**MINUTES OF MORAY BEEKEEPERS ASSOCIATION (MBA) COMMITTEE MEETING HELD AT SPEY BAY HALL ON MONDAY 19TH MARCH 2018**

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| **ATTENDANCE** | |
| **Present** | **Apologies** |
| Andy Watson (Chairman) | Tony Harris (Vice Chairman) |
| John Gifford (Treasurer) | Alan Ranson (Trustee) |
| Andrea Dunford (Trustee) | Markus Steiner (Trustee) |
| Steve Carter (Trustee) | James Black (Trustee) |
| Anne Black (Trustee) |  |
| Raefe Lettey (Trustee) |  |
| Drew Dunford (Secretary) |  |

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| **Ser** | **Item** | **Action** |
| 1 | **Chairman’s Welcome**  The meeting commenced at **1841** hours with the Chairman welcoming **7 committee** members and informed the meeting of the receipt of 4 apologies. |  |
| 2 | **Minutes of Last Meeting**  Committee members were given the opportunity to comment on the minutes of the meeting held on 03 January 2018. The minutes were accepted as a true record of the meeting.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | A Black | D Dunford | Carried | | **Secretary** |
| 3 | **Matters Arising**  The following action points were discussed:   1. The Treasurer was to check if an automatic ‘Tick Box’   on the membership forms would satisfy HMRC Gift Aid Donations. Still to be confirmed.   1. The Treasurer was to investigate if we could use   PayPal for membership fees. John Gifford stated that we could but there is likely to be charges to the MBA.   1. There has been no volunteers from the MBA   Membership to take on the role of Newsletter Editor. The Chairman will send out a further email to members asking for nominations.   1. Books & Library. Anne Black stated she was still to   compile the list of books in the MBA Library. Action ongoing.   1. Works Party – Sun 25 Mar 18. Drew Dunford stated that   he had been unable to log into the Gmail account and had therefore not been able to forward an email to MBA members. It was suggested that an alternative date could be Sunday 08 April 2018. **After note: Having gained access on 20 March 2018 the Secretary has now sent out an email to members.** | **Treasurer**  **Treasurer**  **Chairman**  **Anne Black**  **Secretary** |
| 4 | **MBA Roles and Responsibilities**  The Secretary provided a copy of the current Roles and Responsibilities for committee appointments. The following changes were requested:   1. **Secretary**. Add “Take Minutes of Committee   Meetings/AGM. Circulates minutes within 2 weeks and ensures they are uploaded to the MBA website once approved”.   1. **Deputy Secretary**. Delete ‘his’ and insert ‘their’. 2. **Minute Taker**. Delete as all responsibility has   been transferred to Secretary.   1. **Deputy Apiary Manager**. Add the role to include   ‘Acts as the Apiary Manager in their absence’.  **Action**: Secretary to amend the Roles and Responsibilities and upload to the MBA website. | **Secretary** |
| 5 | **Treasurers Report & OSCR Returns**  The Treasurer provided a copy of the Bank Statement dated 19 March 2018 which identified a balance of £2,851.53. He indicated that there are monies owed to the Healthy Bees project.  A copy of the MBA Accounts (01 Jan 2017 – 31 Dec 17) which had been forwarded to the external auditor was provided at the meeting. These were subsequently signed by the Chairman (Andy Watson) and former Secretary (Anne Black) during the meeting. There was some discussion on the requirement to provide copies of the accounts for members to see at the AGM.  It was suggested that the Treasurer provides a written report for the AGM in future which he agreed to do and he stated that he had 10 copies available at the AGM for anyone who wished to receive one.  The Treasurer stated that 47 members had renewed their membership for 2018 and that he had a further membership that had been paid through the bank but no details were known as yet as to who the member was.  The Treasurer requested further details regarding the Honey Cooperative.  The Treasurer stated that he is still to finalise the OSCR report and may need assistance from the Chairman and Vice Chairman in compiling it. | **Treasurer**  **Chairman**  **Chairman/Treasurer/Vice Chairman** |
| 6 | **2018 Training Courses & Update**  The chairman gave an overview of the current courses scheduled:  3 x Introduction Courses (6 May, 3 June and 8 July 2018)  Honey Bee Health Day – 12 August 2018  A 6 week course commencing in April 2018 to prepare members to take the SBA Basic Beekeeping certificate assessment. The course will be run by the Training Team.  **Action**: More details are needed from the Training team and course dates need to be added to the SBA website. | **Training Team**  **Training Team/Chairman** |
