



## BuzzWorks Association Hitchin Minutes of Trustees Meeting held on Wednesday 26<sup>th</sup> June 2019

Present: Paul Calvert (PC), Mari Stevenson (MS), Chris Parker (CP), Anne Taylor (AT), Andy Cooper (AC)

Apologies: Rachel Scanlan (RS), Giorgio Martinelli (GM), Robin Dartington (RD),

Minutes: taken and issued by PC

Minutes approved & actions reviewed from previous meeting

### 1. Finance

Detailed review of current finances against the 2019 budget was prepared and discussed (Account summary attached at end)

#### Revenue

- **Education** – Original budget assumed no revenue in 2019 due to the uncertainty around the educational activity. Currently running ahead of budget as we have managed to run some school visits as well as entertaining the home educator groups.
- **Marketing & Stall** – Based on the average revenue generated by the stall we are currently on track to deliver the 2019 budget, or possibly slightly better depending on the Christmas stalls.
- **Membership** – In line with the budget
- **Training** – Training revenue will be higher than budget as we have run a number of experience days, which were not in the original forecast. Currently on track to deliver the revenue from the taster days, but maybe better than budget if we attract additional people to the September Taster session.

#### Expenses

- **Administration** – Several expenses come in at the end of the year, insurance renewal and BBKA Subscription (approx. £750), and at present we are on track to be in line with budget, although Trustees still need to decide if we will renew our BBKA subscription.
- **Apiary** – likely to be close or slightly over budget with the purchasing of winter treatments and additional sugar. There are also a couple of outstanding items that will certainly take us over budget, both are one-off items not built into the forecast - 1) repairing & covering the Long Hive rooves with tin sheet. 2) Collection cost for additional Dartington Hives that were donated to HW (£150)
- **Education** – The budget included only minimal expenses for education, and we will be slightly lower on general expenses year. Any investment in the education area is likely to be required in 202 and will be supported by a separate proposal and plan. However, we have been given 2 grants in 2019 that are not included in the budget, one for the installation of a projector & screen at BW and £300 donated by Wax Chandlers to support our education activity. Agreed we should include NHerts show costs in education budget for 2020, currently budgeted under marketing & stall.



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- **Marketing & Stall** – Currently showing spend significantly below budget. This is due to the fact this area has the expense associated with the purchase of additional honey to support our stall, which happens at the end of the year. Final expenditure will depend on our 2019 honey crop and what additional honey we need to purchase but expected to be in line with the budget, or slightly better.
- **Sites & Gardening** – Currently showing worse than budget due to the approved expenditure for the repair of the main roof at HW (approx. £1000) that wasn't forecast during the budgeting. Although we have invested more than budgeted in Gardening this year, we seem to have spent less on general site maintenance and repairs than previous years and therefore should be on track to the budget if we exclude the Roof repair, which was an exceptional item approved outside of the budget.
- **Training** – Currently there is no expenditure forecast for the training, mainly due to that we have run only taster & experience days at the HW site and bee suites/tools are available.

In summary the 2019 accounts are likely to be in line with the budget, if not slightly better on the basis that any investment in the educational area will be taken in 2020 and will be subject to a separate investment plan and revenue forecast.

The 2019 budget was largely generated from historical spend and whilst this will still form the basis of the 2020 budget it doesn't pick up any investment that we plan to make in each area. Going forward the Trustees would like each area to consider planned investments, or one-off items that they believe they need to make to improve or maintain their particular areas over and above the general consumables that take place each year.

To support this, we will ask the following Areas/Area leads to submit a budget to the trustees for consideration and approval, which will for the 2020 budget that will be included in the AGM finance pack.

- Ariary – Chris & Robin
- Education – Marie & Anne
- Marketing – Anne, Andy & Giorgio
- Stall – Anne, Andy & Giorgio
- Site Maintenance (Building) – Robin
- Site Maintenance (Gardening HW) – Mike & Jannette
- Site maintenance (Gardening BW) – Janet
- Training – Paul
- Administration – Paul

**Action 58** – PC to prepare budget template for each area to complete, including 2018/19 spend where available and basic principles. Circulate to area leads with target to complete by end of September for discussion approval at Trustee meeting

### 2. Training

September Taster Day – Currently 5 signed up, several enquiries outstanding.

Experience Days are working well with a number taken place/planned. Consider running an experience session for the helpers (gardening, stall etc)



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#### **3. Sites & Gardening**

Gardening Budget – additional budget has been allocated to the gardening teams for HW/BW. Whilst we do not require additional authorisation, both teams need to keep record of expenditure and provide to PC to support charity finance audit.

#### **4. Education**

Agreed that investment in the educational area, such as furniture, banners etc will be brought forward as part of the 2020 education plans & budget as part of the November budgeting session.

**NHerts Grant** – It was agreed that the projector should be fixed within Buzzworks, using ceiling bracket, with a retractable screen fixed to the wall and cabling back to the wall by the screen.

*Action 59: PC to investigate options and provide final proposal*

#### **5. Marketing (Stall etc)**

Discussed option to acquire 'bee images' used on the Kew Garden tea towels, with a view to having our own towels printed, improving the profit margin. This would also allow us to use the images on other items, such as mugs, bookmarks etc.

