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

**Committee meeting minutes 10/3/18**

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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)  Jae Burgin (**JB**; coach trip co-ordinator)  Jo Williams (**JW**; committee member)  Sheilagh Robson (**SR**; committee member)  Sarah Otton (**SO**; committee member)  Terri Bate (**TB**: newsletter co-ordinator)  **Apologies:** |  |
| **Matters arising**;  None – any issues already on agenda |  |
| **Treasurer’s report:**  Current - £2535.50  Deposit - £3087.08  PAT testing done and certificate sent to America Hall secretary – Angela Roberts  Lots of interest in workshops  Janet Phillips - cost £473 for her workshop  Printing expenses  Badges – Louise Selby  Keys cut for cupboard  Journals sent £128  Photocopying / Stamps  Classifieds – paid in full to send to Paul at Hill Crest, Bowden Hill, Newton Abbot, Devon. TQ13 7EA |  |
| **Library**  None of books unreturned have come back. Some of these are very expensive  Committee agreed policy for going forward:  Loan period 3 months  Fine or deposit?  Deposits thought problem  Fine thought better option  1 month over £5.00  2 months late – cost of replacement at full price.  Sarah offered to be chase lady. Will discuss with Linda how to work. |  |
| **Risk Assessments**  Health and Safety policy drafted by JM. People have read and thought to be very comprehensive.  From AGWSD and other websites.  Kept as succinct as possible.  Done as far as Hall is concerned. Few things to follow up today.  Tutors need booking in forms and for workshops.  Sue and JM to get together to discuss.  Form to send to tutors  They need to show their electrics PAT tested. They have own insurance. Risk assessments from them. We send them our risk assessments.  We have to send form to attendees about their health e.g. allergies.  We can have copies here as they are booking in.  Workshops – Committee rep at work shop or nominated rep. Usually there is a committee member there and they should read out risk assessments. Non-members are covered by our insurance.  Risk assessments have been done for all aspects of Guild meetings / workshops apart from dyeing fibre; to be completed prior to dyeing workshop April 15th by SR and JB.  JM not aware what we had so has bought gloves, masks, plastic bags for project.  Can have raw fleece on site and there are things to wear as protection if necessary (disposable aprons to be purchased).  Risk Assessments will go on website, be emailed to members.  This then means we have done everything for our insurance.  Review dates – annual. JM happy to do that review  Need to finalise this today and then have in place for next month workshop on dyeing.  Dyeing workshop in April – Forms can be done that morning and future workshops will be done when book.  In principle committee happy to sign off on risk assessments.  JM will do pile of laminates to have available.  Thanks to JM for putting all this together.  First Aid kit in coffee box which is used for workshops. JM will check all in date. Jae to find a box labelled Fist Aid. Put second on in kitchen for each meeting. | SH + JM  SR + JB  JM  JM |
| **Coldharbour**  Pass email to Shelagh who will talk to? About plants. | SR |
| **Events**  Jo put together as folder of events with past information.  JM has asked for more leaflets but not arrived. JM to chase  Jae will print of vouchers for Bicton and Buckfastleigh.  Killerton – 11th March – Jea. Has not heard anything from them. Jae has phoned and emailed. She has contact details of other person offering. Decided to not pursue.  Buckfast Wool gathering 18th March – run by South Devon Wool Works. Liz Kent stewarding with IJ  Bicton Lambing 18th March – Jae, KB. Jae emailing Gillian. 2 tables in room had Xmas. KB, Jae, TB. Jae to set up Saturday morning.  Exmouth – KB, Shelagh, JM Decided to do one day – Saturday 2nd June  Wimbleball – pass on to Somerset KB to do  Ashcombe 29th July – NO - day after Mid Devon show.  Poltimore –Sat 8th September – Guild day – felt talk. Jae to co-ordinate + KB + JM  Chardstock street fayre – pass on to Dorset.  Mid-Devon Show 28th July – Shelagh happy to do  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 created stewarding list, equipment needed. Display. Cannot do but happy to chase stewards.  Put list out to get filled today.  Request for items for display.  Sell spindles. Can we sell own things - Yes. This often means get display items of things people want to sell  JM to do posters with lots of pictures.  TB has posters of drop spindles. – Visual pictures and education. Remember to take notice boards.  Request for number of passes usually come early March. JM name on forms so probably sent to her. JM chase passes.  Craft 4 Crafters – Bath and West Showground Shepton Mallet – 12 – 14th April – 2 free tickets. Put on raffle table. | JM  JB  IJ  JB, KB, TB  KB  KB  JB  KB  SR  KB  JW + JM  JM  JM |
| **Project**  IJ – From Coast to Moor  Fibre – Lleyn fleece  150g per person.  October Challenge day.  At least 1 discipline.  Group can work together.  Embellished  Extra warp can be used. |  |
| **Shetland Challenge**  TB had gone to wool week there. They have Devon challenge. This led our Guild to do the Shetland Challenge  Must be Shetland wool with a rotation of skills  Usually alternate  1. Open with Shetland yarn was in 2017  2. Lacework. 2018  3. Coloured work 2019  Pattern – piece of pattern you can use in any way you like. Will make available at next meeting | SR |
| **2019 Exhibition**  Shelagh not heard back from Buckfastleigh | SR |
| **AOB**  Guild submissions for AGWSD exhibition by 21st April.  Must have photo and feelie by next month. NOT item itself.  Post item in June  Guild submission for brooches.  Welcome letter.  Sue Clowney has a welcome letter which JM had not seen. Would like to combine the two.  Put in email round next year so all members can see what committee is doing.  Programme changes go on website. Piece in RED to say latest. Will also change on print friendly page.  Adding courses on events page – happy to advertise any other peoples courses.  We could ask them to display our fliers to attract members.  Front desk folder with copy of everything we email out. Says not to take but can make notes. Will print out specific for next meeting.  Data Protection Regulations. We have to change forms. Transparent with data we keep. Sue Clowney, KB, IJ and JM only have full membership list. Contact details for specific members should have to come through Guild email.  Can ask individual for private use. Can no longer ask members if they are happy to have details.  Privacy form will need to be changed.  Sue would get contacts for specific events.  Everything should go through Guild email.  Members information can be put on website.  Wonder Wool coach– over half full.  Classifieds – no one wants to pay at moment so may not get any but not losing out.  Foundation cert group - Meet today at 12.00 | JM  JM  JM |
| **Meeting closed 10.45am**  **Next committee meeting April 14th 9.30am** |  |

*JM 29/3/18*

NB post meeting; Bicton lambing event cancelled due to poor weather and water logged field.

Buckfast wool gathering limped along until closed at 12midday due to snow!