

South Staffordshire and District Beekeepers Association



Minutes of the Committee meeting held on Tuesday 12th April 2022 via [Zoom Meeting](#) videoconference at 7.30 pm

	Action
<p>1. Present: Alan Greenman (Chair – covering for Claire), Alan Brewin, Chris Brewin, Chris Shaw, Dayna White, Ed Bennett, Jo Berriman, Julie Hamer, Phil Atkin & Trevor Smith, Wendy Woodward.</p>	
<p>2. Apologies: Claire George.</p>	
<p>3. President / Chairman's Welcome to new Committee members and introductions</p> <p>3.1: Alan welcomed new / returning Committee Members including Chris Shaw and Trevor Smith and thanked all for joining the 2022-23 Committee.</p> <p>3.2: New Committee Member Starter Pack – This has been sent to all committee members for reference and all amendments are welcomed.</p> <p>3.3: New members were advised we record the zoom meetings for minute taking; after minute ratification recordings are deleted.</p>	
<p>4. Minutes of the last meeting; Ratified.</p>	
<p>5. Matters arising or items not on the Agenda Item Schedule</p> <p>5.1: Insurance:</p> <ul style="list-style-type: none"> a. Security requirements to gain insurance cover were discussed and additional security apparatus is to be installed. b. Issue of meeting requirements to be raised with National Trust. c. Alternative quotation from: Zurich £96 premium for 25k cover to be compared. d. Approval in Principle given to purchase most suitable insurance before next meeting. <p>5.2: ADM Delegate: Russell Barlow volunteered at the AGM and Jo Berriman is also willing; both are thanked for volunteering. A final decision on our 2022-23 delegate will be made when registration is required subject to volunteers' availability.</p> <p>5.3: Lawn Mower: The NT lawnmower has been inspected. It could be repaired, and would require a major overhaul, but it is deemed unsuitable for our requirements. Purchase of an alternative lawn mower was approved by the committee.</p> <p>5.4: Purchase of a fridge and wax extractor was also discussed and approved.</p>	<p>Alan B</p> <p>Alan G Julie</p>

6. Review of Previous Committee Meeting Actions

6.1: Outstanding actions were reviewed; 18 remain open.

Count of Actions	Months Open						Grand Total
	1	2	3	6	5	7	
Apiary				2			2
Apiary NT				3			3
Communications	1	2	1		1		5
Education		2					2
H&S			1		1		2
Membership		1			1		2
Stakeholders - President						1	1
Treasurer	1						2
Grand Total	2	5	2	5	3	1	18

6.2: Actions raised in Mar '22: 6 were raised – 4 closed; Well done Committee!

7. Plan for the 2022-23 Committee

To be discussed at next committee meeting.

Claire

8. Review of Agenda Item Schedule

The schedule was reviewed and has been issued for comment.

Event / Agenda Item	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Items per year
SSDBKA AGM	Monthly from Nov to Mar	✓	✓	✓							✓	✓	✓	6
BBKA Annual Delegate Meeting	Twice - pre and post meeting		✓									✓		2
President / Chairman's Welcome to new Committee members	Annual				✓									1
Plan for the Season	Annual				✓									1
Constitution Review including life memberships	Annual					✓								1
Stakeholders Update	Quarterly	✓		✓					✓			✓		4
Education Co-ordinator's update	Quarterly		✓		✓		✓			✓			✓	4
Events Co-ordinator's update:	Bi-Monthly		✓		✓		✓		✓			✓		6
Treasurer's update	Quarterly	✓					✓		✓		✓			4
Apiary Co-ordinator's update:	Monthly throughout Beekeeping season				✓	✓	✓	✓	✓	✓				6
Quartermaster's update:	Bi-Monthly throughout Beekeeping season				✓		✓		✓		✓			4
Health & Safety update (inc Asian Hornet Team)	Quarterly	✓			✓		✓				✓			4
Membership Secretary's update:	Bi-Annual			✓								✓		2
Communications update (including Website & Newsletter)	Bi-Monthly		✓		✓		✓		✓		✓		✓	6
Honey Production and Sales	Monthly from Jul to Sep						✓	✓	✓					3
		4	5	2	9	3	4	3	5	2	6	4	4	

Any updates required to the schedule are to be advised to the secretary.

Chair to advise on if December Meeting is required?

Claire

9. Stakeholders update

9.1: **National Trust:** Shugborough: current civil works on the walled garden are expected to complete in May.

9.2: Meeting to be scheduled to discuss site license, plans for next year and opportunities for talking to the public and sell honey in the walled garden.

9.3: **Forest of Mercia:** Hilton Green: Directors were please we used the site for frame making. Regular Association meetings are being planned there – details to be advised in due course.

