**MINUTES OF MORAY BEEKEEPERS ASSOCIATION (MBA) COMMITTEE MEETING HELD AT BIRNIE APIARY ON MONDAY 28 MAY 2018**

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

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| **Ser** | **Item** | **Action** |
| 1 | **Chairman’s Welcome**  The meeting commenced at **1830** hours with the Vice 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 19 March 2018. The minutes were accepted as a true record of the meeting.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | D Dunford | S Carter | Carried |   **Action:** The webmaster was asked to ensure that these minutes are uploaded onto the website for MBA members to view. | **Drew Dunford**  **Markus Steiner** |
| 3 | **Matters Arising**  The following action points were discussed:   1. **Gift Aid**. The Treasurer was to confirm if a tick box would   be acceptable to HMRC to support Gift Aid collections.   1. **Newsletter Editor**. No nominations have come forward. 2. **Books & Library**. The Secretary has made progress and   the task is now almost complete.   1. **MBA Roles & Responsibilities**. Further amendments   were discussed which will provide greater clarification on what is expected of each committee member. It has been identified that there is a need for an event organiser. Training Team Leader – Add, Runs courses and organise the Training Team.   1. **Treasurers Report**. The Treasurer was to confirm that   the MBA Accounts had been passed to the OSCR.   1. **Winter Programme**. The Secretary updated the   committee on the bookings made thus far.   1. **Stock & Stock Issue**. The Equipment Officer gave an   update on action taken to improve stock control.   1. **Review of Risk Assessment**. This has been updated   and the folder is now in the viewing shed with completed forms requiring to be placed in the office.   1. **Fire Equipment**. The Secretary updated the committee   on the enhancements to Fire Equipment.   1. **PVG Scheme**. The Deputy Secretary gave an update on   the current plans to gain PVG membership.   1. **Data Protection (GDPR)**. The secretary announced that   the GDPR came into effect on 25 May 2018. All members of MBA have been emailed to ask for their consent to hold the limited personal data for official MBA purposes. |  |
| 4 | **Treasurers Report and OSCR Return**  The Treasurer updated the committee on the current statement of accounts which identified a balance of £2799.16 (Bank) and £352 in cash and cheques yet to be banked. Total working capital is £3151.16.  The Treasurer stated that 77 members had renewed their membership for 2018 and he had sent out a reminder to members before the deadline date for renewals. |  |
| 5 | **2018 Training Courses & Update**  The Training Team Leader and Alan Ranson gave an overview of the current courses run and scheduled to run:  6 May 18 – 12 personnel attended the day.  3 Jun 18 – 12 have booked in for the course.  8 Jul 18 – We still have 2 places remaining.  Honey Bee Health Day will be held on 05 August 2018. Steve Carter and Alan Ranson were requested to assist. The date changed as it clashed with the Keith show on 12 August 2018. |  |
| 6 | **2018 Monthly Meetings/Apiary Meetings**  Tony Harris identified that only 2 hives could be inspected owing to swarm control measures. Notwithstanding this the following future meetings are to be held and are to be publicised to members:   * **24 Jun 18** – Swarm Control & general Inspection * **22 Jul 18** – Summer Inspection * **Rota –** Not required for next 3 weeks.   **Action:** Secretary to publicise dates to MBA members.  **Action**: Vice Chairman to put details onto MBA Facebook page. | **Drew Dunford**  **Drew Dunford**  **Tony Harris** |
| 7 | **Winter Programme**  The following dates have now been provisionally booked as follows:   * 09 Oct 18 – Marin Anastanov (SBA Lecture Tour) * 23 Oct 18 – Bryce Renard/Andy Watson (TBC) * 27 Nov 18 – Peter Fraser (Sensory Systems involved in Navigation) * 29 Jan 19 – Ann Chilcott (TBC) * 26 Feb 19 – AGM * 26 Mar 19 – Bryce Reynard (TBC)   **Action**: Webmaster to publish dates on MBA website.  **Action**: Secretary to book venue (Elgin Town Hall) and confirm if payment is required for use of projector.  **Note**: 23 Oct 18 & 26 Mar 19 are also open to Committee Members to consider delivering a presentation. | **Markus Steiner**  **Drew Dunford**  **Committee Members** |
| 8 | **Events Update**   * 28 Apr 18 – Gordonstoun Highland Games * 19 May 18 – Pluscarden Abbey – 36 MBA members attended. It was noted that the next visit will be held on Tue 18 May 19 at 2.30 pm. * 20 May 18 – Gordon Castle   It was suggested that several event cards reflecting on what was needed by whom and when would assist to ensure that the organisation of events can be better coordinated.  It was also agreed that when possible we would sell MBA honey at these events.  **Action**: Andy Watson, Steve Carter and Alan Ranson agreed to take this on. | **Andy Watson/Steve Carter/Alan Ranson** |
