



**DRY STONE WALLING ASSOCIATION
OF GREAT BRITAIN**

Westmorland County Showground, Lane Farm
Crooklands, Milnthorpe, Cumbria, LA7 7NH
015395 67953 e-mail: information@dswa.org.uk
Website: <http://www.dswa.org.uk>

**Minutes of the meeting of the DSWA Management Committee held on Saturday 4 June 2011
at the Westmorland County Showground, commencing at 10.00am**

Present: A Devonport (Chairman); Mrs T Blackwell (Deputy Chairman); B Jones (Vice President); S Mitchell (Central Scotland); B Hannett (Cheshire); M Bengé (Cumbria); A Brown-Jackson (Derbyshire); Ms B Koo (Lancashire); S Adcock (North Wales); P Moorhead (Northumbria); R Kitchen (Otley & Yorkshire Dales); E Fort (Pennine); R Love (South East Scotland); C Jenkins (South Wales); R Stockall (South West England); Q Grosvenor (West Yorkshire); M Booth (Elected Representative). ACTION BY

In Attendance: I Campbell (West of Scotland), and Miss A Shaw.

M11.19 **Apologies:** Apologies were received on behalf of Lord Cavendish, Mrs S Addy, J Atkinson, D Brookes, N Coombey, K France, V Hollings, A Loudon, Mrs B Moorhead, N Muir, T Norris, S Smith, R Tufnell, D Walmesley-Cotham, Dorset branch.

M11.20 **Chairman's Opening Remarks**
The Chairman welcomed everyone to the meeting.

M11.21 **To confirm minutes of previous meeting – 5 March 2011**
Under Item M11.14a, S Adcock queried the validity of the minute but was assured that the minute accurately reflected the decision taken with regard to S Hodgson attending the Standardisation course. With no further comments or amendments, the minutes were signed as a correct record of the meeting.

M11.22 **Matters arising from previous minutes**
M11.22a **West of Scotland Branch (M11.04c):** The constitutional issues with the branch had been referred to the Office of the Scottish Charity Regulator (OSCR) as there appeared to be some discrepancies between the information the Association and branch had received. The matter was being considered by the OSCR compliance team so any further action should be withheld pending advice from OSCR. However, a lively discussion then followed regarding the insurance implications of the branch having members who were not current DSWA members. This situation had already been explained to both the branch committee and general members, stating that the DSWA insurance cover was valid only for current DSWA members and the branch should ensure suitable cover for those members not already covered by the Association's policy. In conclusion, the Committee agreed that a further letter should be prepared and shown to the DSWA Insurers prior to being sent to West of Scotland branch members. Ideally the letter would be signed by both the insurance company and the Association. Arising from the above discussion, it was also agreed that clarification would again be sought from the Insurers as to the involvement of spouses, who were not members, helping at demonstrations, etc. A DEVONPORT
A SHAW

M11.22b **Standards Booklet (M11.15g):** There was no further progress to report at present.

M11.23 **Correspondence**
A letter received from D Bradley was read out, congratulating the Editorial Team on the new look *Waller & Dyker*, which had been produced by a local print firm in Kendal, following the demise of GW Belton. Thanks were recorded to Stramongate Press for producing the magazine within a tight timescale and also for the other printing work relating to the EGM documents, etc, which again had been completed to a tight deadline. The letter also made reference to the way in which the Association was successfully moving forward.

M11.24 **Financial Reports**
M11.24a **Current Finances:** Copies of the current finances had been previously circulated. There were no questions.

M11.24b **Current Membership:** The current membership figures were as follows; a total of 1138, which included 861 Open, 244 Professional, 20 Corporate and 7 Junior members. A total of 67 new members had been registered since March, which was included in the above figures.

M11.24c **Replacement Treasurer:** The Committee was pleased to learn that satisfactory references had been received back for M Booth, who would take on the role of Honorary Treasurer with effect from the Annual General Meeting in November. A meeting had been scheduled with him and Mrs Addy to begin the hand over process. S ADDY