| 7 | **2018 Monthly Meetings/Apiary Meetings**   1. **Hive Inspection Rosta/Duty Beekeeper**. There is a   need for all committee members to populate their availability to assist during the Birnie Apiary Hive Inspections throughout the year.  b. **Works Party**. Steve Carter stated that we still had a number of tasks to complete ready for the new season which will hopefully be carried out on Sunday 25 March 2018. Tasks included:   1. Cleaning of the Portacabin (Classroom). 2. Cleaning of the Caravan. 3. Washing the Bee Suits. 4. Grass Cutting and general Apiary   Maintenance.  Sunday 08 April 2018 was also suggested as an  additional date if all tasks are not completed. |  |
| 8 | **Winter Programme**  The following dates were proposed for the Winter Programme 2018/19:   * 09 Oct 18 – Marin Anastanov (SBA Lecture Tour) * 23 Oct 18 * 27 Nov 18 * 29 Jan 19 * 26 Feb 19 – AGM * 26 Mar 19   **Action**: Webmaster to publish dates on MBA website.  The following speakers were discussed:   * Dr Peter Fraser FRIN (Tarland Bee Group) has   recently talked on Sensory Systems involved in Navigation. He is local.  **Action**: Secretary to liaise with him to see if he could come and speak on one of the dates given above.   * Marin Anastanov. The SBA have announced an SBA   Autumn Lecture Tour (Dates: 4 – 10 October 2018). It was agreed that the MBA would bid for Tuesday 09 October 2018. If selected the MBA would be responsible for:   * + £40 Speaker Fee.   + Accommodation Costs (Travelodge/B&B).   Note: The SBA pays the speakers travelling expenses.  **Action**: The Secretary was to forward to committee members a list of the topics and coordinate the bid once agreed which is to be submitted to the SBA by 30 April 2018.  Owing to the costs associated with the speakers (Travel, Accommodation) it was also identified that more local speakers should be used such as Ann Chilcott who has already been approached and who has agreed to prepare a presentation for the winter programme. Other committee members were also invited such as Andy Watson, Tony Harris and members of the Training Team to consider the possibility of agreeing to carry out a presentation. Volunteers were requested to offer up suitable presentations.  **Action**: Secretary to approach Ann Chilcott to ascertain if the offer of delivering a presentation was still available and to go firm with dates.  The Chairmen mentioned Patrick Pollock (a Veterinary Surgeon) who presented at the recent SBA AGM on the Soothing Properties of Honey. Whilst this may be a good lecture the costs may be too great given that we only have a small amount of MBA members who regularly attend the Winter Programme of lectures.  **Action**: Chairman was asked to canvass help from MBA Committee members to take on one of the slots above. | **Webmaster**  **Secretary**  **Secretary**  **MBA & Committee Members**  **Secretary**  **Chairman/Committee Members** |
| 9 | **Stock and Stock Issues to Members**  There was general discussion regarding why a limit had been set by the MBA on how much could be purchased by MBA members from the MBA stock.  A mechanism was needed to be able to record what stock had been used within the Apiary and what was being sold to members. Steve Carter and Drew Dunford agreed to conduct a Stock Check and put in a new issue system to account for stock.  **Action**: A stock check is to be carried out  . | **Secretary & Equipment Officer** |
| 10 | **Review and update the Risk Assessment**  The Secretary agreed to update the current Risk Assessment and this will be published on the website. It was highlighted that the Duty Beekeper was responsible for ensuring that a pre-meeting check and actual check are carried out on the day and the relevant paperwork is completed.  **Action:** Secretary to update the current Risk Assessment.  **Action:** Duty Beekeeper to complete checks and record findings on the paperwork contained in the instructions on Risk Assessments. | **Secretary**  **Duty Beekeeper** |
| 11 | **Website Update**  The Chairman stated that he had received a report from Markus Steiner on the progress being made by the webmaster on transferring the MBA website to the new domain.  It was stressed that the website is an important means of passage of information from the committee to the MBA membership and the website was also our front end to potential new joiners. The Chairman agreed to contact the Webmaster to get an update on when the website will be completed.  **Action**: The Chairman was asked to provide a copy of the report to Committee members and get an update on when the website would be ready. | **Chairman** |
| 12 | **The Healthy BEES Project**  Tony Harris had forwarded to the committee a brief report on the first course which was very successful with lots of positive feedback. He also provided his thanks to the Moray Beekeepers for their support and stated that the other courses were now almost full.  It was noted that only one course was being held at Birnie Apiary this year.  It was suggested that this project is to run for 3 years and that the MBA had the opportunity to bid to run/host one of the future courses.  **Action**: To be raised at a future Committee Meeting | **Chairman/Secretary** |
