

PDBKA

CONFIRMED MINUTES

Approved at February Meeting

Meeting of:	<i>PDBKA Committee</i>
Meeting Date:	<i>Thursday 11th January 2024</i>
Meeting Time:	<i>7.30-9.30pm</i>
Meeting Location:	<i>Lakeside, Portsmouth</i>

Trustees

Mr M Cotton (MC)	Chairman (meeting chair)	Present
Mrs W Gilbert (WG)	Secretary	Apologies sent
Mrs S Fitzgerald (SF)	Membership Secretary	Present
Mrs D Hodgson (DH)	Treasurer	Present
Dr G Jones (GJ)	Show Co-Secretary (minutes)	Present
Ms A Smith (AS)	Show Co-Secretary and Swarms Coordinator	
Ms E Evans (EE)	Social Secretary	Present

Appointed persons (invited to attend - optional)

Mr M Page (MP)	Bee Health Advisor	
Mr M Serban	Website Manager	Present
Mr J Wheeldon	PDBKA Asian Hornet Team Coordinator	Apologies sent
Ms S Northeast	Social Secretary	Apologies sent
Ms L Smith (LS)	Training Apiary Manager	
Ms J Porter (JP)	Fort Cumberland Apiary Manager	Apologies sent
Mr C McGaughey	Shop Manager & Whale Island Apiary Manager	
Mr J Storey	President	

Agenda Point	Discussion Summary:	Action Owner
1.	Welcome & Apologies for Absence Apologies received in advance of the meeting from WG, SN, JW & JP	
2.	Minutes & Actions of Previous Meeting GJ confirmed the trustees appointed in December have been added to the charity commission portal. The minutes were reviewed and agreed without amendments to be a true and accurate account. Proposed: SF Seconded: EE	
3.	Matters Arising Not on the Agenda No matters were raised that were not on agenda	

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4.	Treasurer's Report Figures were presented to the committee to reflect the changes to income and expenditure since the last meeting, totaling: ○ Income since last meeting: £3,022.48 ○ Expenditure since last meeting: £1,078.13 It was noted that income at the beginning of the year can appear artificially inflated, as it includes membership renewals, which incorporates the collection of fees on behalf of BBKA, BDI & HBA, that are subsequently paid out. To ensure adequate BDI is in place, confirmation is required by end of January of which hives/colonies at the Whale Island Apiary belong to PDBKA and how many colonies it is predicted for their to be at the Sustainability Centre Apiary. DH confirmed the audit of the original charities final accounts has been completed and the final annual return is being submitted to the Charity Commission, along with the transfer of assets and dissolution confirmation paperwork. A member submitted a query to the Chair, to ask if more detailed information will be made available to members on the expenditure related to speakers, rent, etc. DH requested for any specific requests to be sent to her via the association's treasurer email address. It was also noted that a requirement of the charity commission moving forward is that an annual report is published, shared with members and uploaded with the commission. Within this will be a financial statement, which will therefore be readily accessible to all members. ACTIONS: ● Documentation and paperwork to be submitted to charity commission ● Colonies numbers to be confirmed for PDBKA's BDI insurance premium	DH CM/LS
5.	Training apiary Discussion was held regarding some proposed activities to maximise the outreach capacity of the sustainability centre. It was agreed for LS to explore the viability and practicalities for Bee Awareness talks at Sustainability Centre, with it agreed that other association members would be needed to aid in both the delivery of talks and trips down to the hives. MC shared the opportunity for an editorial in the Sustainability Centre newsletter. It was agreed that this is a great opportunity for raising awareness and can be shared via both the sustainability centre and PDBKA socials once published. MC to share copy of article with trustees ahead of publication. ACTIONS: ● Detailed Bee Awareness Talks to be developed ● Article for editorial to be shared with trustees for review	MC/LS MC
6.	Purchases and Finances Information was provided to the committee by Martha Dombey regarding the numbers and sizes of bee suits held and new stock purchased for the training apiary. Discussion was held about the location of these, plus other assets. It was agreed that a full audit of assets is needed, along with a register for use and who responsible for each item. To ensure that this asset register is kept up to date and the availability/location of equipment/stock is accessible to the trustees, it was agreed a centralised digital asset register and log is needed.	

