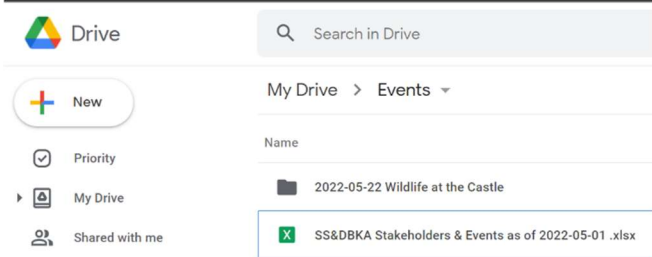
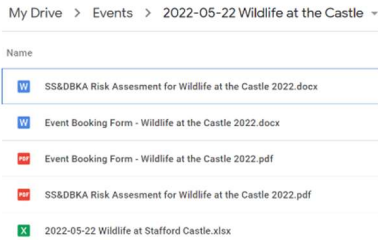


# South Staffordshire and District Beekeepers Association



Minutes of the Committee meeting held on Tuesday 17<sup>th</sup> May 2022 at Brocton Village Hall, Old Acre Lane, Brocton, ST17 0TW and also via [Zoom Meeting](#) videoconference at 7.30 pm

|   | Lead |
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| <p><b>1. Present:</b> In the room: Alan Brewin, Chris Brewin, Chris Shaw, Claire George (Chair), Ed Bennett, Phil Atkin, Trevor Smith &amp; Wendy Woodward. Online: Alan Greenman, Dayna White, Jo Berriman &amp; Julie Hamer.</p>  |      |
| <p><b>2. Apologies:</b> None.</p>   |      |
| <p><b>3. Minutes of the last meeting:</b> Ratified.</p>   |      |
| <p><b>4. Matters arising or items not on the Agenda Item Schedule</b></p> <p>a. Geoff Hopkinson BEM NDB 1928 – 2022<br/>Information to be added to the website regarding Geoff's contribution to beekeeping. Award to be given in Geoff's name at the 2022 Honey Show.</p> <p>b. Members Who Carry Epipens: Members are asked to advise apiary managers and carry their Epipens in the apiary; apiary induction material has been strengthened to highlight this.</p> <p>c. Association Risk Assessment: The revised document was approved – thanks to Wendy.</p> <p>d. Discouraging public access to the apiary: Members of the public have been observed on the kennels access road and in the apiary vicinity on several occasions. This security / safety issue is to be raised with the National Trust.</p> <p>e. Clarification to Role and Responsibilities re external event co-ordination. A live on-screen demo was given to the committee relating to storing event documentation of 1 Google drive: filing structure, 2 Event documentation filing, 3 Stakeholders &amp; Event requests excel database.</p> <p>1. Filing location for events documentation <a href="#">Events - Google Drive</a></p>  <p>2. Example of documentation stored for an event</p>  | Alan |



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| <p>6.3: Claire’s shared her aspirations to work with the team to:</p> <ul style="list-style-type: none"> <li>• up the profile of the association.</li> <li>• Better understand member needs to maintain and strengthen the membership contribution,</li> <li>• and encourage members to stay for longer.</li> </ul> <p>6.4: Claire suggested targeting 200 active members by the year’s end.</p> <p>6.5: Claire recognises current efforts to maintain the association, noting hours contributed by volunteers and welcomes all ideas and contributions to further improve us.</p> <p>6.6: An away day is to be planned for the end of September to look at what’s going well and how we can work together to get best value from our efforts.</p> <p>6.7: Succession planning was discussed – how can we maintain and grow the team within the constitution’s 3-year constraint on committee member tenures in role? It was recognised that shadowing of roles was required to enable smooth transition to occur specifically the secretary and quartermaster roles. It is appreciated when committee members transition out of specific roles if they stay close to the committee to provide advice and support.</p>   |  |
| <p><b>7. Constitution Review including life memberships</b></p> <p>The Committee reviewed no change required.</p>  |  |
| <p><b>8. Education Co-ordinator’s update</b></p> <p>8.1: Wendy provided the following report (thank you) which was welcomed and accepted.</p> <p>8.2: Thursday night education offer</p> <ul style="list-style-type: none"> <li>• Commenced 31<sup>st</sup> March.</li> <li>• Supported by experienced beekeepers</li> <li>• Around 20 members are attending per evening.</li> <li>• Bee chats will: start at Shugborough Apiary 19<sup>th</sup> May; have an opening theme, led by an experienced beekeeper; be at Hilton Green on the First Thursday of each month</li> </ul> <p>8.3: Beginner’s course</p> <ul style="list-style-type: none"> <li>• Cohort 1 ‘team’ meeting 22<sup>nd</sup> April (prior to induction day)</li> <li>• Practical beekeepers supporting the Cohort (1) (PD / PT / SG / JH / BC)</li> <li>• Cohort Induction Day 7<sup>th</sup> May.</li> <li>• Cohort 2 July – 6 people paid. Several of the Honey Bee Experience Day participants have provisionally booked places; If not confirmed spaces will be offered to the public.</li> </ul> <p>8.4: Honeybee Experienced Days</p> <ul style="list-style-type: none"> <li>• Planned for the May 15<sup>th</sup> lead by Dayna and Alan Greenman.</li> <li>• Second planned for September 4<sup>th</sup>.</li> </ul> |  |

