

# South Staffordshire and District Beekeepers Association



Minutes of the Committee meeting held on Wednesday 20<sup>th</sup> October 2021 at Surestore in Cannock and also via [Zoom Meeting](#) videoconference at 7.30 pm

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<p><b>1. Present:</b> In Room: Alan Greenman (Chair), Alan Brewin, Claire George, Dayna White, Ed Bennett, Julie Hamer, Phil Atkin. Joined via Zoom: Chris Brewin.</p>																																																																																																																																																																			
<p><b>2. Apologies:</b> Clive Stewart, Jo Berriman, Russell Barlow &amp; Stuart Roberts.</p>																																																																																																																																																																			
<p><b>3. Minutes of the last meeting:</b> Ratified; minor correction to education subcommittee attendees, and 2022 education programme caveated based upon apiary availability.</p>																																																																																																																																																																			
<p><b>4. Matters arising or items not on the Agenda Item Schedule</b></p> <p>a) Alan and Chris Brewin were welcomed to the Committee as our new Apiary Managers.</p> <p>b) Thanks were given to Stuart Roberts (in absentia) for his efforts running the 2021 Education Course during the Covid pandemic.</p> <p>c) New Committee Member Starter Pack: The draft structure was presented for Committee member awareness. Alan and Chris Brewin requested to comment when issued.</p>	<p><b>Alan / Chris Brewin</b></p>																																																																																																																																																																		
<p><b>5. Review of Previous Committee Meeting Actions</b></p> <p>5.1: Outstanding actions were reviewed; 36 remain open.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th rowspan="2" style="text-align: left;">Count of Actions</th> <th colspan="9" style="text-align: center;">Months Open</th> <th rowspan="2" style="text-align: center;">Grand Total</th> </tr> <tr> <th>0</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>7</th> <th>9</th> </tr> </thead> <tbody> <tr> <td>Committee Area</td> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>7</td> <td>9</td> <td></td> <td></td> </tr> <tr> <td>Apiary</td> <td>7</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>7</td> </tr> <tr> <td>Apiary NT</td> <td>8</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8</td> </tr> <tr> <td>Communications</td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td>2</td> </tr> <tr> <td>Education</td> <td></td> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>5</td> </tr> <tr> <td>H&amp;S</td> <td></td> <td>3</td> <td></td> <td></td> <td>1</td> <td></td> <td>1</td> <td></td> <td></td> <td>5</td> </tr> <tr> <td>Membership</td> <td></td> <td></td> <td>1</td> <td>1</td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td>3</td> </tr> <tr> <td>Quartermaster</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>Quartermaster - Honey Sales</td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>Secretary</td> <td></td> <td></td> <td>1</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2</td> </tr> <tr> <td>Stakeholders - President</td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>Treasurer</td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td><b>Grand Total</b></td> <td><b>15</b></td> <td><b>11</b></td> <td><b>3</b></td> <td><b>2</b></td> <td><b>2</b></td> <td><b>1</b></td> <td><b>1</b></td> <td><b>1</b></td> <td></td> <td><b>36</b></td> </tr> </tbody> </table> <p>5.2: Actions raised in September '21: 3 of 14 were closed – Keep going Committee!</p> <p>5.3: 15No. actions have been raised in Oct relating to the Apiary move – see 6.2.</p>	Count of Actions	Months Open									Grand Total	0	1	2	3	4	5	7	9	Committee Area	0	1	2	3	4	5	7	9			Apiary	7									7	Apiary NT	8									8	Communications			1			1				2	Education		5								5	H&S		3			1		1			5	Membership			1	1				1		3	Quartermaster					1					1	Quartermaster - Honey Sales		1								1	Secretary			1	1						2	Stakeholders - President		1								1	Treasurer		1								1	<b>Grand Total</b>	<b>15</b>	<b>11</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>36</b>	
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<p><b>6. Stakeholders Update</b></p> <p>6.1: The club attended the National Trust’s recent Heritage days – further feedback will be posted in the newsletter in due course.</p> <p>6.2: National Trust Meeting (6<sup>th</sup> Oct) feedback including details of the agreed Shugborough apiary move to the Kennels / Paddock <a href="#">is now on the website.</a></p>	
<p><b>7. Apiaries Co-ordinator’s update</b></p> <p>7.1: The Outline Plan to move our Shugborough Apiary (<i>produced by Chris Brewin; Thank you</i>) has been e-mailed to members and posted on the website.</p> <p>7.2: Members have been requested to provide support over three weekends starting Saturday 23<sup>rd</sup> Oct. All support will be gratefully received.</p>	
<p><b>8. Event Co-ordinator’s update</b></p> <p>Planning for Honey Bees and Hornets (27th Nov) – is well underway. The next planning meeting to finalise arrangements will be on Fri 12<sup>th</sup> Nov via Zoom.</p>	
<p><b>9. Quartermaster’s update</b></p> <p>9.1: Ambrosia has been delivered; however, fondant delivery is not expected before mid-November; when received, availability for purchase will be advertised.</p>	
<p><b>10. Treasurer’s Update</b></p> <p>10.1: The <i>Agenda Item schedule</i> was amended to bring this item forward for this and future years.</p> <p>10.2: A Treasurer’s report was provided in advance to the committee by Julie Hamer - Thank you. Achievement of fund raising for the marquee was noted. Positive cashflow is expected following recent one-off / seasonal expenditure e.g. the replacement shed and ambrosia / fondant for sale.</p>	
<p><b>11. Health &amp; Safety update – further discussion when Russell is attendance</b></p> <p>11.1: SS&amp;DBKA Safeguarding Policy and Officer – The policy was summarised to refresh committee members awareness of its contents and principal points.</p> <p>11.2: Russell to confirm if he will take this on the Safeguarding Officer role or whether an alternative person should take this on – refer to previous minutes for requirements.</p>	Russell
<p><b>12. Communications update (including Website &amp; Newsletter)</b></p> <p>12.1: <b>Website:</b> Thanks to Paul Twibil for meeting with Ed (5<sup>th</sup> Oct) and tutoring him on how to update the website. Ed will assist Paul with developing the website.</p>	

