



Buzzworks Association Hitchin

AGM Report for year 2018

2nd February 2019

Charity N° 1166441



Trustee Report (Robin)

Overview

BAH has continued successfully to deliver training and education – and to market its honey through the Stall – through the sterling work of its volunteers as shown in the following Reports. But the charity has reached a point where some of the earlier core members are unable to continue after many years of dedicating their time. BAH needs to bring on a new generation of committed volunteers – and to increase its membership in order to enter a new phase in which it consolidates and renews its offer to the public.

Membership

Our new Membership Secretary, Anne, has done a sterling job in improving communications and administration which has made the membership more cohesive. We are all indebted to Anne for these efforts.

Trustees

Under the CIO Constitution, the trustees are jointly responsible for managing the charity, supported by the members. The trustees have met regularly.

The CIO Constitution does not differentiate between small charities and the largest and is arguably more suited to the larger.

The Constitution allows delegation to 'committees' that include at least one trustee who report back up to the trustees collectively.

At BAH scale, we need more horizontal coordination directly between the members who actively manage the activities day by day – for example between educators and gardeners, beekeepers and the stall. Most BBKA associations are run by a Committee containing all the active managers – as BAH did when first formed as a simple non-profit association.

The trustees have therefore decided to propose reverting to a Committee structure, delegating day to day management and co-ordination. This should particularly help co-ordination of Open Days, when all the activities that BAH undertakes should be on display in some form.

Members will still elect trustees at AGM's, who will meet to monitor the effectiveness of the Committee, the state of finances and to take any legal decisions. The trustees could revoke the delegation if it does not work well. At least one Committee Member must be a trustee and it would be appropriate if a trustee chaired the Committee if acceptable to the Committee.



Election of Trustees.

Two trustees must resign at each AGM but can stand for re-election.

I and Chris Parker will resign this year and only Chris will stand for re-election.

I will continue to support BAH as a member but due to age I no longer feel able to take responsibility for managing any of the activities.

Election of the Committee

All the committee members do not have to be elected at the AGM, but for convenience at least the core members should be agreed, ie Finance Officer, Administrator, Membership Secretary. As many other members should be agreed if possible, in order to prepare for the new season: (in practice, some members will take multiple roles).

Head of Beekeeping;

Head of Education;

Marketing Manager;

Head Gardener;

HoneyWorks Site Manager;

BuzzWorks Site Manager;

HoneyWorks Apiarist;

BuzzWorks Apiarist;

Events Manager;

Website Manager;

Press & Publicity



Finance Report (Paul)

Buzzworks Association Hitchin adjusted its financial year for 2018 to bring it in line with the calendar year and the revised AGM date.

During 2018 BAH produced a cash surplus of £1,250, with a cash balance of £8,726 taken into the new financial year, although we have significantly higher stocks of Honey & Jars than 2017. This honey stock represents an additional revenue of approximately £3,796 when converted into 12oz jars. (520lbs @£7.3 per lbs)

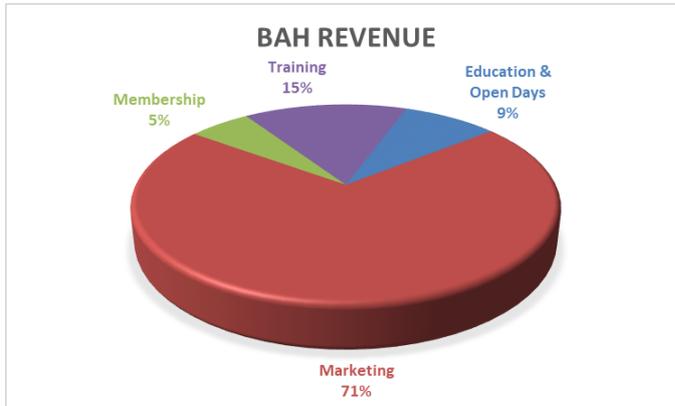
2018 Account Summary (Provisional)

