

**Minutes of Moray Beekeepers' Association (MBA) Committee Meeting held at Baxters, Fochabers, on Monday 8th October 2012, commenced 6.30pm**

1. Committee Members Present. A. Tassell (in Chair), D. Clark, R. Clark, T. Harris, G. Thompson, D. Vincent, P. Webster & H. Webster. Apologies: A. Black

The Chairman welcomed two new Committee members, Paul & Helen Webster

2. Approval of Minutes of Last Meeting. The minutes of meeting held on 28.08.12 were accepted as a true record.  
Proposed R.C. seconded D.V. CARRIED

3. Matters arising

Training Team – T. Harris, A. Watson, Y. Stuart and A. Ritchie had attended the 'Train the Trainers' course at Perth and now formed the core of the MBA Training Team

Recruitment & Selection of Project Manager – The sub committee could not present to the Committee the final job description, the draft job advertisement, details of employer/employee contract, and a draft timetable. It also transpired that J. Comins and J. Roberts had not been contacted.

T.H. had recruited 4 members for the Committee, two of whom were present tonight.

D.C. had submitted the names to the publishers of the Beekeepers Quarterly

A.W. confirmed the price of fondabee fondant as £20 for a pack of 5 (2.5kg/pack) or £4 for one pack and T.H. agreed to advertise this to the membership for a bulk purchase. ACTION - T. Harris

T.H. was working on the Basic Beemaster course lessons and would advertise this to the membership in plenty of time ACTION – T. Harris

4. New Committee Members

It was proposed TH, Seconded GT that Paul & Helen Webster be formally co-opted onto the Committee. CARRIED

5. Treasurer's Report

D.C. reported a bank balance of £2,680.11. She reported on the funding due into the accounts from the Bee Aware in Moray (BEAM) project and then highlighted some issues with the MBA bank account, in particular the fact that the only way to purchase equipment was to send a cheque and wait for it to clear before dispatch.

Various options were discussed including keeping the current account as it was but opening another account for the project funds. It was agreed that ideally, a credit card for swift ordering of equipment would be an asset. DC agreed to report back with some options. ACTION – D. CLARK

6. Bee Aware in Moray (BEAM)

T.H. summarised the BEAM project. The funding was now confirmed and the next stage is to recruit a part time Project Manager. T.H. had indicated at an early stage of the process that he would likely be applying for this post and because of this he had also stated at an early stage that he would have nothing to do with the recruitment process.

On 28<sup>th</sup> August, a sub-committee had been formed and tasked with researching the recruitment and selection process, and it was agreed that the sub committee would present to the Committee at the next meeting (28/9/12) a draft job advertisement, a final job description together with details of employer/employee contracts and a timetable, so that it could proceed as soon as the funding was confirmed. MBA Independent Accounts Assessor, Julie Comins (JC) and Jo Roberts (JR), from Community Food Moray were to be contacted as it was considered they had experience in this field.

The funding was confirmed on 26<sup>th</sup> September and when the Committee met the next day it was not quorate so the meeting did not proceed. However, the Chairman, Secretary, Treasurer and Chair of the recruitment Sub-committee, A.B. were in attendance. As A.B. was going on holiday for 17 days and in order to make progress now that the funding was confirmed, it was agreed that D.C. would now contact JC and JR to obtain the relevant

information. The next day T.H. sent a summary of this to Committee members and a couple of e mails informing JC and JR that DC would now be contacting them, and DC agreed to report back at the next meeting.

T.H. had met with D. Watson (DW) from Moray Leader on 29<sup>th</sup> September who stated that the Project Manager should now be appointed asap. Moray Leader had then issued TH with the grant offer forms with a project start date of 8<sup>th</sup> October.

After this summary TH asked the Chairman if it was a fair summary of the situation. The Chairman indicated that it was and then opened the subject up for discussion.

G.T. felt strongly that TH should have nothing at all to do with the recruitment and selection process. It was agreed by all that TH should not be involved in the process but as he had been and still was responsible for the funding applications, a balance had to be met between continuing involvement in the project administration but no actual involvement with the recruitment.

