

Present: Jenny Band, Chris Betley, Patrick Brennan, Michael Foster, Warwick Francis, Irek Gajowniczek, Harvey Kirk, Alex Lawrence, Ray Nicol, Mike Scotten, Candy Williamson, Tony Wilson, (12)

Apologies: Neil Hillbery, Harvey Kirk, Ben Taylor, (3)

Joe Potter attended the first part of the meeting to discuss the Honey Prep Room Project.

The Committee was delighted to welcome Ted Chatley back, looking hail and hearty.

1. Minutes & Outstanding Issues from Meeting 656 (05/04/17) & minutes:

Christine Betely's name had been misspelled in the minutes and was corrected (with apologies).
Mike Scotton proposed that the Committee accept the Minutes. Ray Nicol seconded. All agreed

2. Twickenham Honey Prep. Room: Revised Quotation Update: (JB)

NicoBuild (Paul) re-visited the club at short notice yesterday (16/5) with the flooring subcontractor and met with Neil, Ray and Jen.

The Revised Estimate (4/4/17) has already been accepted by the Committee. Details were discussed and finalised regarding the type of flooring, (non slip & easy to clean with honey & wax in mind). A colour chart was given to us for a decision by the Committee. Decision: Alpine Green 4110 Polysafe Standard PUR.

The slight fall in the floor needed to make the drainage effective will be slightly improved when the new screed goes down.

The white UPVC wall & ceiling cladding has been confirmed as Fire Resistant Class 1.

The lighting spec was amended to LED *warm* white.

The drainage arrangements were confirmed; the internal trench (linking the drain to the external outlet) will have a removable stainless steel plate and a trap.

Timescale: Work to start June 26th taking approximately 2-3 weeks. Urgency was stressed.

Action: Joe Potter has undertaken to contact Nicobuild direct to see if the project can be brought forward in view of the seasonal demands on the Honey Prep Room.

Project Management: Joe has very kindly agreed to project manage the works and act as first point of contact and single authority for instructing Nicobuild on the T&TVBK Aproject to enable delivery to the right quality and timescale.

Ray Nicol kindly offered to be available locally for site management of the project as much as he can, when needed. Pat Brennan (who oversees the hire of the Honey Prep Room) also offered to help on site as he works over the road and can potentially be available ad hoc for short spells too.

Joe: has undertaken to organise the contractual side of the project with Nicobuild and also manage the stage payments with *circa*.25% of the cost being allowed up-front for materials.

Action by Committee: No further instructions or adjustments to specifications can now be made by members other than Joe to Nicobuild.

3. Recruitment of new Hon Secretary.

The email sent to the entire membership asking for volunteers for the role of Hon Secretary was circulated on 9th May but produced a zero response.

Patrick Brennan had reviewed the volunteer base and found that only a small core of people shoulder the majority of the responsibilities.

The Hon Sec role was discussed. It was suggested that the tasks be divided and that a titular role of Honorary Secretary should coordinate them. Some tasks such as Minute Secretary could stand alone. Chris Betely kindly offered to take that on pro tem.

JB is currently Acting Hon Sec but is away from 20-27 May. Warwick kindly offered to take over the correspondence during that time and that was accepted.

Action by Committee : Improve the way we allocate jobs & responsibilities over all.

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4. Mole Works (NH/ AL)

The new gates work well but tend to swing shut. Some means of restraining them is needed.

They may need an additional handle.

The old lock has been transferred and the combination remains the same as before.

Work needed:

General gardening cut-back; this was postponed when a previous date was cancelled at short notice.

JB's gardening chap was in place and ready but has since been working in Sussex. Mole work is now urgent. **Action all:** Any other possible candidates? JB knows Glenn Heaven is not free 'till June.

5. New Logo Update (JB)

Richard Kirk's 'No1. Design Pathway' work is almost finished. Final info has been submitted From T&TVBKA. The artwork will be presented to us for use in a variety of media applications including power point templates, on website and on an external sign for the club.

JB will receive the finished art work on her return from Ireland on 27th May .

Action by Committee: as Richard Kirk has given his time and expertise *gratis* to do this work we must find an appropriate way to thank him.

6. Membership Update (WF)

Full members	144
Partners	17
Country	1
Hons	9
Junior	1
Family	18

New members joined:

Mr Malcolm Campbell (Registered to Country)

Mr Graham Merry

Mr Ryan Sutton

Mrs Amanda Brewster

Ms Paula Perowne

Mr Kulbir Natt

Ms Jenny Sneesby

Mr Ashley Badcock

Mr Gerhard Fendler

Mr Reg Charette

Ms Jill Stanton

Mr Raminda Siera

An increasing number of people want to visit on a Friday evening for a "taster". It was suggested that we should have a Meet & Greet role to welcome them and tell them about the club.

Action by Committee: a decision needs to be taken on how this will work.

Action by Committee: consider running "Taster days".

