

WEST NORFOLK AND KING'S LYNN BEEKEEPERS ASSOCIATION
COMMITTEE MEETING HELD AT THE SAILING CLUB
On Tuesday 7th April 2009

PRESENT: Jill Tinsey, Penny Snell, Chris Snell, Joe Trattle, Kate Sayer, Lorraine Gibson, David Bancalari, Joan Burton, Brian Gemmell, Terry Gibson, Judy Heal, Keith Morgan, Colin Sayer, Kelly Thrower, John Woodford

APOLOGIES: Stuart Grant, Margaret Woodford

MEETING OPENED: 20.10

1. MINUTES

The minutes of the last meeting were agreed and signed as a true record.

2. MATTERS ARISING:

2.3.3. No response from Penny Young. Kate Sayer to pursue.

7. Clarification from the BBKA had been sought and received regarding who was covered by insurance at any events which involved the handling of bees. As a result of the discussion that ensued it was decided that

- a BBKA member should always be in charge at WNKLBA workshops/practical sessions/beekeeping demonstrations which involved the manipulation of bees
- the Associate Membership conditions on the Application for Membership Form be amended so that Associate members would not now be excluded from attending live beekeeping demonstrations. Joe Trattle to action the amendment and forward the updated form to David Bancalari for publication on the website

7.2 Pledged donation of £75 towards the engraving of the keepsake shields received from Mr. Tony Skerritt of Dodman's Engineering. Kate Sayer to formally invite Mr. & Mrs. Skerritt as our guests at the Sandringham Show.

11.7 John Woodford advised that David Bancalari was the promoter for the lottery. In addition he had received a quote of £100 for the printing of 1000 books of tickets, which would each contain 5. He proposed that there be a range of prizes which comprised of a 1st of £100, a 2nd of £75, a 3rd of a hamper to the value of £50 which Margaret Woodford had offered to put together, plus other minor prizes and that the tickets be sold at 50p each or £2.50 per book. Lorraine Gibson had received donations of gift vouchers from John Lewis and Bakers & Larners and was awaiting replies from other potential donors. Discussions ensued with the following outcomes

- 1000 books be printed
- the selling price and prizes to be as proposed
- each member to be issued with 5 books to sell and 500 to be reserved for sale at the Sandringham Show as well as other Association events
- in the event that tickets were sold out prior to the Sandringham Show an additional raffle would be run on the day with a hamper as the prize

Jill Tinsey asked that thanks be recorded for those people, in particular Joan Burton and Margaret Woodford, who had provided refreshments at both the AGM and the official opening of the Blackborough End apiary, adding that they should submit a claim for expenses.

3. CORRESPONDENCE:

- 3.1 Copies of e-mails received forwarded to committee members.
- 3.2 Two letters received from Henry Bellingham MP. One expressing delight at having been elected as a Vice-President, the other enclosing an explanation from Natural England in response to our concerns about the cutting of hedgerows.
- 3.3 Response from Marquess of Cholmondeley to our invitation to stand as a Vice-President. Whilst he had been unable to accept on this occasion his interest in being involved with the Association at some time in the future was duly noted. With regard to candidates for future Vice-Presidents the committee were advised that Christopher Fraser MP had also signalled that he would be willing to be considered.
- 3.4 Jill Tinsey reported that a request had been received from Jeanette Girling, President of the Briston & Melton Constable W.I., to give a talk to that group on 20th May. David Bancalari was asked to give the talk and accepted on the condition that he had no other engagements. Jill to confirm details with Jeanette Girling.

4. TREASURER'S REPORT:

Chris Snell reported that after the AGM David Baddeley had passed all documentation to him and that at a subsequent meeting they had gone through existing data and procedures. Everything had been recorded by hand and was not very amenable to analysis. For 2009 the Treasurer advised that his priority was to move everything over to Excel using budgeting codes. This should allow more ready tracking of profit and loss for individual projects running in the Association and the intention was to have this in place by the next meeting. The Lloyds current account had been modified to update the account signatories. Ernie Dix and David Baddeley had been removed and substituted by Chris Snell and Lorraine Gibson. The account was now active and useable for income and expenditure.

The signatories for the Standard Life Savings account are in the process of being updated.