AC has enquired and to purchase the 'rights to use' would be £22 per image. (Plus setup cost & cost per tea towel)

*Action 60: Agreed in principle that we should look at purchasing 6 images for use within BAH. AC to circulate link to images and circulate final view and cost model for trustees to approve.*

#### **6. Beekeeping**

Need to ensure that we are capturing the amount of honey extracted in order to estimate the quantity we will need to purchase to support stall sales. (this practice was agreed at the bee management meeting, in fact our target was to capture honey production by hive to support re-queening decisions)

It was noted that we have placed 2 swarms at the G. Offley site

Currently we have a number of long hives at HW that were donated, but had a collection cost of £150 (paid by RD/not reimbursed yet) Option to use for loan scheme, resale etc but will require some investment. This should be included in the Beekeeping 2020 plans and budget.

#### **7. AOB**

- Agreed that we will purchase a plaque to commemorate Brian – CP to organise and charge expense

#### ***Next meetings***

- ***Wed 2<sup>nd</sup> October (focus on strategy & area plans) @6:30 AC offered to host at his house***
- ***Wed 6<sup>th</sup> November (focus on 2020 budgets) @6:30, location to be agreed***



BuzzWorks Association Hitchin (BAH)  
2019 Trustee & AGM Outstanding Actions

**TRUSTEE MEETING - ACTION TRACKING SHEET**

| No. | Action  | Action Owner | Status  | Due Date         | Notes   |
|-----|---|--------------|---------|------------------|---|
| 19  | Contact BBKA to confirm if trainees can take the BBKA basic exam as members of Buzzworks without having to join BBKA or affiliated group.   | RD           | Open    | No date          | RD to contact BBKA again for clarification                              |
| 47  | Arrange a session to discuss and agree BAH approach & methods to bee management, including; Swarm control, Hive management, Varroa control, Feeding, Queen Replacement, Winter preparations, record keeping etc | PC/CP        | pending |                  | Draft circulated for comment – next steps to be agreed.                 |
| 49  | Draft Agreement for BAH to allow beekeepers to manage hive at Honeyworks site   | RD/CP        | Open    | Next meeting     | Include principles, equipment responsibilities, honey crop sharing etc. |
| AGM | Finalise BAH Complaints procedure   | AT/PC        | Open    | Draft circulated |   |
| AGM | Re-evaluate current assets for 2019 accounts, particularly buildings and fixtures   | PC           | Open    | Dec 19           | Consider depreciation & funding approach as part of 2019 accounts       |
| 57  | Draft simple emergency instruction card for Buzzworks & Honeyworks sites -  | AT/RS        | Open    |                  | H&S needs to be discussed further and more complete action plan agreed. |
| 58  | Prepare budget template for areas & circulate   | PC           | Open    | By end Aug       |   |
| 59  | Projector – final options & costs based on providing fixed solution at BW site to be circulated.  | PC           | Open    |                  |   |
| 60  | Proposal to purchase Bee Images & initial tea towel print to be finalised and circulated for approval.  | AC           | Open    |                  |   |



## BuzzWorks Association Hitchin (BAH) 2019 Trustee & AGM Outstanding Actions



### Buzzworks Association Hitchin

#### 2019 Accounts vs Budget Tracking

| REVENUE  | 2019 (→July)   | 2019 (budget)  | Variance (B/W) | Comments  |
|--|----------------|----------------|----------------|---|
| Administration                                     | £ -            | £ -            |                |   |
| Apiary Materials - Resale                          | £ -            | £ -            |                |   |
| Education  | £ 110          | £ -            | £110 ↑         | No Revenue forecast in budget                                     |
| Marketing (including Stall, Open Days etc)         | £ 3,047        | £ 4,812        | £1,765 →       | Budget based FY revenue from market stall - (x5 missing)          |
| Membership   | £ 230          | £ 200          | £30 ↑          |   |
| Training   | £ 700          | £ 500          | £200 ↑         | Exdperiance day revenue not included in budget                    |
| Donations  | £ -            | £ -            |                |   |
| <b>Total Revenue</b>                               | <b>£ 4,087</b> | <b>£ 5,512</b> | <b>£1,425</b>  |   |
| <b>GRANTS</b>                                      |                |                |                |   |
| Grants received during financial year (Wax/Nherts) | £ 1,215        | £ -            | £ 1,215        | Not taken into account in budget or P&L as against specific spend |
| <b>EXPENSES</b>                                    |                |                |                |   |
| Administration (including insurance, BBKA subs)    | £ 251          | £ 1,081        | £830 →         | Insurance & BBKA Subs due end of year                             |
| Apiary Materials                                   | £ 663          | £ 835          | £172 →         | no treatment spend yet, due end of year                           |
| Education  | £ 65           | £ 179          | £114 ↓         | expect this to be higher than budget if we invest in banners etc  |
| Marketing (including Stall, Open Days etc)         | £ 1,075        | £ 3,196        | £2,121 →       | Includes external Honey Purchase which typically end of year      |
| Site Maintenance & Gardening                       | £ 1,937        | £ 1,095        | £842 ↓         | Roof repairs @HW not budgetted £1000                              |
| Training   | £ -            | £ 200          | £200 ↑         | no spend expected this year                                       |
| <b>Total Expenditure</b>                           | <b>£ 3,991</b> | <b>£ 6,586</b> | <b>£2,595</b>  |   |
| <b>2018 Profit &amp; Loss</b>                      |                |                |                |   |
| Current Year Surplus/(Deficit)                     | £ 96           | £ 1,074        |                |   |
| Previous Year Surplus/(Deficit) - brought forward  | £ 8,543        | £ 8,543        |                |   |
| <b>Current Balance - surplus/(deficit)</b>         | <b>£ 8,447</b> | <b>£ 7,469</b> |                |   |