Warwick reported that a long standing and valued member, Peter Foote, has sadly passed away. NH and WF noticed Peter Foote was no longer on the BBKA list. WF enquired and was told that Mr Foote had passed away some months ago. We were perturbed that we had only found out this way.

7. Treasurer's update (NH – report circulated *in absentia*)

The Treasurer's report showed a healthy financial situation.

The Treasurer sought the Committee's approval for payment of the NFU insurance. (£2.?**k**)

Unanimously agreed but many felt that the practice of good governance dictates that we should get quotes from other insurers as well.

Signatories for cheques: An additional signatory is needed. Harvey Kirk was proposed by JB, seconded by MS and agreed by all.

Planned purchases: The Treasurer reminded Committee that any proposed expenditure over £25 must be agreed with him in advance. This can be in person, by phone or email. Please also be reminded that payments for goods or services over £100 must be agreed beforehand by the committee.

Lab: Ray Nicol and the Lab team would like to update the Lab equipment by purchasing: x2 digital compound microscopes and x2 stereo optical microscopes.
This was proposed by Ted Chatley, seconded by Mike Scotten and agreed by all.

Action RN: Update the Lab Inventory when these arrive, including the serial numbers of new equipment for inclusion in main Twickenham Inventory

Open day: Any up front expenditure needed for signage etc to be decided asap.

8: Proposed Visits:

Dorset Group - 50-60 people: They have postponed due to insufficient uptake to justify cost of a bus. Too busy with bees at this time of year. However they have invited us to visit and the Committee felt this should be followed up – probably in October.

All Party Parliamentary Group : postponed

Newbury Group (Elise Keusch) - **Action** : the dates 15 or 16 July were suggested –

Action by Committee: organise Dorset/ Newbury at the next Committee meeting

9. Open Day:

Stalls : Clare Toberty has very kindly drawn a layout plan for the tables / stalls for Open Day because there have previously been problems with people wanting the same pitch and with some stalls blocking others. The plan was much appreciated and accepted by the committee.

15 new non slip te trays have been purchased.

JB reminded the members that we will also have the Jeevika Trust's stall this year. They are a small charity based in Hampton who help women from India's poverty stricken rural villages to make their livelihoods as beekeepers. www.jeevika.org.uk/ T&TVBKA had links with them previously via Chris D.

Shop Ted has kindly said he will open the shop for Open Day. Harvey is away so Alex will help Ted.

Deep Clean The Committee agreed that the cleaners Clare used last time should be asked again to deep clean the club. **Action: JB**

Action by Committee: **Signage and marketing for Open Day were not discussed but do need to be done.**

10. Summer Social: **NB:** Due to other Twickenham events, Date has now changed to 22 July
JB will organise & ask for volunteers on her return from Ireland (27/5) . No time to do it as yet.

11. Correspondence Received

9 items received in the week 9-17 May: (since JB began as Acting Hon Sec)

3 enquiries about classes, one request to remove a hive, 2 bumblebee anxieties,

One request to run a stall at St Mary's C of E school fete .(JB to reply – next year perhaps), 2 requests for visits from other BKAs.

One outstanding item from last week (**JB**) Avis Marshall (Kingston BKA) in touch with JB - keen to link up again and possibly use our Lab. **Action JB** establish what they want/need. Suggest we invite them to socialise with us .

12. Rolling Programme

The Chairman stated that he felt it imperative that the Committee should be seen to have a clear mission and targets to meet. This would not only make us more accountable but would enable us to fulfil our charitable purpose educating the public about honey bees etc better.

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It was noted that the Education group consciously assesses the number of children and individuals their work reaches, and that this takes priority over revenue as a measure of success. This is the type of accountability we need.

It was agreed that targets should be established for Mole's use.

Exam passes and certificates are a good measure of our teaching success and should be recorded as a measure of our teaching and encouraged so this knowledge can be shared .

We also need to produce / find more speakers for Friday nights

The issue of volunteers was raised. Eg: Garden work at Twix badly needs volunteers

Action by Committee: devise a better way of encouraging people to *want* to volunteer and take on necessary roles. The present system is not successful. New ways must be found to make volunteering attractive and rewarding.

Bring Ideas to the next meeting please.

Works needed:

- Plastic awning (Twix) Alex had got prices etc but this was not followed up.

Action Alex: produce a schedule for the work with start and end dates – and keep all receipts.

- Leaking Pipe and uneven concrete outside Margaret English Hut:

Action PB to ask a local builder for advice and a quote. .

A.O.B.

Irek queried why a small poster and flyers about a local Open Studio Weekend had been swiftly removed when he pinned the poster outside the club and left the flyers inside. It was agreed that if members want to promote something of their outside interests they should announce it at the Friday meeting and so everyone knows what the flyers etc are about.

The meeting closed at 21.22 pm.

Next meeting: **Wednesday 28th JUNE at 7.30pm**