

PORTSMOUTH & DISTRICT BEEKEEPING ASSOCIATION

Minutes of the Committee Meeting held at Lakeside on Thursday 9th May 2024 at 7.30 pm

Attendees:

Mick Cotton (Chair) MC
Donia Hodgson (Treasurer) DH
Wendy Gilbert (Secretary) WG
Mark Page (Bee Health Advisor) MP

Sally Northeast (Social Secretary) SN
Sara Fitzgerald (Membership Secretary) SF
Glenys Jones (Show Co-Secretary) GJ

1. Apologies

Mihai Serban (Website Manager) MS, Andrea Smith (Show Co-Secretary & Swarm Liaison) AS, Emily Evans (Social Secretary) EE, Sara Fitzgerald (Membership Secretary) SF

2. Minutes of the last meeting Proposed by GJ and 2nd by DH

3. Matters Arising

- Agenda item 8: Archive of Policy Documents. GJ has started populating the archive into a digital store
- Out Apiary Policies have been checked and Risk Register will now have 1 page specific to each Apiary.

Action: GJ to complete

- Linda Smith (Sustainability Centre/ Training Manager) in process of putting down a list of equipment required

Action: WG to follow up the list

4. Treasurer's Report

- The associations accounts were reviewed. From now on the report will show the income and expenditure for the present month compared to the same month from the previous year

	Apr-24	Apr-23
Income	£3,087.69	£193.41
Expenditure	<u>-£354.00</u>	<u>-£255.73</u>
	<u>£2,733.69</u>	<u>-£62.32</u>

Gift Aid	£914.50	Monies not received until May in 2023
Training Course	£1,819.00	

	Apr 24	Apr 23
Shop	£384.98	£548.42

- The old charity account with the Charity Commission will be closed now accounts finalised
- The Financial Systems & Controls and the Reserves Policy was discussed and proposed by WG, 2nd by SN and unanimously agreed
- Box Chilli- the website host with support packages is proving extremely difficult to contact. It was proposed by MC and seconded by GJ that we explore changing the host.

Action: GJ to get contact for 'Charity IT' to support

5. Summer Shows

- Shows agreed for the coming Summer presently stand as:
 - Portchester Gala: June 15th
 - Collingwood + Rowlands Castle: July 7th. Display material will be shared
 - Hive Aid, Portsmouth: 27th & 28th July 10am- 8pm on Saturday & 10am- 5pm on Sunday

Action: SN to seek permission to use Tesco Carpark
- Denmead Show: August 17th
There will be NO Green Fair this year, as no carparking facilities for show available.
- **Volunteers are needed** for these shows to run well. Members who wish to sell honey must be prepared to help at a show. **Please e-mail GJ if you wish to help on drklenysjones@gmail.com**
- Discussion took place on the possibility of purchasing an 'Aunt Sally' board for use at shows. This will encourage children and families to come into the marquee so they can take advantage of the education aspect of the Honey Shows

Action: SN to look for artist possibilities

6. Marketing Report + website

- Our pages have been displayed over 23K times - this happens when someone searches on Google information like "beekeeping courses". If Google's engine thinks the content we have on our website is relevant it would be displayed as a listing, so the users can find what they are looking for.
- We also received 474 clicks - this translates into users that search on Google, Google displayed one of our pages and they clicked to read more
- The pages that had the biggest growth show an increase in users' interests. We can see that the highest interest in April was around "know your bees" and "swarm removal"
- The most used queries that led users to our page were "PDBKA", "bumblebee vs honeybee" and "the difference between honey bee and bumble bee". This tells us that people from Portsmouth are interested in more about the different types of bees

7. Swarm Collection

- **More members are urgently needed to collect swarms** in this busiest part of the bee calendar. A WhatsApp group will be discussed at the next speaker's meeting which will make things easier for everybody
- It was discussed and agreed that where Andrea Smith lives, is a much easier site to drop off swarms. The swarms will then be quarantined, treated and the Queen marked, if possible, depending on the size of the swarm. Andrea's mobile is 07734822121 should you need to contact her.
- The Sustainability Centre has Nucs and hives ready to receive checked swarms.
- Discussion took place on the arrangement of 'Shadowing a Swarm collection' so newish beekeepers can become involved.

Action: AS to discuss the WhatsApp Swarm Collection Group at next Speaker's meeting

Action: MC to discuss 'Shadowing a Swarm collection' at next Speaker's meeting

8. New Allotment Officer meeting

- A new allotment Officer for Portsmouth & Rowlands Castle, named Steve Uden has recently taken up the post and is keen to make links and work alongside PDBKA, He oversees 8 allotment sites. Most of the sites do not have bees and steps are being taken to introduce bees onto these plots.
- Only PDBKA members will be allowed to make use of these plots
- We will be working with SU to ascertain how many hives are on each plot and who the owner is.
- **If you have a hive on any of the following sites: Longmeadow, Moneyfields, Eastney Lake, Hope Cottage, Milton Piece, Salisbury Road (Cosham) & Durrants (Rowlands Castle), Please let WG know by e-mail, wendygilbert48@hotmail.co.uk**

Action: WG to invite Steve Uden to the next committee meeting

9 .Governance documents

- Discussion took place on Produce Check List - this is for members selling honey at shows, agreed to add that tamper seals must be used.
- Code of Conduct – already in use, reviewed
- Health & Safety- slight adjustments to wording on Public Liability which has more added detail
- Prices Agreement for items sold at Shows. Changes have been made regarding Cut Comb which will be sold at 85p per ounce/28.38g The product will be weighed at the Show and priced accordingly, which will then be placed on sale. For candles, Up to 75g will be classed as small. 76g -125g as medium and over 126g as large.

10: Education Nomination

- Linda Smith was proposed by MC and seconded by SN to be Education Co-ordinator. This was voted unanimously.

11.AH Discussion

- Discussion took place as to the next steps concerning the AH with a view to making a map of all AH traps which were purchased via Romsey BKA or any other purchased traps. It was agreed that it is vital that we know where the Traps have been placed by asking members for the Post Code or What 3 Words which signals the positioning and checking frequency. This will make a map of the area to enable us to move forward quickly if an AH is discovered. GJ is to design a form to send to members. When these are e-mailed out **members need to quickly complete showing the siting for each Trap.**
- SN has links with Portsmouth City Council Public Health in particular with the Deputy Assistant Director of this organisation who she will contact with the view to possibly developing a working partnership

Action:SN to arrange a meeting to discuss the situation.

Action: GJ to design a form which will be sent to the membership to show the positioning of AH Traps

AOB

Portchester Community Centre

- WG visited the Portchester Community Centre again but the slightly smaller room again was fully booked.
- A group of members have been working on Queen Rearing and there is a possibility that there may be spare virgin Queens which would go on sale at £10 each. If you are interested in purchasing, please let WG know so your name can be reserved.
- Discussion took place around the honey derived from the training hives at the SC. The honey will be spun by training members and sold at the SC.

Action: MC to discuss details with the SC Head

Action: WG to check a box of honey jars with Cliff

Action: WG to check a suitable date with Linds Smith

Meeting Papers

- A reminder to committee members that any reports need to be e-mailed to the committee 1 week in advance
- **Action: All to share papers in advance**

The meeting closed at 9.35pm

The next meeting will be a Zoom meeting on June 13th 7.30pm-9.30pm,