Chris expressed a number of concerns, as follows

- the need for a more robust way to track expenses to which end the introduction of claims forms which will be made available for completion and submission electronically
- the need to share membership and subscription data electronically between the Membership Secretary and Treasurer to enable a more sensible monitoring in the accounts system of subscriptions and payments to BBKA, BDI and BeeCraft. Joe Trattle to provide a spreadsheet.
- the need to check that membership lists are correct given that the deadline for the BBKA primary capitation payments are due at the end of April, based on the BBKA listing of our membership as at 16th February, 2009.
- owing to a possibility that, as part of the EAR project, BBSRC may require an audit of the Association's account there was a need to get the accounts into order as soon as possible. A discussion of the mechanics of the operation of the EARS account ensued with agreement being reached that whilst this account was a separate entity Chris would have responsibility for monitoring income and expenditure. David Bancalari and Chris Snell would liaise further with regards to payments.

5. BEE INSPECTOR'S UPDATE:

- 5.1 Keith reported that the programme for the 'Healthy Bees are Happy Bees' workshop on the 17th May had been arranged and would be run by himself and Mike Willis. The format would be an introduction at Anmer Village Hall, followed by a practical demonstration at Flitcham apiary and then return to Anmer where there would be a Q&A session and the opportunity to examine some diseased frames. It was agreed that Nosema checks would also be carried out on member's bees. Jill Tinsey and David Bancalari would organise this facility and members would be invited to bring along a labelled sample of 30 bees for analysis.
- 5.2 Keith felt that there was a need to stress to members how important it was to monitor hives for the presence of Varroa. Regular monitoring would assist the beekeeper to assess whether there was a need to apply additional treatments to that given in the autumn. The suggestion being that a treatment could be given in spring, prior to supers being added, and perhaps another one during the June gap if deemed appropriate.
- 5.3 There was a discussion about the collection of Winter Loss data with the result being that David Bancalari would circulate a copy of the NBKA questionnaire for completion. The questionnaire to be forwarded to Keith Morgan for collation.
- 5.4 The subject of the availability and use of Fumidil was discussed. With regard to the former David Bancalari advised that the licence had expired in 1995 and there was still product available. However, manufacturers were unlikely to re-stock until the position regarding its continued use had been clarified. As to use, the official advice from Andy Wattam was only to apply when absolutely necessary.

6. AGM:

- 6.1 Subsequent to the AGM a number of minor discrepancies had been identified in the accounts as presented. Furthermore adoption of the accounts had not taken place. It was agreed that in preparation for the next committee meeting the Treasurer would check the figures, make the necessary corrections and circulate an amended copy to committee members. Further discussion on adoption to take place at the next meeting.
- 6.2 Auditor to be identified.
- 6.3 Payment of an Honorarium, in accordance with the Constitution, was tabled for future discussion.
- 6.4 After a discussion on the date by which the Annual Subscription should be paid it was agreed that there should be an amendment to the Constitution. The new wording should be 'The Annual Subscription for members shall become affective at the beginning of the next financial year, 1st January and should be paid before or at the AGM, after which time they will be considered to be in arrears.' Amendment to be tabled for ratification at the 2010 AGM.

7. COMMITTEE MEMBERS/OFFICERS ROLLS:

- 7.1 Terry Gibson designated as Education Officer instead of Events Organiser and also as Assistant Apiary Manager.
- 7.2 Brian Gemmell confirmed as Apiary Manager.
- 7.3 Colin Sayer was asked to be and accepted the role as Assistant to the Webmaster, David Bancalari.
- 7.4 Joan Burton and Margaret Woodford had been asked and had accepted the roles of providing refreshments for events at Tottenhill.
- 7.5 Kelly Thrower was asked and accepted responsibility for taking the register at events.