Alan

<p>10. Events Co-ordinator's update</p> <p>10.1: 23rd April – Grand Opening of Shugborough Apiary will include marque erection.</p> <p>10.2: Planning and communications in progress. There will be a zoom meeting to organise grand opening at 7:30pm on 19th Apr.</p>	
<p>11. Treasurers update</p> <p>11.1: A report for quarter 4 was reviewed. Julie was thanked for the report.</p> <p>11.2: The majority of membership subs have now been paid in advance of the BBKA capitation payment.</p> <p>11.3: The success of recent sugar sales was noted; thanks to Chris and Penny.</p>	
<p>12. Apiary Co-ordinator's update:</p> <p>12.1: AWG meeting held at Shugborough (Fri 25th Mar).</p> <p>12.2: Lead Beekeepers have been briefed on equipment storage and inspected their allocated hives.</p> <p>12.3: 9 Hives and 6 Nucleus colonies inspected – Nuc 4 had a drone laying; queen (removed) and remaining bees combined.</p> <p>12.4: Queen excluders installed. Overwintered supers have been numbered and will not be used for extraction. No disease noted. All colonies flying. At next brood inspection colony strength will be assessed and supers installed.</p> <p>12.5: Jan was thanked for holly bush cutting and reporting concern re a nuc's movement – importance of strapping down colonies was noted.</p> <p>12.6: Wendy and Andrew were thanked for salvaging and painting benches for the apiary.</p> <p>12.7: Chris and Alan attended the Spring Convention lecture on setting up and Apiary. A key tip was to make sure that if making a 999 call for a suspected anaphylactic shock, that callers states this first as the operator then uses a priority route for the call – apiary info will be updated for this.</p>	
<p>13. Quartermaster's update:</p> <p>13.1: Marquee to be brought to site for erection.</p> <p>13.2: A full stock take has been taken undertaken.</p> <p>13.3: 50 club caps to be purchased for sale.</p>	<p>Dayna</p>

<p>13.4: Members to be canvassed on requirements for jars at meetings.</p> <p>13.5: Spare Nucs have been cleaned and will be returned shortly.</p> <p>13.6: Previously agreed items (Lawn mower, fridge and steamer) to be purchased.</p> <p>13.7: Spare panels for the previous marquee to be purchased if required.</p>	
<p>14. Health & Safety update</p> <p>14.1: New health and safety notices are in place at Shugborough apiary.</p> <p>14.2: Risk assessment under review for new apiary.</p>	<p>Wendy / C&A Brewin</p>
<p>15. Communications update (including e-mail, Website & Newsletter)</p> <p>e-mail system:</p> <p>15.1: Stuart has requested clarification as to whom is taking responsibility for managing the association e-mail. Currently Stuart is monitoring the mailbox and re-routing mail to relevant parties. The committee recognised the time and burden of this.</p> <p>15.2: It was suggested that:</p> <ul style="list-style-type: none"> a. the website be updated to advise the public of the frequency at which the mailbox is monitored and set an expectation for response within an appropriate timeframe. b. Two people monitor the mailbox to reduce the load and provide cover over holiday periods. c. Solutions to provide multiple addresses / aliases, and integrations with the website be researched to allow the e-mail to be managed more effectively. <p>15.3: Access to the club e-mail has been reported to be complicated by a verification code requirement, so the current work around is to send some education response e-mails via personal e-mails.</p> <p>15.4: Trevor and Wendy offered to monitor / manage the mailbox.</p> <p>15.5: As an interim measure it was agreed that Stuart would be thanked for his support to date and that Wendy will take on the role initially.</p> <p>Website:</p> <p>15.6: The website has been updated with new committee members details.</p> <p>15.7: Paul is to be thanked for his help on the website and be advised that the committee will be taking over management of the website from this point forward.</p>	<p>Alan</p> <p>Alan</p>

<p>15.8: Gemma Phillips is to be asked to provide a new website design – that will be developed offline before deployment.</p> <p>15.9: Use of other social media channels: Facebook, Instagram etc are to be discussed at a future meeting. Gemma to be consulted on this.</p> <p>15.10: Priority is to be given to smooth transition of e-mail management and the website.</p> <p>15.11: There will be an agenda item to confirm arrangements are in place and a plan is being developed at the next meeting.</p> <p>Newsletter:</p> <p>15.12: The next edition is being prepared and will focus on the Grand Opening and feature the AGM.</p> <p>15.13: Photos taken at the AGM are with Alan, and Phil was thanked for taking them.</p> <p>15.14: Members are requested to forward any content / photos to the Alan for inclusion.</p>	
<p>16. Correspondence – 11 items received. 5 from BBKA – Responded to in green</p> <p>Mar</p> <p>16th - LS 2022-03-16 Our BBKA News editor is retiring after 30 years' service and we are looking to recruit a new editor.</p> <p>22nd - LS 2022-2-22 REMINDER - BBKA Spring Convention: Friday 8, Saturday 9 & Sunday 10 April.</p> <p>23rd - LS 2022-03-23 Honey Bee Health Course - Stoneleigh, Warwickshire - Saturday 30th July 2022</p> <p>24th - offer to supply bee hives - Moss Nook Honey – considered.</p> <p>28th - Thanks from the Brewin's re tokens of appreciation for managing apiary move. Noted here.</p> <p>30th - LS 2022-03-30 Draft Minutes of ADM 2022.</p> <p>Apr</p> <p>1st - National Honey Show 2022 April News.</p> <p>4th - LS 2022-04-04 Insurance and taster days.</p> <p>5th - Wildlife at Stafford Castle Event 2022 – Ed to ask Dave Rawsthorne if interested.</p> <p>5th - request for support: 2019 beginners returning & want bees this season - Responded to Beginner.</p> <p>5th - Zurich insurance offer – Julie to Review – fwd Julie</p>	<p>Ed Julie</p>
<p>17. A.O.B.</p> <p>17.1: Confirmed Dates and times:</p> <ol style="list-style-type: none"> a. Apiary Opening on 30th April @ 10 am. b. Thursday's evenings @ 7pm – first session 19th May. c. 7:30pm on 19th Apr – zoom to organise grand opening. <p>17.2: World Bee Day 20th May – proposal to celebrate / promote this requested.</p> <p>17.3: Planning for Honey Show / Convention to start in June.</p>	
<p>Date of next meeting: 17th May '22 – Post meeting Note: Meeting to be at Brockton Village Hall. Brocton Village Hall, Old Acre Lane, Brocton, ST17 0TW</p>	