

South Staffordshire and District Beekeepers Association



Minutes of the Committee meeting held on Tuesday 18th January 2022
via [Zoom Meeting](#) video conference at 7.30 pm

	Actions
1. Present: Alan Greenman (Chair), Alan Brewin, Chris Brewin, Claire George, Dayna White, Ed Bennett, Jo Berriman, Julie Hamer, Phil Atkin, Stuart Roberts & Wendy Woodward.	
2. Apologies: None.	
3. Minutes of the last meeting: Ratified.	
<p>4. Matters arising or items not on the Agenda Item Schedule</p> <p>a) Resignations - noted:</p> <p style="margin-left: 20px;">I. Russell Barlow received 20th Nov '21: Health & Safety & Education Vacancy.</p> <p style="margin-left: 20px;">II. Clive Stewart received 12th Dec '21: AHAT rep status TBC.</p> <p style="margin-left: 40px;">Letters of thanks to be sent for contributions.</p> <p>b) Welcome to Wendy Woodward, who has re-joined the committee (till March) to support establishment of the 2022 education programme following Russell's resignation.</p> <p>c) New Committee Member Starter pack – Clarification of responsibility for management of apiary equipment – transfer of responsibility from Quartermaster to Apiary Co-ordinator(s) – amended pack to be sent all committee members.</p> <p>d) ER2 / Google Contacts List Harmonisation: It was agreed that the process and responsibility for maintaining contacts list on ER2 and Google suite would be documented, to ensure the lists remain current and in step with one another.</p> <p style="margin-left: 40px;"><i>Post Meeting notes: Stuart has written and sent a process 20th Jan which covers management of contacts and use of the e-mail system. Thank you.</i></p> <p>e) The committee also discussed potential to use ER2 as an e-mail system, noting that in ER2's documentation it states that <i>a Main Benefit to Local Associations, is that ER2 has a built-in commercial email application allowing secretaries & treasurers to use the system for routine mailings without having to maintain separate mailing lists.</i> However, several fundamental issues were raised, such as the e-mail applications limited functionality e.g., inability to receive e-mails, which led to the majority of committee members not supporting this.</p> <p>f) BBKA membership rate rises £2 increase, not carried over into ER2 or charged to members. The committee voted to absorb the cost rise this time (maximum circa £300). ER2 and website to be updated.</p>	<p>Alan</p> <p>Alan</p> <p>Ed</p> <p>Stuart</p> <p>Claire / Ed</p>

5. Review of Previous Committee Meeting Actions

5.1: Outstanding actions were reviewed; 20 remain open.

Count of Actions Committee Area	Months Open					Grand Total
	2	3	4	6	7	
Apiary	3	3				6
Apiary NT		4				4
Communications	2					2
H&S	1		1			2
Membership	1			1		2
Quartermaster					1	1
Stakeholders - President	1		1			2
Treasurer			1			1
Grand Total	8	7	3	1	1	20

5.2: Actions raised in November '21: 29 were raised – 21 closed; Well done Committee!

6. Treasurer's Update

6.1: Beekeeper's equipment insurance product no longer available

Current insurer *Aston Lark* will no longer be offering Bee keeping equipment insurance for hobbyists, due to insufficient market interest, an alternative insurance supplier (*Hiscox*) is suggested for interested beekeepers. Members to be informed in the next newsletter. Club to seek insurer for its needs.

6.2: A Treasurer's report was received for 2021 Q4 and accepted – Thank you Julie.

6.3: Julie may not be able to undertake the Treasurer role next year and will canvass previous treasurers to see if they would be willing to take up the role.

Julie / Alan

Julie

7. Apiaries Co-ordinator's update

7.1: Colonies & Nuc transported back to Shugborough 9 hive and 7 nucs in total.

7.2: Shugborough colonies inspected for sufficient stores and have been supplemented with fondant where required. Varrora drops on bottom board appear low. New apiary location noted as being a little damp.

7.3: Thanks to Jo & Stuart for supporting the treatment of all colonies with Api-Bioxal on 7th Jan - videos to be uploaded to website.

7.4: Jo & Howard have prepared the Nuc Stand area – Thank you.

7.5: Full itinerary of Brood boxes and Supers compiled and request for new equipment made.