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| <p>8.5: Study Groups and Modules</p> <ul style="list-style-type: none"> <li>• Module 5 commenced 2<sup>nd</sup> May; 16 expressed an interest in the group, which meets on the first Monday of each month. Exam in November.</li> <li>• General Husbandry Course (8 members met via zoom on 9<sup>th</sup> May and will continue to meet on the second Monday of each month, plus apiary visits for queen rearing and practical tasks). Assessment in 2023.</li> <li>• Trevor &amp; Jan attending the BBKA General Husbandry course at Stoneleigh.</li> </ul> <p>8.6: Honey Extraction demonstration: planned for 13<sup>th</sup> August at Shareshill Village Hall and will be led by Peter Bell (Thank you).</p> <p>8.7: Convention</p> <ul style="list-style-type: none"> <li>• Northfield Village booked for 15<sup>th</sup> October</li> <li>• Focus on honeybee health</li> <li>• Small working party to be set up in June.</li> </ul> <p>8.8: Bee Safaris</p> <ul style="list-style-type: none"> <li>• June 12<sup>th</sup> at Hilton Green, Chris Shaw to Host</li> <li>• July 17<sup>th</sup> at Haunton, Jan Horstink to Host</li> <li>• August 14<sup>th</sup> at Wall, Dayna White to Host</li> </ul> |               |
| <p><b>9. Apiary Co-ordinator's update:</b></p> <p>9.1: Shugborough</p> <ul style="list-style-type: none"> <li>• Grand opening major success 38 attendees – to be documented in May newsletter.</li> <li>• Our Apiary opened Saturday 30<sup>th</sup> April lots of members are attending.</li> <li>• The apiary is well stocked with healthy colonies: 15 in Hives and 4 in Nucleuses. 5 members have requested Nucleus colonies; we will be able to meet beginner demand for these – in line with our policy to only provide colonies to members assessed as competent to care for bees.</li> <li>• New H&amp;S documentation displayed at Shugborough</li> <li>• Honey Bee Experience Day successfully advertised; 5 bookings already.</li> <li>• Refreshment support is to be requested from members.</li> </ul> <p>9.2: Hilton Green</p> <p>The apiary is doing well with healthy colonies 7 Hives and 12 Nucleus – excess stock to be transferred to Shugborough. Small straps to support transfers requested.</p>   | Dayna         |
| <p><b>10. Communications update (including e-mail, Website &amp; Newsletter)</b></p> <p>10.1: The e-mail management is transitioning as per previous committee meeting plan.</p> <p>10.2: Website improvements on-going – Thanks to Gemma Phillips.</p> <p><i>Post meeting note: Out of committee meeting decision made at Shugborough on Thursday 26<sup>th</sup> May, to increase the Wordpress account fee to enable more advanced functionality to be deployed - enable plugin calendar from Premium to Business (£5-&gt;£16 per month) - witnessed by Alan, Ed, Wendy and Dayna.</i></p>   | Wendy / Gemma |

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| <p>10.3: May Newsletter to be issued shortly.</p>  |  |
| <p><b>11. Correspondence</b> – 13 items received. 3 from BBKA – <b>Responded to in green</b></p> <p><b>Apr</b><br/> 7<sup>th</sup> - CAF Bank account review: request for Trustee details and governance doc.<br/> 14<sup>th</sup> - BBKA's Winter Survival Survey – issued to members.<br/> 18<sup>th</sup> - Request to join SS&amp;DBKA – fwd to membership secretary<br/> 16<sup>th</sup> - Stall request: Stone Festival Carnival Saturday - 18th June 2022 – no capacity to respond.<br/> 22<sup>nd</sup> - Request to support 'Bees for Development – Spring Fundraising Campaign'.<br/> 21<sup>st</sup> - Request to join association – fwd to Membership<br/> 21<sup>st</sup> - Request for meeting to show children bees from Home Education Group – fwd to education. Alternatives to be suggested – visits to public events where our club is attending e.g. National Trust walled garden, Wildlife at Stafford Castle, publicly available media on the websites e.g. youtube. How do BBKA support these queries?<br/> 23<sup>rd</sup> - Stall request: Sat 25<sup>th</sup> June: Hednesford Park - Armed Forces Day – decided not to respond.<br/> 26<sup>th</sup> - LS 2022-04-26 Reminder - Editor vacancy for BBKA News<br/> 27<sup>th</sup> - Membership Renewal for Bob Knight<br/> 28<sup>th</sup> - Member query re newsletter - As a member does this mean that our membership does not include any insurance at all for 2022 and we have to get it separately many thanks. Bee insurance is included as purchased at renewal - equipment insurance is a member responsibility.<br/> 28<sup>th</sup> - LS 2022-04-28 Module Exams - Revised Syllabi for 2023 – fwd to Education team.</p> <p><b>May</b><br/> 1<sup>st</sup> - LS 2022-04-29 Confirmed Asian Hornet in Felixstowe area.<br/> 10<sup>th</sup> - Request to be added to Swarm List – fwd link to process on website to member.<br/> 16<sup>th</sup> – request to join bee keeping association and hire a honey extractor. Membership required prior to accessing membership benefits. A club extractor has recently been purchased and arrangements for hire are to be developed but it is not available for hire presently.</p> |  |
| <p><b>12. A.O.B.</b></p> <p>12.1: Electronic payment machines – to be investigated purchase in principle approved.</p> <p>12.2: <i>Honey Processing via Holt Hall Apiary</i> – The committee decided to extract our honey via this business and later ask members to jar the honey for sale.</p> <p>12.3: The club has lots of cheap sugar for sale. Members are to be encouraged to recognise this membership benefit and purchase it. Provision of buckets to hold the sugar was discussed; presently members have to supply their own.</p>  |  |
| <p><b>13. Date of next meeting:</b> Tuesday 21<sup>st</sup> June '22 @ Brocton Village Hall and on Zoom</p>  |  |