| 9 | **Stock and Stock Issues to Members**  Steve Carter gave an update to the committee on how stock issues would be conducted in future. He made committee members aware that some stores had been transferred to the viewing shed for sole use in the Apiary. All stores within the Tin shed were for sale to MBA members.  Steve Carter also asked for clarification on when to order certain items. |  |
| 10 | **Review and update the Risk Assessment**  The Secretary has updated the Risk Assessment folder within the viewing shed  **Action:** Duty Beekeeper to complete checks and record findings on the paperwork contained in the instructions on Risk Assessments. | **Duty Beekeeper** |
| 11 | **Website Update**  There was consensus that the website is showing too much old information. We need to also upload the most upto date information which includes minutes of committee meetings and the MBA Constitution.  **Action**: Andy Watson is to contact the webmaster (Markus) to ascertain what needs to be done to update the website. | **Andy Watson & Markus Steiner** |
| 12 | **The Healthy BEES Project**  Tony Harris provided an update on the project. The last course completed was a successful Queen Rearing Course held at Birnie over the weekend 26/27 May 18. 12 students attended. A big thank you was also conveyed to those who assisted throughout the two days.  All other courses for the year had sold out apart from a couple of places. 8 courses will be held in 2019 and 2020.  It is planned to hold further courses at Birnie Apiary in 2019 and 2020. Queen Rearing and Colony manipulations – both of which are practical courses.  **Action:** Chairman to discuss opportunities with Tony Harris and make a bid to utilise MBA facilities for at least two courses each year. | **Andy Watson/Tony Harris & Drew Dunford** |
| 13 | **Any Other Business (AOB)**   * **Roles & Responsibilities.**  The Vice Chairmen discussed   our understanding of the current roles and responsibilities to ensure that all committee members were fully aware of what they are responsible for. A number of revisions were made.   * **Laminator/Pouches**. The Secretary requested permission   to purchase a A3 Laminator & Pouches not to exceed £50 for use within the MBA.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | Drew Dunford | John Gifford | Carried |  * **Printer Cartridges**. The Secretary requested permission   to purchase a set of printer cartridges for the MBA printer not to exceed £50 for use within the MBA.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | Drew Dunford | John Gifford | Carried |  * **Laser Printer**. As an alternative to purchasing new printer   cartridges for the existing printer it was suggested that the current printer is replaced with a laser printer not to exceed £100. If this can be achieved then then the proposition to purchase printer cartridges will be discounted.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | Tony Harris | John Gifford | Carried |  * **Sales of Surplus Equipment**   + **Gazebo.** 2 x Gazebos were identified as surplus   and it was proposed to dispose of them via sale.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | Andy Watson | Steve Carter | Carried |  * + **Generator**. We have one generator which is not   practical for MBA use and was identified for disposal by sale.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | Andy Watson | John Gifford | Carried |  * + **Trestles**. With the recent arrival of gifted tables   from the MOD the trestle table is no longer required. It was proposed to dispose by sale.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | Tony harris | Andy Watson | Carried |  * + **Display Case**. This had been donated by Decora   but is unused. It was proposed to dispose by sale.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | Tony harris | Andy Watson | Carried |   **Action:** The Chairman agreed to take the generator away with him and place a suitable advertisement for all the items on Gumtree.   * **PVGs.** The Deputy Secretary updated the Committee on   the progress being made to gain PVG for several of the committee members. Paperwork was to be verified by the Chairman before being passed to John Wilkinson (SBA) who would act as the official verifier. Paperwork was countersigned by the Chairman in respect of:  **Drew Dunford –** New PVG Member  **Andrea Dunford** – Existing PVG Member  **Steve Carter** – Existing PVG Member  Alan Ranson confirmed that he would bring the required paperwork to apply for an existing PVG scheme.   * **Tin Shed/Sales**. The Equipment Officer gave details on the   process whereby frames and equipment required for the Birnie Apiary will be located within the Viewing Shed. All items for sale to members will be kept within the Tin Shed.   * **Job List & Events List**. There was discussion on the need   to create Job lists and events lists that are laminated for use by committee members which lay down what, when and how an event is to be run.   * **Stock Purchases**. The Equipment Officer asked for   guidance on what stocks needed to be obtained and was asked to determine what stocks we needed and then report back to the committee. It was noted that the next Thornes sale will be on 10 Aug 18.  **Action**: Equipment Officer to conduct a review of stock requirement and report back to the committee on future requirements.   * **Frequency of Committee Meetings**. A general   Discussion was had to discuss the frequency of committee meetings. It was suggested that during the active part of the year (Apr – Sep) that the committee meetings are held monthly and reduced to every two months during the winter months**.**   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | Drew Dunford | Steve Carter | Rejected |   It was a close vote with 4 wishing to retain the bi-monthly meetings and 3 wishing to have monthly meetings. It was noted that the Chairman could if appropriate call for an ad-hoc meeting if there was subsequent need.   * **Corporate Identity/MBA Logo/Events Display &**   **Signage for Trailer**. No real decision was made during the meeting and this will be followed over to the next meeting.   * **Birnie Improvements**. Several projects were discussed   and propositions made as follows:   * + **Hinge for Caravan.** The Caravan needs a   replacement hinge to enable the 2nd door to be opened. This would enable better access to the caravan to the office and the storeroom without the need to transit through the kitchen area. It was proposed to purchase a replacement hinge.  **Action:** Steve Carter agreed to purchase the required hinge.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | John Gifford | Steve Carter | Carried |  * + **2nd set of steps to Caravan**. Once the hinge to   the 2nd door has been purchased there will be a need to join the pathway between them and put in place a second step. This is work that will be carried out during future works party. It was proposed to create a second step and pathway.   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | John Gifford | Steve Carter | Carried |   **Action:** The creation of the pathway and 2nd steps are to be added to the works party list.   * **First Aid Kit.**  As a charity we must ensure that we have   adequate provision of first aid trained personnel and the required level of first aid boxes for eventualities. It was suggested that a review is conducted to ensure that we have at least the minimum and if required purchase the correct 1st aid boxes for the number of stations that we must have.  It was proposed that we obtain the required first aid boxes at a cost not to exceed £100.00   |  |  |  | | --- | --- | --- | | Proposed | Seconded | Result | | John Gifford | Steve Carter | Carried |   **Action**: Alan Ranson kindly agreed to purchase the required 1st Aid Boxes.   * **Attendance/Assistance to Fund Raising Events.** We   have had an invite from Julie Cummins who runs ‘Kidding Around’ to set up an MBA stand at her charitable events but unfortunately for the last 2 years we have not been able to attend. It was noted that this is a great opportunity to showcase the MBA and also provides an opportunity to sell some of our surplus honey which in turn will bolster the MBA bank balance.  **Action:** John Gifford agreed to contact Julie to ascertain the dates for next year so that they can be put on the MBA Forecast of Events.     * **MBA Centenary**. There is a need to discuss what event(s) the MBA may wish to hold during 2019. This will be discussed at the next meeting. * It was suggested that the committee sends out an email to MBA members requesting ideas that they think may be an appropriate way to mark 100 years of Moray Beekeeping. We will also need to allocate a suitable date in the calendar for the main event.   **Action:** Secretary to add this to next Agenda.  **Action**: Secretary to send email to MBA members calling for ideas.   * **Forecast of Events**   The following known dates are to be published on the MBA website:   |  |  |  | | --- | --- | --- | | **Date** | **Event** | **Location** | | Sunday 03 Jun 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 05 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 | | Tuesday 09 Oct 18 | Winter Talk (Marin Anastanov) – Father of the Drone | Elgin Town Hall | | Saturday 20 Oct 18 | Members Honey Show | Birnie Apiary | | Tuesday 23 Oct 18 | Winter Talk (Bryce Reynard/Andy Watson) | Elgin Town Hall | | Tuesday 27 Nov 18 | Winter Talk (Peter Fraser) Sensory Systems of Navigation | Elgin Town Hall | | Tuesday 29 Jan 19 | Winter Talk (Ann Chilcott) Subject TBC | Elgin Town Hall | | Tuesday 26 Feb 19 | AGM | Elgin Town Hall | | Tuesday 26 Mar 19 | Winter Talk (Bryce Reynard) | Elgin Town Hall | | Sunday 18 May 19 | Pluscarden Abbey Visit | Pluscarden |   **Action:** Webmaster was asked to populate the Forecast of Events on the MBA website and facebook page. | **Tony Harris**  **Drew Dunford**  **Drew Dunford**  **Drew Dunford**  **Andy Watson**  **Alan Ranson**  **Steve Carter**  **Drew Dunford**  **Steve Carter**  **Works Party**  **Alan Ranson**  **John Gifford**  **Drew Dunford**  **Markus Steiner** |
| 14 | **Next Meeting**  There being no further business the meeting closed at 8.45 pm. The next meeting was scheduled for Tuesday 07 August 2018 at 6.30 pm. | **All** |

A A Dunford MBE

MBA Secretary

05 June 2018