



Registered Charity N No: SC029502
Company No: 343670

GFW Annual General Meeting (AGM)

Minutes of GFW AGM held on Monday 10 June 2019

Meeting held at 6pm, Glasgow Kelvin College, East End Campus, John Wheatley Building, 2 Haghill Road, Glasgow, G31 3SR

Item	Minutes	Action
1	Present	
The Chair welcomed members to the annual general meeting, which was attended by:		
M Dick (Chair), R Melrose (Treasurer), J Hill, R Warrilow, MT Allison, D Fernandez, N Gatherer, F Allison, A Shute, B Brown, F Dunsmore, J Purvis, J Houston, J Retson, T Robertson, M Campbell, D Brown, P Strain, J Newman, B Kellermann and Donald Higgins – Durnan (<i>for recording purposes</i>).		
Apologies		
Apologies were received from: Frank Reid		
2	Approval of Previous AGM Minutes 4 June 2018	
Minutes of the GFW AGM held on 4 June 2018 were approved, proposed by MT Allison and seconded by R Warrilow.		
3	GFW Annual Report – M Dick (GFW Chair)	
The Chair spoke to the content of the report which sought to inform members of the achievements and the challenges faced during session 2018-19.		
The Chair commented that a number of new processes and procedures had been developed which would enhance efficiency, and		

**Board
Members**

indeed the running of GFW. He highlighted that the session had seen the departure of two long serving board members, Cliff Uney and Frank Reid; he offered thanks for their hard work, and wished them both success for the future. The Chair also informed members that Frank Reid, an existing Board Member had agreed to take on the role of Company Secretary.

The Chair continued to report that session 2018-19 continued to see an increase in membership, though there was a considerable decrease during term four. He explained that the Board acted on this by contacting members who hadn't returned, and feedback received, on the whole for not returning was mainly the Easter and public holiday dates that impacted on the GFW term dates. This resulted in members not being able to attend a majority of the class nights. He added that an action for the Board would be to take cognisance of this, when planning future term dates.

M Dick highlighted to members the challenges, as he envisioned faced by GFW in the coming session as being:

- increasing the numbers of GFW junior membership;
- provide members with the option to pay fees via the GFW website;
- increase interaction with the East End community of Glasgow; and
- improving GFW's environmental credentials

The Chair informed members that work was underway to address each of the challenges detailed, and he was sure that these would be progressed in the coming year.

The Chair also offered his thanks to the Tutors, Senior Tutors the Board and the GFW Administrator for all their hard work, dedication and support for ensuring the continued success of the GFW.

The Chair invited questions from the floor and a member raised concerns regarding the high usage of polystyrene cups on class nights. The Chair responded that a considerable amount of work had been undertaken by R Warrilow to address this issue, including meetings with external companies and the College. He explained that work was ongoing and that the GFW welcomed members to bring their own reusable cups. R Warrilow added that members should be mindful of the size of cups used to ensure supplies are sustained and to allow the Board to control costs. It was agreed that Senior Tutors would

announce this on class nights.

4 GFW Treasurers Report – R Melrose (GFW Treasurer)

R Melrose drew member's attention to appendix D of the annual report which detailed the finance and account figures year on year from 2017 to present. He highlighted a decrease in income due to the reduction in membership and as a result, action was taken to reduce the tutor spend.

The Treasurer proceeded to explain the GFW cash flow, line by line providing additional detail as required. He highlighted a reduction in online payments and advised members that he and D Fernandez met with the external website contact, in order to discuss the functionality of the website accommodating online payments.

The Treasurer also advised that a claim was yet to be made for Gift Aid, as detailed in the report. He explained that this was to bring the claim in line with the financial year, adding that this year's claim would include the previous quarter.

R Melrose ended the summary of his report emphasising the importance of balancing the number of tutors v membership numbers.

Lastly, the Treasurer advised that he did not propose any changes to current membership fees or rates of pay for tutors.

A discussion was held regarding the use of an interest account for GFW finances. R Melrose informed members that GFW was entirely funded using membership fees and any funds raised from events. He announced that the total of funds raised from the Kelvingrove Outdoor Ceilidh was £417.

5 Election of Trustees to the GFW Board

The Chair took the opportunity to inform members of his decision to step down as Chair of the GFW at the end of the session. He added that it had been an honour and a privilege to be involved with GFW, and was in awe of the abilities of the Board, tutors and volunteers who continue to ensure the effective operation of GFW with great enthusiasm.

The Chair opened up to the floor, the opportunity to volunteer to become a member of the GFW Board. One nomination was received and accepted, Mr J Purvis.

The existing Board members were re-elected as a block (with the

exception of the Chair).

6 Question and Answer Session

A member queried how much information GFW were able to glean from online registration i.e. number of members returning etc. R Melrose answered that data can be retrieved from 2017 onwards. He added membership numbers required to be around 385 members for the GFW to continue operating. R Melrose agreed to review the data available and provide a summary for members.

RM

7 AOCB

MT Allison informed the membership that GFW were implementing steps to target junior recruitment. She explained that a tutor was preparing a survey to be completed by the parent or guardians of the current cohort of junior membership, with the feedback allowing the Board to develop an action plan.

F Allison highlighted a minor issue with returning members not notifying GFW in advance of term, which unfortunately impacts on planning i.e. number of tutors required. R Melrose added that the planned development of the website should address this issue as returning members will be afforded the option to notify GFW in advance.

Discussion followed with regards to sourcing additional income streams such as grant funding. A member advised that they had a colleague skilled in this area who may be willing to help.

M Dick advised that one of his last actions as Chair would be to write to Boyd Tunnock to congratulate him on the recent announcement of him receiving a knighthood for services to business and charity.

MD

8 Note of Thanks

MT Allison and F Allison both wished to offer a vote of thanks to members of the Board for their time and effort. In addition, they also wished to thank Michael Dick for the work he had undertaken over the year in his role as Chair of the GFW.