GT had sent an e-mail to Committee members stating he would have no further involvement in the recruitment process for the project manager and he had resigned from the sub-committee. He had further stated that he would have no involvement in the BEAM project, was cancelling any talks he had previously agreed to do and that he now wished to form his own Bee Improvement Group stating it would have nothing to do with Moray Beekeepers. When the subject of the email was brought up GT stated he wished to retract it and this was accepted.

After much discussion the following was agreed:

DC will now progress the recruitment and selection process and will be assisted by GT.

DC will meet with E. Bushel from Elgin Voluntary Services to obtain advice on employment matters.

ACTION: D. CLARK

A draft advert would be drawn up and presented for approval at the next Committee meeting (22/10/12) and this would be sent to every Local Beekeeping Association in Scotland via e mail.

DC stated that the project was running late and she felt that a Project Manager should be appointed asap. The meeting agreed but it was also felt that it shouldn't be rushed.

DC stated that she had spoken with JC who has offered to assist with the recruitment process and if an independent member of the interview panel was required, JC's husband had volunteered his services.

HW suggested we should look at the possibility of the Project Manager being a self employed Consultant as it would be easier than actually employing someone.

T.H. then circulated the revised project timetable agreed with Leader with a start date of 8<sup>th</sup> October.

#### Training Apiary Locations

TH outlined the 4 possible locations for an apiary offered by Moray Council under the Community Assets Transfer scheme. It was agreed to pursue the possibility of acquiring the smaller site at Calcotts Road and TH agreed to progress it with the council. This would be in addition to Birnie apiary.

ACTION: T. HARRIS

#### MBA Committee Re-Structure

In order to implement the BEAM project it was agreed that a restructure of the Committee was required. The Chairman had already indicated that he would be standing down and leaving the Committee at the AGM and TH stated that whether he got the Project Manager's job or not he would be standing down as Secretary. So a new Chairman and Secretary were required and TH agreed to advertise this to the members. ACTION – T. HARRIS

TH had circulated to the Committee a draft report entitled, 'Office Holders, Terms of reference and Areas of Responsibility' and after discussion the Committee agreed the structure in principle with one change and that was that the Treasurer could take responsibility for issuing Welcome Packs to new members.

It was Proposed TH, Seconded GT that the Committee propose a change to the Constitution at the AGM, increasing the number of elected Committee members from 4 to 8, and the quorum for meetings from 5 to 7.

CARRIED

The general consensus was that the Chairman's post could be filled by a person skilled at running meetings but the Secretary post should be filled by a competent beekeeper of at least Basic Beemaster level.

### Beekeeping Course, February 2013

TH outlined how the beekeeping course fitted into the BEAM project. After discussion it was agreed that current MBA members wishing to attend the series of talks be charged £10. TH agreed to advertise the course both within and out with MBA.

ACTION – T. HARRIS

### 7. Bee Improvement Group

GT was investigating an offer from the Forestry Commission for an isolated mating apiary upland near Marypark. He also suggested that collaboration with neighbouring Beekeeping Associations with the Queen rearing would be beneficial and this was agreed.

ACTION – G. THOMPSON

### 8. Donate a Bag of Sugar Project

The project had been a huge success and it was agreed to run it again in 2013. TH agreed to write and send 'Thank you' letters to the Store managers involved.

ACTION – T. HARRIS

### 9. October Meeting 'Judging Honey Products' Tuesday 23<sup>rd</sup> October, Mr Les Webster

Committee members will be bringing exhibits to this meeting for Les to judge and then pass comments on.

### 10. Any Other Business

GT agreed to contact ex MBA Show organiser, Viv Hill, in an attempt to locate and retrieve the MBA Show Exhibit shelving unit.

ACTION – G. THOMPSON

TH agreed to contact ex MBA member, Rob MacKenzie in an attempt to locate and retrieve the MBA Heather honey press.

ACTION – T. HARRIS

There being no other business the Chairman thanked those in attendance and closed the meeting at 20.30 hrs.

The next meeting, to discuss the Recruitment and Selection of the project manager will be held on 22<sup>nd</sup> October. TH stated that he would not attend this meeting.