities was reinforced as demonstrated by the addition of the H&S role on the committee.</p> <p>13.2: A basic H&S Policy is in place which required updating for Covid-19 impacts and H&S Improvement Plans are to be brought forward at next meeting.</p> <p>13.3: Basic Risk Assessment (RA) and Method Statements (MS) have been previously undertaken. Clive is developing these and will confirm the status of these for both apiaries.</p> <p>13.4: Committee members are to identify hazards in their areas of responsibility to feed into policy and plan, RA & MS development.</p> <p>13.5: AHAT (Asian Hornet Action Team): A report available for the AGM, included details of 2019 AH activity / sightings, NBU (National Bee Unit) actions and highlighted recognition of the branches AHAT at the BBKA AHAT convention.</p>	<p>Clive</p> <p>Clive</p> <p>All</p> <p>Clive</p>

<p>13.6: A branch list of circa 15 AHAT members is being finalised.</p> <p>13.7: AHAT is to be renamed Asian Hornet Teams – to discourage unwanted behaviour e.g. intervention as opposed to monitoring.</p> <p>13.8: The BBKA on-line test exam (relating to Asian Hornets programme) is being held up in testing.</p> <p>13.9: A statement from NBU relating to how their services are impacted by Covid-19 is awaited. Disease inspections and Asian Hornet searches are expected to continue.</p>	Clive / Claire
<p>14. Membership Secretary's update:</p> <p>14.1: Claire and Paul Twibil have access to the BDI's eR2 (eReturn2) system; the cloud based system used to upload member information to BDIs Secure Server. Paul previously administered eR2 and will continue to do so on Claire's behalf.</p> <p>14.2: SS&DBKA has 155 members registered and paid; includes this year's new beginners (23).</p> <p>14.3: Breakdown of Beginners BBKA / BDI Membership status (Country vs Full member) TBC.</p> <p>14.4: 58 SS&DBKA 2019 members did not renew. The demographic profile of leavers is to be investigated through review of historic records.</p> <p>14.5: SS&DBKA status w. r. t. the GDPR (General Data Protection Regulation) and the role the SS&DBKA undertakes (Data Controller?) is to be confirmed along with our Data Protection Policy and any requirement for registration and associated costs (£65 p.a.) etc. This is to be an agenda item for next meeting. Ed to investigate and Claire to send Ed work on this to date.</p>	<p>Claire</p> <p>Claire</p> <p>Ed / Claire</p>
<p>15. Communications including Website administered by Paul Twibil</p> <p>15.1: As well as Chair, Alan's holds the role as Communication Lead. This includes the oversight of newsletter production and website co-ordination.</p> <p>15.2: Alan plans to develop an overarching communications strategy which will consider member information needs and the website's utility.</p> <p>15.3: Dayna's has a multi-media expert friend who is to be approached for advice relating to the comms strategy.</p> <p>15.4: In support of the communications strategy development a website review is to be initiated to be supported by Ed, Alan, Alan Rogers and Dayna.</p> <p>15.5: Paul will continue to administer the website as per Alan's direction in the interim.</p> <p>15.6: Alan Rogers is prepared to help with the website.</p> <p>15.7: Alan to initiate a search for a new webmaster to relieve Paul.</p> <p>15.8: Any items for the newsletter are to be sent to Alan.</p>	<p>Alan</p> <p>All</p>

<p>16. Correspondence</p> <p>16.1: Stuart monitors the SS&DBKA inbox and forwards info to relevant people.</p> <p>16.2: Correspondence received relating to:</p> <ol style="list-style-type: none"> 1. Frames and foundation – see 12.4. 2. BBKA voting proposition – see 7.1. 3. Request to purchase spare Nucleus Hives; declined – see 11.10. 	
<p>17. A.O.B.</p> <p>17.1: The Policy for member to member bee exchanges was confirmed as at member discretion. The SS&DBKA suggests the sale price is £100 for bees plus Nucleus costs. Item to be added to next Newsletter</p> <p>17.2: Association plans re honey extraction are to be agreed later in the season further to Trevor’s review of hive strength and volumes requiring extraction. Tamworth extraction facility proposed. Details i.e. collect and return arrangement and costs to be agreed.</p> <p>17.3: Re swarm collection and social distancing, BBKA guidance is on-line; a note will also be added to the newsletter.</p> <p>17.4: Previous actions to be reviewed at next meeting.</p>	<p>Alan</p> <p>Trevor / Alan / Barry / Claire</p> <p>Alan</p> <p>Ed</p>
<p>18. Date of next meeting: 6th May 2020</p>	