

CBKA Committee Meeting
7.30 pm, Thursday 5 March 2020 at the Fulbourn Centre
31 Home End, Fulbourn, Cambridge CB21 5BS

Minutes

1. Welcome - By Paul Schofield, Chair

In attendance: David Abson (DA), Peter Bates (PB), Doug Brown (DB), Peter Connor (PC), Liz Cox (LC), Martin Kendall (MK), Sally Knowles (SK), Stephen Poyser (SP), Paul Schofield (PS), Susan Wilkie (SW) (minutes)

2. Apologies - none

3. Approval and matters arising from Minutes of the Committee Meeting on 8 January 2020

Matters Arising: a (CBKA email address) – Completed. b (microscopes) – Completed. c (new charity number to Microsoft) – Ongoing; Bank and HMRC have not yet been informed. d (website minutes heading) – Completed. e (wireless card reader) – Completed; iZettle will be trialed at Quay; f (move AGM date) – Completed. g (ODS) – Completed. h (volunteering notice for e-bulletin) – Completed; Has so far yielded no results. i (hive monitoring equipment) – Ongoing due to a change in company ownership and direction towards more affordable equipment. DB will continue to liaise and estimates 2-3 months before the company will introduce a new product.

Approval: Minutes were approved as circulated.

4. Officers' reports:

4.1. Chairman – (i) PS apologised for being unable to attend the AGM due to a family commitment. It will not be possible to move it to different date again as the membership has been informed. DB will chair. (ii) Elisabete has stepped back from coordinating external talks, but agreed to continue to give talks. Attempts to find a new coordinator have so far failed. PS will personally contact members who volunteered to help with admin and who also volunteered to give talks.

4.2. Secretary - none

4.3. Treasurer – The CBKA finances currently show a surplus of £4500.

4.4. Editor – Finalising the Yearbook in preparation for distribution before the AGM, final deadline end of March. AGM 2019 minutes, Treasurer's report and Talks Coordinator report still outstanding (the latter is not essential). A new e-bulletin will be issued shortly.

4.5. Membership Secretary – see report attached. Membership currently stands at a total of 499.

5. Working Group Reports:

5.1. Marketing/Outreach – CAWG (Cambridge Apiaries Working Group) has held its Annual Meeting. Attending were SP, PC, Pam Fearn (Honey Show Organiser) and Hazel Bickle (Events Coordinator). The Group decided to ensure more photos are taken at events in order to improve publicity. The budget for 2020 will be similar to the previous year, less 20% to account for the potential effect of adverse weather and Covid-19. Events on the schedule are more or less the same as 2019. Some requests for attendance will be declined due to unsuitable timing or location. The scope of interest will be widened to include pollinators other than honeybees. The CBKA holds plentiful stocks of jars and 1000lb of honey.

Honey Prices – The Committee agreed that the price charged for a 1lb jar of honey should be increased from £5.50 to £6 with pro rata increases for $\frac{3}{4}$ lb jars and $\frac{1}{2}$ lb jars. SP will write an e-bulletin notice recommending that members also increase their prices to remain consistent. Where members supply honey for sale at events, the CBKA will keep 10% of the sale price.

5.2. Education and Training – see report attached. There have been fewer PAMs this year than in previous years. SP will coordinate bees for beginners. LC will coordinate swarm collector and recipient lists. SP will write an e-bulletin notice asking swarm collectors not to drop swarms off at Wandlebury due to the risk of disease. The invoice for the new Apimelter has been received. Purchase of a second may be considered after this one has been trialled.

Cambridge Trade Council donation in memory of Graham Potter – the Committee agreed that this should be used to fund a prize for junior beekeepers. £10 per year for the next five years will be awarded to the winner of the Children's Class at the Honey Show. The Committee will consider whether and how to proceed after all the money from the donation has been awarded.

The Committee approved the budget for the Wandlebury apiary. PS requested that the budgets for Impington and Bourne apiaries be presented to the Committee for approval. PC will circulate them to the Committee for approval by email.

