



# November 2024 Board Meeting Minutes

Wednesday 27<sup>th</sup> November 2024 1pm  
Big Penny Social

*Please note that some board discussion topics are confidential and not included within this summary.*

## Attendance

### Present

Jonny Garrett (Chair), Charlotte Turner, Phil Mellows, Rachel Auty, Emmie Harrison-West, Rachel Hendry, Robyn Black, Mike Hampshire (Secretary).

### Apologies

Rose Davis.

### Declarations of Interest

Charlotte Turner (St Austell), Robyn Black (Fleet Street).

## Previous Minutes

Previous meeting minutes were approved.



## **Actions from Previous Meeting**

Previous meeting actions were discussed and updated accordingly.

## **AI and the Guild**

The board continued discussions on the Guild's position regarding the use of AI. The board agreed to take any proposals to the AGM for member debate. Emmie and Charlotte agreed to lead on the next steps.

## **Awards**

### **2024**

The board noted that the change in the number of entries that could be made this year had resulted in a slight decrease in the number of entries, but the number of entrants had increased by 100. The financial forecast has the guild operating at a £7k loss on the 2024 awards and dinner evening.

### **2025**

The board agreed to continue with Tipple and Big Penny for 2025.

## **Finance**

The board approved the draft end of year accounts.

## **Events and Marketing**

The board agreed to proceed with the *Social Media Power Hour – Instagram* event, hosted by Kimberley Spivey.

Charlotte shared the results of the training survey with the board.

## **Mentorship Scheme**

Emmie shared with the board the feedback so far gathered from mentors and mentees.

## **Website**

Mike asked for feedback on the new website and agreed to extend the review deadline.

## **Membership**

### **Sub Committee**

Emmie said that there had been two applicants to join the sub-committee. Emmie is planning to go ahead with both members on a trial basis.

### **Member Survey**

Emmie agreed to drafting and sending the survey to the board for review before Christmas. Distribution of the survey to members is expected to be mid-January.

## **Industry Partners Status Report**

The board is currently working through a very small number of industry partners whose invoices are still outstanding.



## Individual Member Status Report

Report generated on 18<sup>th</sup> November 2024.

Total members – 255 (51 complimentary)

New members since last meeting (15<sup>th</sup> October 2024) – 1

Lapsed since last meeting (15<sup>th</sup> October 2024) - 0

Overdue renewals – 0

## Secretary Report

The purpose of this report is to advise the Board on what activities the Secretary is performing and how long the activities take. Tags and categories may change.

**The below is for the period 10-10-2024 to 17-11-2024. Time has been rounded up or down to the nearest 15 minutes.**

Activity Tag/Category	Time	Notes
Accounting	4h 15m	
Event	0h	
Event Admin	2h	Awards & Dinner, Cider Tasting
Marketing	0h	
Meetings	5h 30m	Awards, Board, Misc
Meeting Admin	4h 45m	AGM, Board,
Membership Admin	2h	
Newsletters	13h	E-news, monthly newsletters
Planning, Organising and Emails	11h 30m	
Training	0h	
Training Admin	0h	
Website	2h	

**Total time spent – 45h**

## Next Meeting

The next meeting is due to take place in January.