**MORAY BEEKEEPERS ASSOCIATION**

**COMMITTEE MEETING**

**AGENDA**

BIRNIE APIARY – TUESDAY - 07 AUGUST 2018 AT 6.30 PM

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| Item | Subject | Lead |
| 1 | Attendees Apologies | **Chairman** |
| 2 | Minutes of Last Meeting held on 28 May 18 | **Chairman** |
| 3 | Matters Arising (Action Points from last meeting)   * See Separate List | **Chairman** |
| 4 | Treasurers Report and OSCR returns | **Treasurer** |
| 5 | 2018 Training Courses & Update  To include support required from Committee Members | **Training Team Leader** |
| 6 | 2018 Monthly Meetings/Apiary Meetings   * 26 Aug 18 – Heather Picnic * 02 Sep 18 – Honey Extraction talk/Demo * Rota * Working Party * Duty Beekeeper | **Chairman** |
| 8 | Winter Programme – Confirmed/Proposed Speakers   * 09 Oct 18 – **Date now available** * 23 Oct 17 – Bryce Reynard or Andy Watson * 27 Nov 18 – Peter Fraser (Sensory Systems involved in Navigation) * 29 Jan 19 – Ann Chilcott (Asian Hornet) * **26 Feb 19 - AGM** * 26 Mar 19 - Bryce Reynard or Andy Watson | **Chairman** |
| 9 | Events Update   * Keith Show (12 & 13 Aug 18) * June 2019 (Visit by Nairn District to MBA) – Proposed by Ann Chilcott | **Chairman** |
| 10 | Stock update & Issue procedures to members | **Equipment Officer** |
| 11 | Website Update | **Webmaster** |
| 12 | The Healthy ‘BEES’ Project – Update | **Vice Chairman** |
| 13 | AOB |  |
|  | * MBA Centenary – How to celebrate | **Chairman** |
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| 14 | Next Meeting? | **Chairman/Secretary** |

**MORAY BEEKEEPERS ASSOCIATION**

**OFFICE HOLDERS, TERMS OF REFERENCE AND AREA OF RESPONSIBILITIES.**

**MARCH 2018 – To be discussed by Committee on 28 May 18**

**ALL COMMITTEE MEMBERS**

Attend and contribute opinions at Committee Meetings and to implement agreed ‘Actions’ arising from these meetings. Meet and greet members and visitors at monthly meetings. Offer help and advice to new people/members and generally assist in promoting the objects of the Association.

**CHAIRMAN**

Drives M.B.A. programmes and projects via Committee meetings. Chairs meetings. Member of Executive Committee and Officer Bearer.

**VICE CHAIR**

Deputy in the Chairman’s absence at meetings. Member of Executive Committee and Officer Bearer

**SECRETARY**

Organise the smooth running of the Association generally. Communicates with the general membership. Co-ordinate a programme for the year and arrange speakers and venues. Deals with correspondence and phone calls, compiles agendas. Member of Executive Committee and Officer Bearer. Takes minutes of Committee meetings/AGM. Circulates within 2 weeks and ensures they are uploaded to the website

**DEPUTY SECRETARY**

Acts as Secretary in his absence.

**TREASURER**

Deals with financial matters of the Association whenever required, produces financial reports for meetings and other bodies, eg Office of Scottish Charities. Claims Gift Aid refunds. Compiles reports for Office of Scottish Charities. Sends Welcome Packs to new members. Member of Executive Committee and Officer Bearer.

**TRAINING TEAM LEADER**

Organise a **Training Team** to run beekeeping courses for new people, honeybee taster and conservation sessions, talks to community groups/schools and improver courses for more experienced beekeepers.

**WEBMASTER**

Provide regular updates of MBA website and correspondence with those persons contacting the site.

**NEWSLETTER EDITOR**

Compiling, and editing bi-monthly Newsletter

**ASSOCIATION APIARY**

Apiary Manager, overall responsibility for apiary. Arrange calendar, Duty Beekeepers rota, etc

**EQUIPMENT OFFICER**

Maintain a list of all association equipment and assets, purchase equipment for the Association Apiary and ensure a suitable stock control system is in place to record sales of equipment.

**HOSPITALITY TEAM** **LEADER**

To organise members of **Hospitality Team** so that refreshments and catering equipment are available when required at MBA meetings, courses, school visits etc. The team will be responsible for refreshments, hosting etc at courses, taster sessions and other MBA events.

**HONEY SHOW ORGANISER**

Organise an annual Honey Show.