<p>12.2: Website content going forward will either be enduring pages or posts (if they are date dependent).</p> <p>12.3: A year's worth of newsletters have been re-created as website posts to show how this can be used to give a flavour of the club to potential new members.</p> <p>12.4: Committee members who wish to post on the website will be provided access and shown how to do this.</p> <p>12.5: Phil suggested incorporating elements from the clubs display board's in the websites design.</p> <p>12.6: Some features were requested such as a FAQ (Frequently Asked Questions) – these will be added to a feature wish list and investigated.</p> <p>12.7: <b>Social Media:</b> Dayna suggested the club make better use all its social media and that we look for a club member to support this. Stuart and Alan currently administer the club's <a href="#">Facebook page</a>.</p> <p>12.8: <b>Newsletter:</b> A Special Edition has just been issued detailing the plans for the Shugborough Apiary move - Thank you Alan.</p>	
<p><b>13. Correspondence</b> – 9 items received. 4 from BBKA – <b>Responded to in green</b></p> <p><b>Sep</b></p> <p>9<sup>th</sup> - Beginner inquiry – have we responded?  22<sup>nd</sup> LS 2021-09-22 Honey Survey – 2021 – FWD to members open 27<sup>th</sup> Sep – 25<sup>th</sup> Oct.  22<sup>nd</sup> – Beginners Beekeeping Courses 2022 – course booking inquiry - Alan responded.  24<sup>th</sup> LS 2021-09-24 Area Association Discussion Forums – Russell Barlow nominated to attend.  27<sup>th</sup> – 2021 Beginners Course Feedback and thanks.  29<sup>th</sup> LS 2021-09-29 Branch Survey for Area Association Meetings - C McGettigan – Questionnaire request – (now closed).</p> <p><b>Oct</b></p> <p>8<sup>th</sup> Asian Hornet Confirmed Sighting in Ascot, Berkshire – No action required.  12<sup>th</sup> Proposed NT apiary move to The Kennels: multiple agreed actions in progress, tracking via committee actions log  14<sup>th</sup> LS 2021-10-14 BBKA Public &amp; Product Liability Insurance 2021/22</p>	
<p><b>14. A.O.B.</b></p> <p>A zoom meeting has been proposed to focus on to provide to support to beginners over-wintering their bees.</p>	Alan
<p><b>15. Date of next meetings:</b> 17<sup>th</sup> November – December 15<sup>th</sup> Committee Xmas Curry @ <a href="#">Little India</a> 52 Barton Gate, Barton-under-Needwood, Burton-on-Trent DE13 8AH – Table booked for 7pm – menu available on website.</p>	