



## BuzzWorks Association Hitchin Minutes of Trustees Meeting held on Wednesday 24<sup>th</sup> April 2019

Present: Paul Calvert (PC), Mari Stevenson (MS), Chris Parker (CP) Giorgio Martinelli (GM), Anne Taylor (AT), Andy Cooper (AC), Rachel Scanlan (RS)  
Robin Dartington (President) ( RD),

Apologies: None

Minutes: taken and issued by PC

Minutes approved & actions reviewed from previous meeting

### 1. Training

May Tasted Day currently have 3 signed up, with 2 others expressing interest.

*Confirmed that minimum age for taster day is 12 years and above (all 12-16yrs must be accompanied by adult)*

### 2. Sites & Gardening

Honeyworks site – prior to the taster day the site needs some general cleaning and tidying. Agreed that we will run a working party prior to the taster day on Sat 11<sup>th</sup> May 11:30 – 16:00.

**Action 59:** *circulate working party date to members (AT) & RD/CP to compile list of key tasks and materials required.*

CP confirmed that the roof repairs have been completed and invoice will follow.

Buzzworks site – working party planned on Wednesday 8<sup>th</sup> May, need to compile list of jobs

### 3. Education

MS went through an Education update;

- School Visit planned on 20<sup>th</sup> May (World Bee Day) - Herford school
- Creating a 'Bee Model' (3D printed) is currently being investigated (Tim has offered) MS to follow up.
- Design required for Pop-Ups – AT/MS to look at the key messages and meeting will be planned (5<sup>th</sup> May 2pm – 4pm) to confirm designs and messages.
- Home educator's visit planned on 12<sup>th</sup> July
- MS has been looking at Cupboards and desks/chairs for buzzworks to support school visits. Investment in this should be done through a grant, rather than use our reserves.
- Option for a grant from wax chandlers (£300) – suggested that this should be related to wax processing activity
- AT communicated that we have currently 5 requests for visits but agreed that unless we get volunteers coming forward (none so far) we will decline these at this point in time.



## BuzzWorks Association Hitchin

### Minutes of Trustees Meeting held on Wednesday 24<sup>th</sup> April 2019

- Discussed the fact that visits can be split into the following 3 categories, which will drive the skills and activities that will be required to support them. These are;
  - **Entertainment** – typically activities like talks to local groups and informal visits
  - **Recreational** – visits to one of our sites by local groups, typically beavers etc still relatively informal but requires some scheduled activities
  - **Educational** – more formal, structured visits of schools of varying ages.

**Action 60:** MS to draft a proposal that can be used as grant submission for the furniture at Buzzworks, also PC to look at projector & screen and provide budget costs.

#### 4. Marketing (Stall etc)

**Honey Stocks** – Stall sales have been good and there is some concern that we are running out of honey. GM/RD to check current stocks (GM x2 buckets, RD may have some in garage but unable to get in and lost key)

**Action 61:** GM/RD Confirm current stock and option to purchase additional buckets if required

**Labelling** – discussion and reference to the BBKA labelling guidelines the Trustees confirmed that we should include a 'Best before date' on the jars, based on bottling date (2 Years)

**Action 62:** AC agreed he will print some small 'best before labels' that can be applied to the jars as they are filled (x100 per stall max)

**Action 63:** agreed separate meeting will be scheduled to discuss arrangements for the Herts show. Meeting planned 15<sup>th</sup> May @6:30 at Honeyworks site.

#### 5. Finance

No update given – expenses pending – Roof repairs (£900 +VAT), Trolley for education visits (£64.99) & flyers/printing (£142) PC will arrange payments

#### 6. Beekeeping

Confirmation that we will stick to our 2018 swarm collection policy (on website) – only collect locally, within half mile of our sites.

#### 7. AOB

- Noted that current insurance certificate on web site needs updating (PC to action)

**Next meeting - Date Wednesday 26<sup>th</sup> June, 6:30pm at Honeyworks site**



BuzzWorks Association Hitchin (BAH)  
2018 & 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
42	Draft role descriptions for priority position; Coordinator	RD	Open	Carry forward	RD to draft, supported by Anne to align with templates
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	Open		Initial session held and draft bee management proposal circulated for comment before approved.
49	Draft Agreement for BAH to allow beekeepers to manage hive at Honeyworks site	RD/CP	Open	07/04/19	Include principles, equipment responsibilities, honey crop sharing etc.
AGM	Finalise BAH Complaints procedure	AT/PC	Open		
AGM	Re-evaluate current assets for 2019 accounts, particularly buildings and fixtures	PC	Open		Consider depreciation & funding approach as part of 2019 accounts
AGM	Look at options for secure storage at HW site	PC	Open		Options to be submitted to Trustees for approval
56	Contact all those that have expressed interest in May Taster day to confirm numbers	PC/AT	closed		Currently 3 confirmed, 2 pending.
57	Draft simple instruction card for Buzzworks & Honeyworks sites	AT	Open	Before taster day	
58	Confirm Scout community service activity	RD/AT	Closed		Contact made, pending scout leader agreeing date for meeting.



**BuzzWorks Association Hitchin (BAH)  
2018 & AGM Outstanding Actions**

59	Circulate Honeyworks Working Party planned for Sat 11 <sup>th</sup> May 11:30-16:00 to members	AT	Open		Focused on general tidy & clean of site prior to taster day.
60	Draft a proposal that can be used as grant submission for the furniture at Buzzworks	MS	Open		Input from PC (Projector)
61	Confirm current stock and option to purchase additional buckets if required	GM/RD	Open		
62	Source labels and create template for printing 'Best Before Date' for honey jars	AC	Open		Prior to next stall
63	Schedule separate meeting to discuss & agree Herts Show arrangements - <i>planned 15<sup>th</sup> May @6:30 at Honeyworks site</i>	MS/AT	Open		