8. ASSOCIATION APIARIES UPDATE:

- 8.1 Brian Gemmell reported that, following the successful opening ceremony, Blackborough End was now officially up and running. 63 people had been in attendance. Brian asked that appreciation to all of those who had contributed their time and effort in preparing the site be placed on record. There had been a few minor problems such as disorganised parking of cars, a shortage of veils and smokers and the absence of an official press release. The general consensus was that none of the problems were a matter for concern. The purchase of three veils was authorised and it was suggested that in the event that the press were invited to any future events, a press release be put together beforehand.
- 8.2 There was a lengthy discussion on the times that the apiary would be manned on Open Apiary days together with the method by which this information would be made available. The conclusions were that
- the Duty Assistant Beekeeper would specify and advise the Duty Beekeeper of the 2 hour slot most convenient to them
 - Brian Gemmell to provide an up to date Apiary Calendar to David Bancalari, Joe Trattle and Terry Gibson so that the details can be published on the website and circulated to members/beginners. Terry Gibson to furnish Joe with a complete list of beginners.
- 8.3 Brian to circulate both Duty Beekeeper and Duty Assistant Beekeeper responsibilities to relevant people
- 8.4 First of the queen rearing exercises to be deferred until new queens had arrived and were laying.
- 8.5 The meeting with Mike Edwards was useful with respect to what had been learned about the availability of grant funding for educational purposes. Brian had discussed with Ann Carter whether she would be happy for the Association to develop the site along these lines and had received a positive response.
- 8.6 A general discussion took place about the tenure of both apiary sites. It was agreed that Brian, Terry and Chris should pursue how best to secure the sites.
- 8.7 Brian provided a brief report of the trip to Buzzworks in Hitchin by himself, Jill and Terry, stating that this trip too had been useful for the information that had been gleaned on the availability of grants.
- 8.8 Terry produced an inventory of equipment held at Fritcham.

9. EDUCATION SUB-COMMITTEE UPDATE:

- 9.1 Terry Gibson reported that the Introductory Course theory evenings on 20th and 27th March had been well attended. There had been 34 and 27 attendees respectively, the majority of whom were eager to become beekeepers.
- 9.2 Keith enquired whether any follow up procedures for the provision of guidance and assistance had been put in place. There being no formal procedures a general discussion took place with decisions being that
- new beekeepers were to be encouraged both to proceed slowly and to acquire their bees from a reliable source
 - they were also to be encouraged when acquiring bees, if not purchased from the Association, one of its members or a reputable commercial supplier, to inform Keith of the source so that he could assess the health of the colony
 - Keith to carry out health checks on the colonies supplied by the Association prior to sale
 - Education Sub-Committee to formulate an agreed statement on best practice for acquiring bees

10. ANNUAL HONEY SHOW:

- 10.1 Kate Sayer reported that she and Margaret Woodford had discussed and agreed their respective responsibilities.
- 10.2 Cheques for two guest tickets and stand hire were requested and issued.
- 10.3 Exhibit schedules to be circulated to members by mailshot. Joe Trattle to provide address labels.
- 10.4 Keith Morgan was formally invited to attend the show.
- 10.5 Committee members were invited to volunteer their assistance at the show.

11. FUTURE EVENTS:

- 11.1 **Sun 17th May, 10am-4pm 'Healthy Bees are Happy Bees'**
Anmer Village Hall and Flitcham Apiary. Coffee and Tea provided. Bring own packed lunch.
 - Education committee to discuss and prepare for Nosema check facility.
- 11.2 **Fri 22nd/Sun 24th/Mon 25th May CUE Festival, Forum, Norwich**
 - Jill Tinsey asked committee to think about what could be included and e-mail Secretary with ideas in preparation for further discussion at the next meeting.
- 11.3 **Sat 13th June, 2.30pm Preparing Honey for exhibiting with Jill Tinsey at Etling Green**

12. ANY OTHER BUSINESS:

- 12.1 Cheque for £50 received from Search Laboratory in respect of a sponsorship fee on behalf of the Norwich and Peterborough Building Society for advertising space on the website.
- 12.2 One of the Association's younger members had made an offer to set up a WNKLBA Facebook entry. It was agreed that before any decision could be taken it would be appropriate to obtain more information as to precisely what form this would take.

The following outstanding AOB agenda items were deferred until the next meeting:

- 1. DVD's of WNKLBA events
- 2. Association merchandise
- 3. St. Ambrose's Day

MEETING CLOSED: 22.45

Next meeting is on 5th May, 2009 at 8.00pm at the Sailing Club

Signed.....Dated.....