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

**Committee meeting minutes 10/2/18**

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|  | **Post meeting comments / action required** |
| **Present;**Isabelle Jourdan (**IJ**; chairperson)Karen ball (**KB**), Jackie Millichap (**JM**) secretaries / webmasterSue Heathcote (**SH**; Programme sec)Paul Ashton (**PA**; treasurer)Terri Bate (**TB**: newsletter co-ordinator)Jae Burgin (**JB**; coach trip co-ordinator)Jo Williams (**JW**; committee member)Shelagh Robson (**SR**; committee member)**Apologies:**Sarah Otton (**SO**; committee member) |  |
| **Matters arising**;**IJ** looked for *minutes* (meeting Sept 2017) but none available**SH** – *Dying workshop April 15th*- not charging for fibre for dying day unless want to buy specialist yarn. (List up for workshop).*Workshops;* Also confirmed must pay at least Saturday before for a workshop. First places to Guild member. Friends invited if still spaces closer to the time.*April 14th*- Paulette taking Sue Borretts place on Saturday afternoon to talk about Tapestry weaving certificate*Show attendances;**March 11th* – **JB** still to follow up about attending.*March 18th Bicton Lambing day* – confirmed place*March 18th Buckfast Wool* – **IJ** has stand with Guild banner, Liz Kent helping ( JM there with Totnes spinners). Jpeg of flier to put on website.*May 17-19 Devon County Show* – Forms sent, have stand. **JM** and **JW** organising *AGWSD;***KB** – not appropriate to submit for Get Creative*Guild submissions / journal.*  **JM** sent piece about Buckfast exhibition. Not heard back but will chase.*Other;*Brenda aware free first badge.List of equipment going round and will go through today and see what is there and replacementsWebsite access to agwsd resent in last mailing | **JB****JM JW** **JM**JM KB |
| **Treasurer’s report:**£2,500 in current£3,00 deposit accountSecond insurance covering equipment; PA to supply copy to JM | **PA JM** |
| **Website*** **JM** gone through everything on website. All up to date.
* Links to speakers websites. (Approval given from people put in links.)
* Dunja Roberts who did judging for skills evaluation did a lovely blog and so put link to that on website
* Need to decide what want from website. Lot of information. – 50 pages
* Archive pre 2016 Need to decide if keep there or delete completely
* **Set up page ‘members only’ – Password “America Hall”**
	+ Committee meeting minutes
	+ Risk assessment with Insurance docts
	+ Newsletter ( TB also requested Members contacts who have given permission to use emails however this is not possible under data protection)
	+ Committee happy with members page and to go live
* **Classifieds** – JM has emailed all people . Those sold all sold through ‘other contacts’. Noted only once or twice people have paid commission on classifieds.
	+ Suggested percentage of sale value – paid upfront – 5% (cheque to Paul or cash at meeting)
	+ Would generate money.
	+ Items only stay for 2 months
	+ Also put in email round-up
	+ Leave card up on notice board – no charge.
	+ **JM to put something together about how run classifieds.**

*Email hacked* – emails sent come through as MAIL ALERT.Have changed password.Will pay for some anti-virus. Getting someone to look at but may need to open a new one. If that is the case will keep old running as transfer across. |  **Committee** to decide and advise JM**JM** to email out Members only password.**JM****JM** |
| * **Welcome letter**

