



# BuzzWorks Association Hitchin

## Minutes of Trustees Meeting held on Wednesday 27<sup>th</sup> March 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

Welcome to the new Trustee's Andy & Rachel. The Charity commission site will be updated accordingly and confirmed that Trustees are self-certified, details on this can be found on the charity commission website.

### 1. Training

Confirmed that Taster days will be Sunday 12<sup>th</sup> May & Sunday 15<sup>th</sup> September (10:30-16:00)  
These will be run at Honeyworks, tutors will be finalised nearer the time, but Paul & Robin will be available to lead the sessions, supported by Chris, unless Ashley is available.

***Action 56:** Need to contact all those that have expressed interest to confirm numbers – PC/AT to coordinated*

Following on from the recent article that was circulated by Chris on Bee stings & Anaphylaxis it was agreed that we should have a simple instruction card available that outlines the steps that should be taken at the Sites if help is required (location, access codes etc)

***Action 57:** Draft simple instruction card for Buzzworks & Honeyworks sites – AT to draft*

### 2. Education

MS went through an Education update;

- letters have been sent out to local schools (infants & Juniors)
- School Visit planned on 20<sup>th</sup> May (World Bee Day) - Herford school
- Meeting planned at Buzzworks site (Sunday 15<sup>th</sup> April) to discuss requirements etc.
- Request to look at creating a 'Bee Model' (Maybe 3D printed) RS to post request on Twitter
- Design required for Pop-Ups – AT/MS to look at the key messages

### 3. Sites & Gardening

The following Budget has been allocated to the gardening teams (cash given to Mike & Janet, will provide receipts for any expenditure);

- Honeyworks - £150
- Buzzworks - £100



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Scouts are enquiring about opportunity for them to carry out 'Community Work' at our sites, target would be around 6 hours' work in total, spread over a number of sessions and attendance is expected to be around 24 scouts.

**Action 58:** *Agree date to meet with scout leader at Honeyworks to discuss activities, structure etc. – RD/AT to arrange initial meeting*

HW roof repairs – the current main sheds at Honeyworks are in urgent need of repair. RD has got an initial quote from a professional firm – estimate is £40 per M<sup>2</sup> (roof is approximately 50M<sup>2</sup>, so £2000) but comes with a 20 year guarantee.

Agreed that we would look at additional quotes before committing to the expenditure (AC & CP will provide additional options)

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

AT provided an update on the Marketing activity;

**Helpers** – Currently we have 10 regular helpers at the stall, with another 5 that are helping on a more occasional basis.

**Records** – Detailed records are now being kept of sales and will be made available to support honey processing etc.

**Stall Materials** – Looking to extend the range that we sell on the stall, introduced some additional items, such as books, mugs, looking at own designed materials, such as Tea Towels etc. Also we are in the process of having some posters, flyers etc printed.

**Stall Revamp** – The team are also looking at how they revamp the stall, such as using wine crates etc. (good to have some new pictures of the stall for the web site)

**Herts County Show** – Stall has been booked at the show. Agreed that this should be included on the Agenda at the next Trustee meeting, discussing set-up, resourcing etc.

*Trustees agreed that we will not give Honey discount to members or for bulk purchases*

*Trustees agreed that we should organise a 'Meet the Bees' session for the Helpers at the Honeyworks site (AT to organise date directly with Daryl)*

#### **5. Finance**

**Balance** – Current balance stands at £8,045

PC presented an initial view of 2019 budget, based on known expenditure and last year's information.

Challenge is that this is not supported by a business plan, as demonstrated by the lack of revenue streams. This will be discussed at next trustee meeting.



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**6. Beekeeping**

The Dartington hives roofs need to be repaired and most are in poor condition. This has been done a number of times, but doesn't last that long. Proposal is to replace the roofs, with a Tin coated roof, similar to the nationals.

DR/GM have had a quote of £13 per roof, total of £26 for each Hive. Currently we have the following hives that need repairs;

- 8 Hives at Honeworks
- 6 Hives at Buzzworks
- 4 Hives at Great Offley
- 8 Hives donated and collected from Oxford.

Total of £676 for the Tin roofs and estimated £170 for OSB board to replace current plywood.

*The Trustees approved the replacement costs (max £1000)*

**7. AOB**

- Secure storage – outstanding action to look at storage option. PC will investigate and provide options at next trustee meeting
- Solar power option for the sites – Agreed that this should be something we pursue but would need to be funded through a grant if done properly. (further investigate required later this year)

***Next meeting - Date Wednesday 24<sup>th</sup> 6:30pm, hosted by Giorgio  
(63 NORTON ROAD, LETCHWORTH GARDEN CITY, SG6 1AD)***



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	07/04/19 @14:00	Session to be held @Honeyworks – includes Robin, Chris, Ashley, Daryl
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
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 Taster day to confirm numbers	PC/AT	Open		
57	Draft simple instruction card for Buzzworks & Honeyworks sites	AT	Open	Before taster day	
58	Confirm Scout community service activity	RD/AT	Open	ASAP	