REVENUE	2018	2017 (10 mths)
Administration	£ -	£ -
Apiary Materials - Resale	£ -	£ 79
Education	£ 592	£ 1,245
Marketing (including Stall, Open Days etc)	£ 4,864	£ 4,175
Membership	£ 285	£ 502
Training	£ 1,020	£ 985
Donations	£ 100	£ -
Total Revenue	£ 6,861	£ 6,986
GRANTS		
Grants received during financial year	£ -	£ -
EXPENSES		
Administration (including insurance, BBKA subs)	£ 802	£ 906
Apiary Materials	£ 626	£ 685
Education & Open Days	£ 71	£ 626
Marketing (including Stalls etc)	£ 3,142	£ 2,564
Site Maintenance	£ 846	£ 897
Training	£ 125	£ 169
Total Expenditure	£ 5,611	£ 5,848
2018 Profit & Loss		
Current Year Surplus/(Deficit)	£ 1,250	£ 1,139
Repayment of loans in 2016	£ -	£ 0
Previous Year Surplus/(Deficit) - brought forward	£ 7,476	£ 6,338
Current Balance - surplus/(deficit)	£ 8,726	£ 7,476
ASSETS & LIABILITIES		
Asset - Buildings & contents (based on insured value)	£ 40,642	£ 40,642
Asset - Sales Stock (jars, labels etc)	£ 1,007	£ 406
Asset - Honey stock (estimated)	£ 3,796	£ 630
Liabilities - Equipment on loan (estimated Value)	(£500)	(£500)
Total Assets	£ 44,945	£ 41,178



Revenue Analysis

BAH revenue (£6,861) was generated from 4 main areas in 2018, with around 70% coming from the sale of honey and other products at our stalls (Farmers market, apple day etc)



The average sales at the monthly stall were £335, which is slightly lower than the average sales in 2017, although we did manage to take part in some additional events, such as the Health & wellbeing event which proved very popular.

The total revenue from the Education was lower than 2017 due to the fact we were not able to support educational & recreational visits at the Buzzworks Site

and the revenue was largely generated from our new Outreach program run by Mari & Anne, visiting 6 schools during the spring and summer terms.

The Bee Fun Days proved popular as ever, with revenue generated through honey sales and contributions towards activities and refreshments. The Bee Fun Days generated income of £332.

Revenue from the Taster Days and Beginners Course were slightly higher than 2017. The Taster Day format was changed in 2018, running for a full day at the Honeyworks site instead of splitting the taster sessions over 2 half days. We ran 2 Taster Days in 2018, May & September with 17 attendees in total, although only a small number came forward for the beginner's course from the May Taster Day. The Learners Course again proved very successful with a number attendees passing the BBKA Basic Examination, 2 of which are now looking after hives at the Honeyworks site.

Expenditure Analysis

Most areas within BAH incur a level of expenses, the largest being the marketing area that includes the costs associated with stall materials, jars and bought in honey that is used to supplement our own yield. It should be noted that although the expense are incurred in 2018 the revenue will be realised in the following year as the honey is sold, this has been reflected on the balance sheet.



BAH has some general administration costs associated with running the charity, the largest outlay being the annual insurance premium to cover the Buzzworks & Honeyworks sites. In 2018 we also renewed our Domain Name for the next 3 years and web site hosting.

Site spend is largely made up of consumables used to maintain the buildings & site and it should be noted that some activities are annual and others, like roof re-felting, will be carried out on a periodic



basis. Included in the 2017 spend was the purchase of a new horticulture ladder (£174) and we updated our fire and first aid equipment and signage at the Honeyworks site (£84)

Apiary spend in 2018 was lower than 2017 as we continued to use up materials purchased in the previous year. We did buy a colony and National Hive from one of our trainees (Maggie) who had become allergic to bee stings and these were added to the Honeywork Apiary (£200)

Summary

During 2018 BAH continued to cover its operating costs and like previous years generated a small profit that allowed us to take a cash surplus of £8,726 forward into 2019, together with a significant stock of honey and jars. The expectation is that 2019 will follow a similar pattern, with no significant investments forecast at this stage. However, it's likely that we will be unable to offer the same level of training as we did in 2018, but will run the two taster days and hopefully some experience days.



Beekeeping Update (Chris)

SUMMARY

We have three apiary sites under BAH control

Buzzworks (Old Hale Way)

This apiary has six Dartington Hives housing 4 colonies and two Nuc's, plus 1 colony from the observation hive, now housed in a Poly.

None of these hives were used for training purposes but some were designated for queen rearing purposes.

Offley

This houses 3 long hives but the colonies died during the 2017 winter and decision was made to not replace these in 2018 to reduce the beekeeping work. We will need to decide if we want to restock and use the site for additional honey production.

Honeyworks

It comprises of one Warre Hive (unharvested) one top bar hive (empty), 9 National hives, 9 long hives including one Beehaus hive. These house twenty one colonies in total.