5.3. New Apiary Working Group – Noon Folly Farm, a site split by the A14, has been under consideration. It is in many ways ideal but the landlords (Queens College) would charge an annual rent of £15,000 and only offer the lease for a maximum of 5 years, neither of which is acceptable. LC expressed the view that buying land might be a better option as commercial pressures may make renting unaffordable. The Group is planning to meet with Fred Ayres, a beekeeper from

Lancaster BKA who has experience of establishing two new apiaries. DB emphasised that although nothing concrete has been achieved yet, there are positive aspects in that the members of the Group are enthusiastic and have relevant expertise and contacts.

6. AGM agenda and notification; Trustee/Committee vacancies, nominations, Vice Presidents etc – The Committee discussed modifications to the AGM agenda and Committee Nominations form which the change to CIO had made necessary. PS and LC will send SW appropriate wording for inclusion in the new versions. The agenda, including a link to the form, will be sent out to the membership in good time for the AGM. In 2021, nominations to the Committee will be sought earlier in the year in order to maximise opportunity for the CBKA membership to express an interest in joining the Committee. SW will send the minutes of the SGM to PB for inclusion in the Yearbook. PS questioned whether the current number of Vice Presidents, or indeed any, Vice Presidents were necessary to the CBKA. The Committee felt overall that maintaining contact with people in public positions in this way could benefit the CBKA and agreed that the current number of Vice Presidents was appropriate. SW will contact them (and Anthony Browne, MP for South Cambridgeshire) concerning nominations for 2020.

7. Mailchimp/website synchronisation and improvement options – Current membership procedures involve the transfer of data from handwritten membership forms to several different electronic databases (membership, website, MailChimp, Beginners Course, Facebook). This is complex and labour-intensive and makes delays and inconsistencies more likely. MK proposed upgrading the means of registration to a fully automated and professionally supported online registration and membership handling system that could be “bolted on” to the current website. This would cost £300 per annum. The Committee agreed.

SK proposed considering an upgrade from the current free version of MailChimp to a paid version to access more functionality. The Committee agreed.

PS suggested that the website design should be reviewed as the current version was not easy to navigate. MK said that Wordpress (which powers the current CBKA website) was very flexible and offered the potential to achieve significant improvement without changing provider or employing a professional designer. He would look at some options. The Committee agreed that employing a professional web designer should be considered if it was not possible to achieve sufficient improvement with Wordpress.

8. CBKA Facebook page – The Committee agreed to continue with the CBKA Facebook page as a private group. This means that it will not be possible to automatically synchronise its membership with the CBKA membership data.

9. Advertising from external companies – Due to time constraints, this item was deferred for discussion by email.

10. Talks Coordinator – Was dealt with in Chairman’s report.

11. CBBC – CBBC is looking for junior beekeepers to take part in auditions for a children’s TV programme on beekeeping. SP will talk to the only junior beekeeper on the current Beginners’ Course and her accompanying parent about it.

AOB

SP handed a video to DA for potential use as part of the Talks programme.

PC announced the CBKA Quiz Night on Friday 12th June

SK announced the next CBKA Talk “Beekeeping in the Middle Ages” on 16 April.

Meeting closed 9.50 pm

Next meeting: Thursday May 14 7.30 pm at the Fulbourne Centre

Actions

a	Notify Microsoft of new CBKA charity number	MK
b	Notify Bank and HMRC of new CBKA charity number	PC
c	Contact talks volunteers	PS
d	Write e-bulletin notice about re-pricing honey	SP
e	Write e-bulletin notice about swarms to Wandlebury	SP
f	Impington and Bourne budgets to Committee for approval	PC
g	Send SW wording for AGM agenda and nomination form	PS and LC
h	SGM minutes to PB	SW
i	Contact VPs	SW
j	Investigate Wordpress options for website redesign	MK
k	Email committee re item 9 “Advertising from external companies”	SW
l	Talk to junior beekeeper about CBBC programme	SP