

## Minutes of Committee Meeting

Epsom Division of SBKA on Monday 28<sup>th</sup> November 2011 at 7:45 p.m.  
Upper Mill, Kingston Road, Ewell, Surrey

### 1. Members Present

Phil Shepherd, David Jones, Hilary Livesey, Marysia Owsianka, Caroline Herring, Steve Secker, Colin Sutton, Andrew Knott, Tina Corr, Alasdair Mclean, Sue Brookes, Liz Knee, Peter Smith.

Apologies

Neil Manley, David Dowson

### 2. Discussion re Sub-Committees resulted in the following:

1. Buildings and Grounds - chair Neil Manley, David Dowson, Marysia Owsianka, David Chartres, Ask Eileen Dann if interested in joining to assist with Grounds / plants.
2. Apiary - Chair Steve Secker, David Jones, David Chartres. Phil Shepherd, Peter Smith and Marysia Owsianka.
3. Communication/publicity including website/newsletter - chair Andrew Knott, Tina Corr to be Newsletter Editor
4. Education, training, events - chair Alasdair Maclean, Liz Knee, Peter Smith and Hilary Livesey.
5. Administration - membership, treasurer, shop, Trustee - chair Sue Brookes, Hilary Livesey, Steve Secker, David Jones

Each committee should produce a basic Terms of Reference by next meeting. It would be helpful including name, members, purpose/responsibility, time frames for reporting/action, budget etc.

3. Buildings and Grounds .Liz Knee to contact Neil Manley re.committee decision to accept the heating quote up to a maximum of £1400. If he is happy with the quote to get him to contact Flip to arrange installation ideally before the start of the Beginners course in Jan 2012. Security: Who has keys to apiary. PS to ask previous committee members.
4. Communication/publicity. The number of members without access to Internet is thought to be less than 10. The Web site needs to be updated on a regular basis and to form a Central repository of information / Constitution / notes etc. Emails to be sent to all members acknowledge their membership details. Questionnaire re what people want from club. Why do people belong to club?
5. Education, training, events. Beginners courses etc. Lectures etc. through year. Beginners Course Liz Knee to email Jill Forbes to confirm who is booked on the beginners course in Jan.
6. Administration. Insurance Cover. Is it sufficient? Needs to be reviewed. Stock value David Dowson to be asked if he has a copy of Asset Register. Values to be passed

to Sue Brookes to ensure that insurance is sufficient. How far should membership secretary go in chasing existing members to renew? Investigate methods of on-line payments both for membership and expenses.

7. Following issues arising at the AGM concerning the Epsom Division and Surrey Rule books. David Chartres has agreed to collate all existing Constitution/members rule books etc. with a view to producing definitive editions and will bring them to committee, when ready, for input and approval.

There should be 3 docs

1. Surrey Beekeepers Association Constitution. (The Yellow booklet is the latest Surrey Constitution.)
  2. Epsom Division Rules and Members Handbook
  3. Member Handbook
8. Dates and Times of next meeting Mon<sup>9<sup>th</sup></sup> Jan 20:00hrs. And provisionally 2nd Monday of each month.
  9. Next meeting discussion on direction of club. Further Training. Focus where are we going....