Ed

<p>7.6: Dates agreed for apiary activities which members are welcome to attend:</p> <p>19th Feb: Maintenance Day at Shugborough</p> <p>19th March: Frame making for both sites hosted at Hilton Green</p> <p>23rd April: new Marquee erection</p> <p>7.7: Hilton Green; 4 colonies in good condition Varrora treatment also undertaken on 7th Jan. 2 Nucs to be brought back to Hilton Green.</p> <p>7.8: An equipment / consumables inventory will be undertaken and requests made as required.</p>	<p>Phil</p>
<p>8. Stakeholders Update</p> <p>8.1: Feedback from National Trust (NT) Meeting (16th Jan):</p> <ul style="list-style-type: none"> a. NT Training Room booked for Beginner’s induction on May 7th. b. Marque placement to be agreed with NT on site. Two side by side may be ok. c. Agreed green tent to be removed. d. Car Park demarcation rope to be moved to allow space for 20 cars. e. Electric sockets in car port to be provided asap. f. Locking of store – no fixing into bricks but alternative method to be investigated. g. Waste in areas adjacent to paddock apiary – NT to provide skip in Feb. h. A temporary sign to sign-post the apiary location can be erected (when beekeepers in residence) at the Kennels access road adjacent to the bridge. i. NT have offered to talk at our AGM. j. The old mower in the back garden can be used / taken if wanted. k. NT have offered the opportunity for SS&DBKA to talk to NT visitors in the walled garden 1 Sunday per month (May – Sep), which could lead to a Honey show at NT in Oct. Further discussions required prior to confirming arrangements. <p>8.2: Feedback from 2022 ADM (Annual Delegate Meeting)</p> <p>Stuart attended in person and is preparing a report – Thank you.</p> <p><i>Post Meeting Note:</i> <i>Report (19 pages) issued to members [received Mon, 24 Jan, 16:27]</i></p> <p><i>Congratulations to Stuart for being voted onto the Exam Board for a second 3-year term. Due to a proposition changing the rules which passed at the ADM (2022/8) Stuart will no longer be able to be our ADM Delegate – <u>We cannot thank Stuart enough for being our delegate for the last 8 years.</u></i></p>	

<p>9. Education Secretaries update – from Wendy</p> <p>9.1: Beginner’s course</p> <ul style="list-style-type: none"> • Two 6-week courses are planned for 2022 (May/July). • May is full – July has 12 places available. <p>9.2: Honey Bee Experience Days</p> <ul style="list-style-type: none"> • Two are to be arranged (in May and September). • Currently 6 people are on the waiting list. • If demand exceeds capacity more may be arranged. <p>9.3: Basic assessment in Beekeeping and Honeybee Health Certificate</p> <ul style="list-style-type: none"> • Course to be promoted in January and February. <p>9.4: Study Groups and Modules</p> <ul style="list-style-type: none"> • Currently running Module 1 – Honey Bee Management. • Others to be arranged based on demand from members. <p>9.5: Website Education pages updated – further update re course availability required.</p> <p>9.6: Thursday night education offer</p> <ul style="list-style-type: none"> • Topics currently being scoped. • Plans to be shared at AGM and members to be asked to lead discussions throughout the season. <p>9.7: Still to be arranged:</p> <ul style="list-style-type: none"> • Honey extraction day - Peter Bell to be asked if available. • Healthy bee day - discuss next meeting. • Bee Safaris - discuss next meeting. <p>9.8: The committee thanked Wendy for volunteering at short notice and confirming our education programme for 2022.</p>	<p>Wendy / Ed</p> <p>Wendy</p>
<p>10. Event Co-ordinator’s update</p> <p>10.1: Honey Bees and Hornets (27th Nov) feedback: There was fantastic attendance and feedback from members was the event was really appreciated and great fun. The organising team were thanked Phil, Dayna and particularly Claire for catering for hall full packed full of people.</p> <p>10.2: Autumn Convention and Honey Show: Stuart has secured a judge – date TBC to allow venue booking. Location for Honey Show TBC next meeting, either the Northfield Centre or Shugborough. Wendy to check availability of the former location.</p>	<p>Stuart</p> <p>Wendy</p>

