**Devon Guild of Weavers , Spinners and Dyers**

**Committee meeting minutes 14/4/18**

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|  | **Post meeting comments / action required** |
| **Present;**  Isabelle Jourdan (**IJ**; chairperson)  Karen ball (**KB**), Jackie Millichap (**JM**) secretaries / webmaster  Paul Ashton (**PA**; treasurer)  Sue Heathcote (**SH**; Programme sec)  Jo Williams (**JW**; committee member)  Jae Burgin (**JB**; coach trip co-ordinator)  Sheilagh Robson (**SR**; committee member)  Sarah Otton (**SO**; committee member)  **Apologies:**  Terri Bate (**TB**: newsletter co-ordinator) |  |
| **Matters arising**;  **Library**  Following an previous email conversation between secretaries and Linda Drage the committee previously agreed changes to the Library system which included instigating a fine; this was duly announced to the membership (March) without final consultation with LD. LD is rightly angry and disappointed at this and stated she felt the committee had made a number of mistakes. The committee agreed mistakes had been made and apologised unreservedly to LD. LD has now resigned from the post of librarian.  How the library is managed in the future to be discussed by the committee at the next meeting.  All committee members expressed their thanks to LD for all her hard work in running a very successful library.  **Classifieds**  All sorted and charges to stand.  **Shetland Challenge**  SR provided pattern.  JM to put up on website. | JM |
| **Treasurer’s report:**  Current - £2563.02  Deposit - £3087.33  Up £200 on position last year.  2 payments for adverts.  Keys cut  £73.25 on refreshments  Lots of interest in workshops.  Sale of Drum Carder |  |
| **Risk Assessments**  Health and Safety Policy has been written by JM plus box required (containing items mentioned in risk assessments) to be in place at every meeting.  Dyeing RA has been added.  Association Guidelines used.  Risk Assessment for everything we do.  Acetates of RA done; to be used as required.  Folder for each workshop to be prepared by JM.  Basic incident form to be completed if an accident occurs and kept by committee.  Health and safety Folder to be held at reception  Committee wish to say a huge thank you to JM for all the work she has done putting this together. |  |
| **Coldharbour**  SR met with Martin Hulse  10 sq metre beds which have been neglected. Display area with information.  Never dyed at mill.  Not keen on dye workshops.  SR said people who would be very interested in dye workshops.  Another lady who spins there was keen to see this happen.  Buy Jenny Dean ‘Wild Colour.’ ? Identified some plants there which they could use and what add.  Also had email saying he would like to visit the Guild and talk to members about what is happening at the Mill.  Offer Martin half hour in May – later in morning.  KB to forward email to SR | SR KB |
| **Events**  Exmouth – KB, Sheilagh, JM. Decided to do one day – Saturday 2nd June  Poltimore –Sat 8th September – Guild day – felt talk. Jae to co-ordinate + KB + JM  KB to look at email and co-ordinate with Jae  Mid-Devon Show 28th July – Shelagh happy to do + KB  Branscombe – 15th September – KB  Westpoint – end September  Devon County Show.  JM and JW. Wed set – KB + TB + JW + Judy Throup  Take down after 6pm on Saturday.  IJ to follow up on sign up form for volunteers on the day.  Slips for free visit and other Jea will sort. Print and amount!  Could have box in corner to note where they picked up the voucher.  Totnes stitch fest – Nov 3 / 4th;  Offer spinners to demonstrate. Suggest we have a spinners corner. | KB JM SR  KB  SR KB  KB  ??  ALL  IJ  JB  JM |
| **Membership Secretary**  Sue Clowney wishes to step down. The committee accepted her resignation. She had expressed concerns about the committee’s handling of the introduction of a new Welcome letter and GDPR info / changes. The Committee apologised for any upset this may have caused.  Thank you to Sue for all she has done. The committee is very appreciative.  JM continues to follow up GDPR requirements at National level to ensure correct membership documentation / management of this documentation is in place.  Need to find a membership secretary.  KB to cover Membership secretary in short term. |  |
| **Skills Day**  List provided by KB for sign up. | KB / members |
| **2019 Exhibition**  Fri to Monday 23 -26 August  £100 per day but no charge to set up and take down on 22 August and 27 August.  Suggestion Red, blue and yellow tops which could then be blended.  Launch after this skill day. | SR |
| **AOB**  Spare places on Dyeing workshop tomorrow.  2019 challenge day Judge arranged (Rev Johnson). Offering weaving workshop of some kind. Committee to consider what would be good to offer.  Guild submissions for National exhibition to be collected today. JM to post.  (chosen items to be posted in June)  Guild submission for brooches.  GDPR documentation ongoing; JM will prepare final paperwork for next meeting for implementation May 25th. | SH  JM  JM |
| **Meeting closed 11.05 am**  **Next committee meeting May 12th 9.30am** |  |