



BuzzWorks Association Hitchin

Minutes of Trustees Meeting held on Wednesday 2nd October 2019

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

Apologies:

Minutes: taken and issued by PC

Minutes approved & actions reviewed from previous meeting

This meeting is focused on 2020 planning;

1. Stall

The plan is to continue with the current stall commitments, x12 farmers market plus maximum of 4 other markets during the year.

The focus will continue to be around education, bee planting etc, not just honey sales and as such we will continue to invest in information sheets & materials as required, including a new A Frame.

There is no plan to increase the range of items sold on the stall, although we are still investigating purchasing the copyright to several bee illustrations which may allow us to add some specific items.

Concern was raised around the availability of honey and the requirement to purchase additional stocks (annual requirement is approx. 1200 jars) this will be reviewed at the budget planning meeting in November.

Agreed we will include a Volunteer Experience Day in the Calendar

2. Marketing

We will continue to promote Buzzworks via Facebook, twitter & Instagram

The Web site will need updating, good to have some new pictures, also the education pages need to reflect the 2020 plans (PC will work with MS/AT on content) Links to social media sites will be added to the site.

Discussion on other avenues to promote were discussed, particularly a slot on 3 Counties Radio, also ensuring events are included in the Comet.

3. Training

Continue to offer x2 Taster Days in 2020 (May & Sept) and ensure they are prompted via the stall.

Offer Experience days but identify specific dates rather than try and arrange as required. It was agreed that we need to look at the content and structure of the experience day as its too close to the Taster Day. Needs to be more 'hands on' and less 'classroom' based (Thanks to Mike for organising the feedback forms)

Agreed that Robin will look at offering more focused sessions on a 1:1 basis.



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4. Education

There is a general plan to increase the use of the Buzzworks site for school, home education and recreational visits in 2020. Although continuing to attend the schools for assembly & class visits will not be ruled out, but would only take place if time allows based on number of classes.

The educational focus will be on the development of the 2020 budget, which will look to invest in the BW site to support the on site activities.

We will look to attend the Herts Show again in 2020

5. Sites

It was noted that there is currently no Site manager and therefore the repairs and maintenance work is increasing, only some essential work has been completed (e.g. HW re-felting)

Action 61: *Agreed that a metal grill will be installed on the rear window following a couple of break-in attempts at BW – GM to organise grill*

6. Apiary

There is a general view that we should look to reduce the number of hives at both sites, with BW apiary geared towards the education plans and HW focused on improving stock and honey production to support the stall.

CP is struggling with the workload at HW and although wants to continue to play an active role in Buzzworks but needs to step down as the HW Apiarist next year.

RD would also like to step away as BW apiarist, but is willing to take on responsibility for say 6 hives at the HW site.

Action 62: *Agreed that we will advertise for new Apiarists. PC will draft an advert with RD/CP and will circulated to local associations.*

7. AOB

- Agreed additional £100 would be allocated to HW gardening team to cover perennial planning (£60) and the construction of a cold frame (£40)

Next meetings

- **Thursday 14th November @6:30 (budget review) – location to be confirmed**
- **Wednesday 11th December @6:30 (AGM planning) – location to be confirmed**



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
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.
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.
59	Projector – final options & costs based on providing fixed solution at BW site to be circulated.	PC	Open		circulated
60	Proposal to purchase Bee Images & initial tea towel print to be finalised and circulated for approval.	AC	Open		
61	Secure rear window at Buzzworks cabin with metal grill following recent break in attempts	GM	Open	ASAP	Approved at Trustee meeting
62	Prepare advert for new Apiarists as HW & BW sites	PC/RD/CP	Open		