Four colonies died out at the beginning of the year and were replaced by four others

During the year there were two training regimes beginners and those leading to the BBKA Basic exam which used six hives for training purposes and honey yield on these were minimal. Two Dartington hives were used for queen rearing and the Warre was really in its infancy. This left approx. ten hives for honey production. The strength of the colonies going into winter is medium to weak. We have relied on replenishing the queens from our own stock which was poor over the year and needs consideration to bring in new queens with improved genes.

Swarming over the year was minimal or virtually none existent, any swarms collected appeared to be castes with virgin or poorly mated queens.

Maintenance of hives is important and the Dartington hives generally are in need roof repair, new legs and repainting, the top bar hive needs a new roof and observation panel hinges need changing, National hives need painting and a few roof repairs. There are spare hives on site and these can be repaired and a systematic change over organised transferring colonies into the repaired hives once the weather has improved.

As a training centre we can have as many as seven or eight experienced beekeepers on site at any one time and the responsibility for care, maintenance and hygiene lies with each of them. The "Apiarist" cannot be responsible for their actions. Personal equipment required for beekeeping should be left in a secure store on site or taken away with them.



Education Update (Mari)

Buzzworks

Buzzworks was not open for school visits in 2018 for two main reasons;

1. Lack of support from members to help run the visits
2. Lack of contact from schools to book visit days

This did however enable us to revisit aims and objectives for the site -

The trustees had a briefing about possibilities - including looking at providing more interactivity with the hives for the children as part of the experience. We could, for instance look at moving a hive with viewing sides to Buzzworks.

Aims - To write to all primary schools within the locality and let them know that we are developing new possibilities for school visits

To that end we will be offering three dates over the summer for schools to visit.

Another problem has been lack of those who can help during these visits, so we hope to recruit more support from members and new volunteers. Our intention is to offer an opportunity to members and volunteers who might be interested in joining a team at Buzzworks - a date to discuss this will be circulated.

Involving a Beekeeper to interact with pupils is also being considered.

Outreach

We were pleasantly surprised that schools contacted us to ask us to go into schools to talk to the children about Bees. We began to develop lesson plans and bring together some visual aids.

We visited 6 schools and a preschool nursery.

The children were very interested and involved in practical work as well as listening about the amazing life of the Bee. They loved being dressed up in small Beekeeper jackets and sat very quietly when the observation Hive was revealed - no fear or trepidation there- more from the teachers than them.

We learnt a lot from the visits and if schools contact us again this year we will look at developing the materials to support the Outreach activity including a schools pack, video material and some additional stand material, such as pop-up banners.

Outreach 2019 - We already have one full school visit booked for World Bee Day on May 20th -for full school presentations.



Marketing Update (Anne)

Membership

We have recruited 7 new paying members during the year making a current total of 28 paying members. There are a further 13 previous members still on the contact list, who did not renew their membership for 2019. We hope to encourage them to do so for 2019.

We also have 4 non-paying new volunteers plus another three volunteers currently showing an interest, who may decide to become paying members for 2019. If all of these interested people decided to pay for 2019 membership, it would bring the total to 48, an increase on the 39 who were paid members at the end of 2017.

We have extended our contact lists to include former members, all volunteers, trainees and partners. Information about BAH now therefore goes out to a total of 70 interested people (as appropriate).

We have also refreshed our facebook page and twitter account, and are renewing our Instagram account.

Web Site

We have updated our Web Site with a new look and feel, although still requires some work to update the Education and training pages which is planned for 2019.

We are now collecting statistics on web site activity;

Average Daily Traffic				
	Sept	Oct	Nov	Dec
Page Views	10.2	7.1	8.2	5.1
First Time Visits	4.8	3.6	4.5	2.5

Stall

Through 2018 we have re-built a really good team of 15 volunteers sharing the stall rota, including 6 who are new to BAH this year. It has never been a problem fully manning the stall with at least two people at a time. One of the most positive things about this has been the opportunity for members and volunteers supporting different aspects of BAH, to meet each other and share their ideas. It is also very good to know that when I can't be there (eg the January 2019 stall), there are plenty of people to run it perfectly well without me! Honey sales fluctuate depending mainly on the weather, but have maintained 2017 levels and in fact broke a record at the Hitchin Food & Wine Festival with net takings over £500. Ambitions for 2019 are to increase the educational and promotional aspect of the stall with newly designed materials for customers and passers-by. Although resources have been reorganised, it would also be good to extend sales to more honey-related items, and to give the whole set-up a face-lift.