



BuzzWorks Association Hitchin
Minutes of Trustees Meeting held on Wednesday 26th June 2019

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

Apologies: Rachel Scanlan (RS), Giorgio Martinelli (GM)

Minutes: taken and issued by PC

Minutes approved & actions reviewed from previous meeting

1. Training

September Taster Day – Currently 3 signed up, several enquiries.

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

2. Sites & Gardening

Gardening Budget - £150/£100 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.

Agreed we will allocate additional budget to the teams.

Secure location – this was again discussed and option to use the room attached to the main block, although currently used for generator/petrol storage so not deemed suitable. Options will be reviewed during the Wednesday sessions and brought forward to Trustee meeting if investment is required.

3. Education

MS went through an Education update;

- School Visit 20th May (World Bee Day) - Herford school took place, although schedule was difficult with the number of classes and requires rethinking to make it more manageable
- Creating a 'Bee Model' (3D printed) is currently being investigated (Tim has offered) MS to follow up and provide quote for approval.
- Design required for Pop-Ups – still pending
- Home educator's visit planned on 12th 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. MS looking to get some quotes.
- Option for a grant from wax chandlers (£300) – suggested that this should be related to wax processing activity
- Grant has been obtained from NHerts for projector & screen - £915. PC to follow up on requirements



BuzzWorks Association Hitchin
Minutes of Trustees Meeting held on Wednesday 26th June 2019

4. Marketing (Stall etc)

Range of Items – Stall sales have been good but there is opportunity to expand the range of items we stock/sell.

Agreed we will label and sell 'Cooking Honey' (AC will create and print labels as only limited number required)

5. Finance

Current balance stands at approximately £8,500

Prepare budget/spend review in more detail for next trustee meeting

6. Beekeeping

Question of 'Lone Worker' was raised (CP) – agreed that it is the responsibility of the worker to inform an appropriate member if they are visiting the site.

Question of a site register was raised. This was kept in the past, but Trustees could not agree if this was worth taking up again.

7. AOB

- Barbecue – date agreed Sunday 8th September
- Social meeting – agreed to meet at Honeyworks site on Thurs 18th July as hall is not available

Next meeting - Date Thursday 1st August, 6:30pm at Buzzworks site



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	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	Next meeting	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	Dec 19	Consider depreciation & funding approach as part of 2019 accounts
AGM	Look at options for secure storage at HW site	PC	Open		Pending site review
57	Draft simple emergency instruction card for Buzzworks & Honeyworks sites -	AT	Open	Before taster day	