| 13 | **Any Other Business (AOB)**   * **Top Bar Hive.** In recognition of the works carried out   by John Baillie it was agreed that the MBA should recognise his efforts. It was proposed that a bottle of Tomintoul Single Malt Whisky would be a suitable thank you gift.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | Raefe Lettey | Anne Black | Carried |  * **Fire Equipment**. There was general discussion on   whether we had the appropriate fire equipment at the Birnie Apiary. The Equipment Officer was asked to investigate and report back to the committee.   * **Update on Generator.** Steve Carter gave an update   on the current situation regarding the servicing of the generator with HIS and he would report back to the committee as and when more details were known.   * **Sale of Spare Generator**. The MBA has a second   generator which is not fit for purpose as it is the wrong type for operating our equipment at Birnie Apiary. A proposal was for the generator to be offered for sale to MBA members.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | Raefe Lettey | Andy Watson | Carried |   Details once known of the make and model will be provided to MBA members so that a bid for purchase can be made.  **Action**: The Spare Generator is to be advertised for sale to MBA Members.   * **Trailer – Update (Use & Keys).**   After a short discussion it was agreed by all present that the trailer should be retained and more effort made to use it when attending shows etc.  Steve Carter stated that the two keys for the Hitch Lock were currently held by the Equipment Officer and Chairman. Following discussion it was proposed that 1 set should be retained at Birnie (1 x trailer door & 1 x Hitch Lock) and should be held in a secure cabinet bolted onto the wall inside the ISO container.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | John Gifford | Andy Watson | Carried |  * **Bottled Water**   For Health and Hygiene reasons it was proposed that the Birnie Apiary obtains bottled water from the shops rather than previous methods of obtaining bottles of tap water from committee members. It was recognised that this may be an expense to the MBA but it was deemed a sufficient concern to warrant consideration.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | Steve Carter | Andy Watson | Carried |   Bottled Water is to be purchased in bulk and stored in one of the spare bedrooms within the Static Caravan.   * **Large Marque/Tent**   Discussion was held regarding the potential to sell the Marque/tent which was purchased a few years back. None of the committee members had seen the Marque/Tent up and there was no idea on what its condition now was. It was suggested that the Marque/Tent was to be erected and then a final decision will be made at the next Committee Meeting.  **Action**: The Treasurer was asked to provide the committee with details of how much it cost when purchased.  **Action**: The Equipment Officer & Secretary agreed to erect the tent and provide suitable photographs to committee members to aid decision making.   * **MBA Honey Extraction**   Steve Carter provided the committee with details of the amounts of honey (54 lbs) and wax (1 lb) extracted from the frames in the observation shed at Birnie. Tony Harris had previously stated that he was prepared to purchase the Honey for £3.00 per lb. It was proposed to sell the honey to Tony Harris.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | John Gifford | Andy Watson | Carried |   It was suggested that the wax be sold to the Highland Wax Company but following a discussion it was agreed that the wax would be used by the MBA Apiary.   * **Job List for Works Party**   The list was to be updated prior to the works party on Sunday 25 March 2018.   * **Gordonstoun Highland Games – 28 April 2018**   Alan Ranson, Andy Watson and Steve Carter have agreed to represent the MBA at this event.  Tony Harris has offered honey to sell at the event.   * **Pluscarden Abbey Visit – 19 May 2018**   The Chairmen stated that the visit was now firm with the Abbey and whilst mention was made of the visit and proposed date at the AGM it now needs to be advertised to MBA members on the MBA website.  **Action**: The Chairman is to provide full details so that an email can be forwarded to MBA Members by the Chairman.     * **Gordon Castle – 20 May 2018**   Tony Harris, Anne Black and Drew Dunford have agreed to represent the MBA at this event.   * **PVG Scheme**   There was a discussion that the MBA should have personnel cleared through Disclosure Scotland. It was ascertained that Andrea Dunford was cleared through her job and Steve Carter was cleared through his voluntary work with a local primary school. Both agreed to take this on.  **Action**: Andrea Dunford was asked to investigate the process for clearance.   * **Data Protection**   The Secretary provided a draft letter for committee members consideration, which he intends to forward to MBA members once he had gained access to the Gmail account. This would request consent from MBA members that the MBA could retain personal data.  **Action**: Secretary to send out email detailing the requirements of the GDPR to MBA Members.  The Secretary also identified that there will be the need for some internal training to be conducted by Committee Members to ensure they are conversant and compliant with the GDPR. Further details to follow.   * **Secretary’s Laptop and Printer**   The Secretary identified that he was still having trouble gaining access to the Gmail account which was preventing him being able to carry out many of his duties as Secretary.  The Chairman agreed to provide security details so that the secretary could gain access.  **Action**: Chairman to unlock the account for the Secretary’s access to Gmail.  The Secretary also identified that the printer did not appear to be able to work wirelessly and requested permission to purchase a printer cable at a cost not to exceed £14.  **After Note: The Secretary has now managed to resolve the printer issue via other means.**   * **Forecast of Events**   The following known dates are to be published on the MBA website:   |  |  |  | | --- | --- | --- | | **Date** | **Event** | **Location** | | Sunday 25 Mar 18 | Works Party | Birnie Apiary | | Sunday 08 Apr 18 | 2nd Works Party (If required) | Birnie Apiary | | Sunday 22 Apr 18 | First Inspections/Q Marking and Clipping | Birnie Apiary | | Sunday 06 May 18 | Introduction Course | Birnie Apiary | | **Saturday 19 May 18** | Visit to Pluscarden Abbey | Pluscarden | | Sunday 03 May 18 | Introduction Course | Birnie Apiary | | Sunday 24 Jun 18 | Swarm Control & General Inspections | Birnie Apiary | | Sunday 08 Jul 18 | Introduction Course | Birnie Apiary | | Sunday 22 Jul 18 | Summer Inspections | Birnie Apiary | | Sunday 12 Aug 18 | Honey Bee Health Show | Birnie Apiary | | Sunday 26 Aug 18 | Heather Picnic | TBC | | Sunday 02 Sep 18 | Honey Extraction Talk/Demonstration | Birnie Apiary | | **Saturday 20 Oct 18** | Members Honey Show | Birnie Apiary |  * **WhatsApp**   There was discussion around the requirement to ensure that all decisions made by the committee were properly minuted and decisions recorded correctly.  It was also stressed that not all MBA Committee Members were on WhatsApp or wished to be and that we had an obligation to operate under the guidance provided by OSCR.  It was acknowledged that WhatsApp is a useful tool in instances such as when Steve Carter had needed support regarding the generator.  **Action**: Raefe Lettey agreed to become the WhatsApp moderator.   * **Thank You Hamper – Accounts Verification**   It was proposed that a suitable hamper is purchased for Julie Cummings as a means of thanking her for conducting the review and signing off the MBA accounts. Cost not to exceed £75.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | John Gifford | Anne Black | Carried |  * **Stationary**   It was proposed that a Lever Arch folders and a flash drive were to be purchased at a cost not to exceed £25.     |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | Anne Black | Steve Carter | Carried |  * **Smart Procurement**   There was a need to ensure that when purchasing equipment in the future that a smarter approach is used to ensure that the MBA receives value for money. The purchase of smokers versus bellows was used as an example. Two quotes should be offered for consideration before expenditure agreement is given.   * **Fondant Purchase**   Steve Carter gave an update on the stock levels of fondant currently at the Apiary and it was agreed that he was to source further supplies and report back using WhatsApp.  Anne Black also indicated that she had two boxes which the MBA could purchase or have and replace at a later date.  It was noted that we would need fondant for members, the Apiary and for use during the Queen Rearing course.  Once details are known the committee will be asked to make a decision on purchase.  **Action:** Steve Carter was to source suitable supplies of Fondant and report back to the Committee for further direction.   * **Apiary Manager**   Tony Harris had provided agreement to retain the role of Apiary Manager at Birnie but has requested that a Deputy Apiary Manager is recruited.  **Action**: The Chairman was tasked with advertising this requirement with MBA Members.   * **Hospitality Member**.   Anne Black stated that she was happy to continue as the Hospitality Member. | **Raefe Lettey**  **Equipment Officer**  **Equipment Officer**  **Secretary**  **Secretary & Equipment Officer**  **Hospitality Member**  **Treasurer**  **Equipment Officer & Secretary**  **Andy Watson**  **Steve Carter**  **Alan Ranson**  **Chairman**  **Tony Harris**  **Anne Black**  **Drew Dunford**  **Andrea Dunford**  **Secretary**  **Chairman**  **All**  **Raefe Lettey**  **Treasurer**  **Treasurer**  **Equipment Officer**  **Chairman**  **Anne Black** |
| 14 | **Next Meeting**  There being no further business the meeting closed at 21.44 hours, The next meeting was scheduled for 28 May 18 at 6.30 pm. | **All** |

A A Dunford MBE

MBA Secretary

24 March 2018