**ACTION POINTS FROM MEETING**

**28 MAY 2018**

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| **Ser** | **Point** | **Action Required** | **Responsible** | **Follow up** |
| 1 | **HMRC Gift Aid**. The Treasurer was to check if an automatic ‘Tick Box’ on the membership forms would satisfy HMRC Gift Aid Donations | Confirm with HMRC | **John Gifford** |  |
| **2** | PVG Scheme | Andrea, Drew, Steve and Alan to submit paperwork to John Wilkinson | **Andrea Dunford** | Andrea, Steve and Drew have now had confirmation that they have been registered with the PVG Scheme in respect of MBA. Alan Ranson will submit his paperwork once verified by Andy Watson |
| **3** | **Treasurer Report.** Not yet finalised the OSCR report and may need assistance from the Chairman/Vice Chairman. | Confirm that this has been finalised or what further support is required. | **John Gifford** |  |
| **4** | **Winter Programme**. Secretary to submit bid for Marin Anastanov (09 Oct 18). Secretary to also confirm other speaker dates. | Coordinate the Winter Programme of Speakers | **Drew Dunford** | **Bid for Marin Anastanov was unsuccessful.****Other speakers confirmed:****09 Oct 18** - Available**23 Oct 18 –** Bryce Reynold or Andy Watson**27 Nov 18** – Dr Peter Fraser (Sensory Navigation of Bees)**29 Jan 19** – Ann Chilcott (Asian Hornet)**26 Feb 19** – AGM**26 Mar 19** – Bryce Reynold or Andy Watson |
| **5** | **Laminator & Pouches** | Purchase – Not to exceed £50 | **Drew Dunford** | Not yet purchased |
| **6** | **Printer Cartridges/New Printer** | Purchase not to exceed £100 | **Drew Dunford** | New laser printers are in excess of £100. New cartridges to be purchased |
| **7** | **Sale of surplus Eqpt** | Gazebo, Generator, Trestle Table to be advertised on Gumtree | **Andy Watson** |  |
| **8** | **2nd Hinge for caravan** | Purchase new hinge so as to open 2nd door during meetings. | **Steve Carter** | Completed |
| **9** | **First Aid Kit** | Purchase of required 1st aid kits as required by law | **Alan Ranson** |  |
| **10** | **Assistance to Fund raising events** | To make contact with Julie Cummins to ascertain next event so it could be programmed into FOE. | **John Gifford** |  |
| **11** | **MBA Centenary** | Publicise the 100 years of MBA and as membership for ideas for events in 2019 | **Drew Dunford** | Emailed to members on 18 June 2018 for suggestions. Torquil Gordon-Duff suggested possibly some kind of schools involvement and get the next generation coming through so that while we give tribute to the 1919 beekeepers and the concept of MBA, we also give thought to the future. |