<p>11. Health & Safety update</p> <p>11.1: Safeguarding Officer: Jessica Bennett has kindly offered to take on the role as she has relevant experience in this area from being a teacher and childminder.</p> <p>11.2: Jess will confirm if she requires any further training – nominal funds for this previously agreed.</p> <p>11.3: The club will search for a new Health and Safety Lead.</p>	<p>Jess</p>
<p>12. SS&DBKA AGM</p> <p>12.1: Date, venue and Key Note Speakers (NT) confirmed – members to be advised mid Feb.</p> <p>12.2: Tea, Coffee and cakes to be arranged.</p> <p>12.3: Vacancies to be filled for 8 Roles will include: President, Chairman, Treasurer, Health & Safety Lead, Events Co-ordinator and Education Co-ordinator, ADM Delegate, Membership, AHAT?.</p> <p>12.4: Available certificates awarded during 2021 (Basic Assessment & Honey Bee Health) to be handed out.</p> <p>12.5: Zoom meeting to be arranged (31st Jan) to confirm Agenda – attendees: Stuart, Alan, Claire, Julie and Ed. <i>Post meeting note: Profuse apologies from Ed for missing the meeting.</i></p>	<p>Alan</p> <p>Wendy</p> <p>Wendy</p> <p>Ed</p>
<p>13. Communications update (including Website & Newsletter)</p> <p>13.1: Newsletter: Latest January Issued – unavoidably delayed – feedback received that content was brilliant as always and this time the queen was really hard to find.</p> <p>13.2: Website: Education pages updated. In spring the homepage is to be renovated and the entire websites look refreshed using images from the new paddock apiary.</p> <p>13.3: Accounts are being set up to allow committee members to post directly.</p> <p>13.4: Paul Twibil is to be thanked for work on the website – confirm role transfer.</p> <p>13.5: The website logo is to be updated.</p>	<p>Alan / Ed</p> <p>Ed</p>

<p>14. Correspondence – 22 items received. 5 <u>from BBKA</u> – Responded to in green 6 No. relating to Honey Bee Experience 7 No. relating to Beginners Training Course</p> <p>Nov 17th - [Action Required] Begin your transition from G Suite to Google Workspace – will happen automatically – no action. 18th - <u>LS 2021-11-18 ADM Delegate Pack – pack circulated for comment to Stuart</u> 20th - Request for Honey Bee Experience form. 29th - Request for Honey Bee Experience and Beginners Training course 30th - Request for 2No. Beginners places.</p> <p>Dec 1st - <u>LS 2021-12-01 ADM - correction of Proposition 2022/12</u> 2nd - Request for educational visit (Jul '22) – Merridale Primary school (Wolverhampton) – Wendy with Merridale to liaise on this. 2nd - Buckfast Abbey Bee Department – zoom lecture opportunities 5th - Request for 4No. Beginners places. 6th - Request to book Honey Bee Experience 8th - <u>LS 2021-12-08 New Syllabi for BBKA Module Exams – website updated.</u> 10th - Request for 3No. Beginners places. 12th - Request for 4No. Beginners places. 13th - <u>LS 2021-12-13 ADM Meeting - 'What you Need to Know' and 'Guide to eR2 Voting'</u> 13th - <u>New Syllabi for BBKA Module Exams – website updated.</u> 17th - <u>LS 2021-12-17 BBKA training courses 2022</u> 17th - Beginners Bee-keeping – request for dates, locations and prices 20th - Request to but honey bee Experience for Christmas 21st - Honey Bee Experience application</p> <p>Jan 3rd - Request for Honey Bee Experience dates and information 7th - Beginners Bee-keeping – request for dates, locations and prices 8th - Beginners Bee-keeping – request for dates, locations and prices</p>	<p>Wendy Wendy</p>
<p>15. A.O.B.</p> <p>15.1: Apiary Working Group Meetings to be arranged as required.</p> <p>15.2: Ideas for the Grand Opening of the new Paddock Apiary (after the AGM) requested.</p> <p>15.3: Committee meetings dates till the end of the committee year to be set to Tuesday.</p>	<p>Ed</p>
<p>16. Date of next meeting: 15th February '21</p>	