**JM** put together. IJ looked through and made some amendments.Copies passed round to committee Members asked to look over and comment. (Add Rota and cakes for letter) |  **Committee** to email JM any changes.**JM** to send to Sue Clowney for new members / to have copies on front desk / add to ‘members only’ website page |
| **Events***March 18th Cornwooly* – received a number of emails and sent out in mailing (Guild not attending)*March 18th Buckfast wool gathering*– run by South Devon Wool Works. Social enterprise company based on outskirts Buckfastleigh. Promoting all wool supplies in area. Liz Kent with IJ *March 18th;Bicton Lambing* – JB, KB*June 10th Wimbleball* – pass on to Somerset*Ashcombe??**March 11th; Killerton* –JB sorting.*Sept 1st; Chardstock street fayre* – pass on to Dorset.*May 17-19th Devon county show* – have stand. Judy Throup and Liz Kent already volunteered*July 28th Mid-Devon Show* – SR happy to do | **JM/KB****JB****JM/KB****SR** |
| **Facebook*** JM to follow up at some point this year
 |  **JM** |
| **Newsletter*** Done by printers –and done in seconds £43.00. Did provide paper and card for cover. Feeling not that much more expensive than cost of ink.
* (Guild printer now terminally broken; not to be replaced)
* Copies (approx. 25) for people who have not got computers.
* Pdf to be distributed by email
* Congratulations to Teri for all her work
* 3 a year February, June and October (articles lined up for next issue already)
 | **JM/KB** |
| **National Exhibition;**Next meeting really need to push for Guild submissions; Need to submit photo and ‘feely’ bit by April 21st (selection of exhibits decided May; chosen exhibits sent by Guild secretaries Mid June) | **All guild members** |
| **Foundation certificate**10 people expressed interest.Janet Maher has had applications from 5 out of ten.JM send out another email to remind interested parties to register.Group to meet at March Guild meeting. | Post meeting; **JM** to provisionally book 2 practical sessions; worsted / woollen later this year |
| **2019 Exhibition**Need to contact Abbey now for dates for exhibition.Friday-Monday (August BH weekend) agreed by CommitteeSheilagh will take lead and find out cost |  **SR** |
| **Show and tell + HELP!**All create fantastic pieces but do not know what other create.**IJ** - Set up 1 / 2 tables and people bring piece with label with name. Just display – no need to talk about it.Could also bring in pieces which are not working and get advice and guidance from Guild members | **IJ****JM; to go on website** |
| **DGWSD – started in 1951 – JM has folder of history.**Quote found; “*To foster a sense of beauty of material, texture colour and design*”; all committee agreed this should be used as part of Guild purpose.2008; letter from Clarence House thanking the Guild for a wall hanging presented to Duchess of Cornwall at DCS 2008. | **JM** to add quote to website.**JM** to write up short history of Guild.**JM** to scan / add Clarence House letter to website. |
| **Questionaire**Suggested by IJ; on hold. | **IJ** |
| **Chairperson’s Project**IJ ideas;* KB has donated Lleyn fleece – 150g of raw fleece to members. (weigh / bag and distribute March meeting)
* Process as individual or as group (Can then combine fleece / skills)
* Final piece can be embellished
* Wool should make up the majority of the piece. Additional Warp for weaving can be of other material.
* Thoughts for ideas for titles ‘From Coast to Moor’ agreed
* To be ready for October Challenge day.
 | **IJ to write up and email to JM/KB** |
| **AOB** **Insurance*** Equipment Insurance set up by PA
* Have Public Liability from AGWSD- Members or public involved Guild business
* Teachers it is assumed have own Public Liability insurance.
* They must provide us with copy and keep for 3 years.

Members / non-members are covered if they are doing a workshop.A lot of it is about due diligence. (ie not being negligence)Problems needing consideration;* Raw, unwashed fleece
* Carders / combs (Sharp equipment)
* Dyeing stuffs

**Need to have Risk Assessments*** **Access to America Hall risk assessments**
* Dying workshops need COSSH assessments as well as risk assessment
* ‘other’ risk assessments as required

Under **18** supervised by own carer at all timesAnyone going to a show must have a copy of the insurance (asked for at application usually) |  **JM to write Insurance cover summary / add to Members page along with risk assts.****SR to complete Dye risk assessments / COSHH as required****(HSE website to be used to guide)** |
| **AOB**Printing; not to replace laser printer.Newsletter to printerGuild to fund printer ink as required by secretaries |  |
| **Wonderwool**JB has arranged coach for Sunday April 29th; £25 to include coach and entry. Seat only booked on receipt of payment! | **JB** |
| **Meeting closed 10.30am****Next committee meeting March 10th 9.30am** |  |

**Post meeting;**

1. Brenda Patten (front desk) fed back members requesting more transparency from committee / anyone organising events…….’need to know what is going on’.

**JM; Members page on website will aid this process alongside newsletter, regular email roundups and summary sheet at meetings (secretaries to prepare)**

KB / JM / JB conducted short display equipment audit; relevant items distributed to JB / IJ / KB for upcoming shows**. JM to update equipment list and place on Members website page.**

*JM 11/2/18*