**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 / webmaster  Sue 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 replacements  Website access to agwsd resent in last mailing | **JB**  **JM JW**  **JM**  JM KB |
| **Treasurer’s report:**  £2,500 in current  £3,00 deposit account  Second 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 Committee  Sheilagh 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 times  Anyone 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 printer  Guild 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*