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	It was agreed that for audit purposes and good governance, this should cover all PDBKA assets, including the shop inventory. It was discussed how this could be used to aid ordering and potential eCommerce opportunities. ACTIONS: • Creation of a sharepoint or GoogleDocs asset register and log • Asset register to be populated • Shop stock register options to be explored with CM	MS All DH/CM
7.	Marketing report, Corporate identity-purchasing to get better value for money Report deferred to next meeting Box Chilli to be followed up to provide admin access to MS. MS discussed actions that could be taken to improve the website SEO and functionality. It was agreed that these were positive developments and discussion was held regarding how to produce additional content that can be added over time to draw interest. MS to explore the potential for obtaining google credits and MS 365 Charity credits, utilising a members only area and adding analytics. ACTIONS: • Access to WordPress to be requested from Box Chilli • SEO improvements to be shared and agreed, including by email outside of meetings • Google & MS Charity credits to be explored • Google Analytics to be applied to website and baseline data collated • Improvement proposal/report to be developed • Members-only area to be explored	DH MS MS MS MS MS
8.	Asian Hornet Traps Update Joe Murphy from Romsey & Southampton has arranged a bulk order of Gard Apis hornet traps, with members of associations across the region having completed a Google Form indicating how many they would like to purchase. The collection of payment for the traps was discussed. JW is to get list of PDBKA members who have requested traps and will coordinate payment, collection & distribution of paid for traps. JW to notify the relevant members their totals, details for payments to be made to PDBKA by a set date and referenced "Surname AHTrap". DH to give a list of collected payments 1 week before payment deadline and a final list on deadline day to JW. The payments received will then be collated and a single payment passed to Romsey association. JW will collect the number of traps that have been paid for and will distribute these at the following PDBKA members meeting, along with provision of instructions on use. ACTIONS: • Obtain order list from Joe Murphy • Coordinate payment collection and confirmation • Transfer funds to Romsey • Collect traps and distribute to those paid for	JW JW/DH DH JW
9.	Governance documents plan A discussion was had regarding the documents PDBKA need, or wish, to put in place over the next year to support good governance, legal obligations and the smooth running of the association. SO that these can be fully discussed, it was agreed to produce a plan for the development and review of policies and documents. In addition to legal documents/policies, this will also cover aspects such as apiary usage agreements and apiary reports. It was agreed that the plan will be discussed	

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	at the February meeting, with the Apiary Managers encouraged to attend and contribute to the meeting discussing apiary related policies and procedures. ACTIONS: • Monthly plan for production to be brought to next meeting • Apiary Managers to be encouraged to attend meeting discussing apiary related policies and procedures	GJ WG
10.	Any Other Business Social Media Discussion was held about generating more social media content and linking this to the website. It was agreed that members should be encouraged to aid content creation, with members with skills at producing graphics/videos etc. to aid with the formatting. To aid this it was agreed for a spreadsheet of potential content topics to be developed and shared with members to ask for content development offers. ACTION: • Spreadsheet of themes to be created and shared for offers January Talk Joining link to be shared to members via ER2 ACTION: • Zoom link from HBA to be shared with members Fort Cumberland Apiary Move The movement of the hives to a safer location was agreed. As the Apiary Manager, it was agreed for JP to coordinate the move with those with active hives on site. Once all hives have been moved, requests for new apiary members will be considered. MC will take a trolley to the site to aid the movement of hives. MS also offered to aid members with their moves, and his request to cite a hive at the apiary was also noted. ACTIONS: • Hive move to be coordinated and new requests subsequently considered	MS SF/GJ JP

SUMMARY

Decision Outcomes:	Minute Point
Enquiries regarding PDBKA finances received before annual report published to be directed to Treasurer	4
Opportunities to maximise reach via Sustainability Centre to be explored	5
An asset and responsibility log to be developed and implemented	6
Website optimisation to be explored and quick wins implemented	7
PDBKA to collect money for Asian Hornet Trap bulk order and transfer as a single payment to Romsey	8
Governance and Legal Documents to be produced over the next 12 months, with review and sign off divided across monthly meetings	9
Social media to be developed where possible	10
Apiary Manager to take responsibility for coordinating moves within PDBKA apiaries and manage members with colonies on these sites – reports to be submitted in line with template report to be produced	10

Action Points:	Owner
Documentation and paperwork to be submitted to charity commission	DH
Colonies numbers to be confirmed for PDBKA's BDI insurance premium	CM/LS/DH/SF
Detailed proposal for Bee Awareness Talks to be developed	LS/MC
Article for SC editorial to be shared with trustees for review	MC
Creation of a sharepoint or GoogleDocs asset register and log	MS
Asset register to be populated	MS
Shop stock register options to be explored with CM	DH/CM
Access to WordPress to be requested from Box Chilli	DH
SEO improvements to be shared and agreed, including by email outside of meetings	MS/Trustees
Google & MS Charity credits to be explored	MS
Google Analytics to be applied to website and baseline data collated	MS
Web and social media improvement proposal/report to be developed	MS
Members-only area of website to be explored	MS
Coordinate payment, collection and distribution of PDBKA member orders for Asian hornet traps from Romsey	JW
Monthly plan for production of documents, policies and procedures to be brought to next meeting	GJ
Apiary Managers to be encouraged to attend meeting discussing apiary related policies and procedures (Date TBA at next meeting)	WG
Spreadsheet of themes for social media content to be created and shared for input offers	MS
Zoom link from HBA to be shared with members for January meeting	SF/GJ
Fort Cumberland Hive move to be coordinated and new requests subsequently considered	JP