M11.25	<p><u>Constitution Review</u> The documents had been circulated to all current members and over 300 voting envelopes had been returned. A couple of minor typographical errors had been found in the Charitable Constitution document but these would not affect the voting and would be amended in the document should it be accepted. Work was progressing with the Aims and Public Benefit section of the Rules.</p> <p>A query had arisen from within the West Yorkshire branch to the effect that if the proposed changes to the Constitution and Rules were endorsed by the DSWA Management Committee, would this bring about a vote of no confidence in the committee if the proposals were not accepted? This issue would have to be addressed should the situation arise.</p> <p>Pending the outcome of the EGM later in the day, B Jones advised the Committee that there would have to be an enabling motion presented to the AGM to action the new Constitution. Arrangements should also be in place for a shadow nominating committee to be established in order that nominations could be sought for the potential new Board of Trustees. It was suggested that this group should comprise of the existing Chairman and three of the current trustees. Following a short discussion, the Committee agreed that M Booth, R Love and R Stockall, along with A Devonport, would form the temporary nominating committee if appropriate. It was stressed that nominations for the Board of Trustees could still be put forward by any members of the Association as is the current practice.</p> <p>In response to a query about travel expenses for trustees, it was acknowledged that at present branches are expected to assist with travel costs of the branch rep. If the new constitution is adopted, the trustees would no longer be representatives from each branch and therefore any travel expenses would likely be met by the Association.</p> <p>A brief discussion took place about the new Members' Forum meetings that were included in the proposed new Rules. There would be at least two of these meetings per year although additional ones could be arranged if necessary. The forum would be an important vehicle for members' views and ideas to be represented although Officers and Trustees could still be contacted directly, as is currently the situation. Responsibility for the forum should lie with one of the Trustees.</p> <p>The outcome of the EGM would be minuted and included with the circulation of the Management Committee minutes, as well as being put on the DSWA website.</p>	<p>B JONES/ R STOCKALL</p>
M11.26	<p><u>Forward Strategy</u> Two additional members, S Mitchell and R Stockall, had joined the Membership Group, which had held a teleconference meeting recently. The group was concentrating on addressing priority issues that had originally been identified. The production of the Branch Reference File had dealt with some of the issues and it was envisaged that a small list of core issues would be produced in the near future. It might be that the Membership Group would be dissolved at some stage, with future work being dealt with by either the Members' Forum or possibly the Training and Education Co-ordinator, as appropriate. The Branch Reference File may also help with plans for a Members' Handbook.</p> <p>In response to a question about the availability of minutes from various sub-groups, it was pointed out that the Management Committee had agreed it was not necessary for minutes of the Craft Skills Group and Membership Group to be circulated in full but that a verbal report was satisfactory. However, if members wished to have copies of these items, they were available from the DSWA office. A further discussion ensued about the circulation of draft minutes ahead of these being approved by the Management Committee. It was noted that all sub groups currently recommend decisions to the Management Committee for approval and some concerns were raised about circulating unapproved minutes. In conclusion, it was agreed that no change would be made to the current procedure.</p> <p>A question was raised about the costs of teleconference calls used for some of the sub group meetings. It was acknowledged that the cost should be covered by the Association and it was agreed this would be looked in to. Alternative companies to the one currently used would also be considered.</p>	<p>MEMBERSHIP GROUP</p> <p>A SHAW</p> <p>A SHAW/ M BOOTH</p>
M11.27	<p><u>Branch Reference File</u> There had been only one further suggested amendment to the previously circulated file and it was therefore proposed and unanimously agreed by the Committee that the Branch Reference File would be adopted and circulated in final format to all branches. Thanks were recorded to R Stockall for moving this item forward.</p>	<p>A SHAW/ R STOCKALL</p>
M11.28	<p><u>Training & Education Co-ordinator</u> An application for funding towards this post had been submitted to The Prince's Countryside Fund. Successful applications would be notified in June. No other organisations had been approached at present for funding although alternative sources had been identified and would be approached if necessary. Once the funding outcome was known, the post would be advertised and it was encouraging to note that there were already a number of individuals who had expressed interest in the position. Details would be included on the DSWA website and other recruitments sites as appropriate.</p>	<p>R LOVE</p> <p>R LOVE/ A SHAW</p>

M11.29	<u>Officer Group</u> Minutes from the previous meeting held on 13 April had been circulated with the agenda. The following items were raised.	
M11.29a	WorldPay: M Booth had been looking at this facility and would forward details to the office.	M BOOTH
M11.29b	Credit Cards: The possibility of the Association applying for a credit card had been looked at but it was not considered value for money at the present time. A Shaw reassured the meeting that if her card was used for payments, it was only in relation to general expenses in the same way Examiners and others paid for items and claimed them back. The option of the Association offering affiliated cards to members had not been pursued at present although it was acknowledged it might be something to revisit in the future.	
M11.29c	International Congress Costs: As requested at the previous meeting, a final summary of the congress costs had been produced, detailing the nett cost to the Association as £3,288.53. It was noted, however, that external funding had been necessary in order to run the congress. A request was made for the general accounts to show the breakdown of the event as per the summary. I Campbell recorded his appreciation to the Association for hosting such a successful event.	S ADDY
M11.29d	Craft Council Exhibition: The Craft Council had been contacted about the potential issues of stone delivery, weight of exhibit and so on but there had been no response to date. It was looking less likely that the Association would be involved in the event which was scheduled to open at the beginning of September.	
M11.29e	Website Moderators: A Devonport recorded his thanks to the website moderators for their work in reducing the amount of SPAM entries on the Discussion Forum. Since changes had been implemented, over 1000 unsuitable postings had been removed.	
M11.30	<u>DSWA Archive Project</u> There was nothing further to report at present.	S ADCOCK
M11.31	<u>Management Committee Co-ordinator Reports</u>	
M11.31a	Craft Skills Group: There had not been a meeting of the group since the last report. However, it was noted that a successful Examiner Standardisation course had taken place in April and an Instructor Training Course had been held in May. As part of the mentoring process for individuals working towards the higher levels of qualification, a suggestion was made for photos of successful features to be placed on the website as a guide to what was expected in terms of quality and particularly use of different stone types. Following a lively discussion, it was agreed that this matter should be looked at further by the Craft Skills Group.	CRAFT SKILLS GROUP
M11.31b	Grants: There were no specific reports from England, Scotland or Wales. However, R Stockall advised the meeting of a regular fundraising bulletin produced in the South West which may be of interest. The list is put together by the Area Council, taking details from Grant Finder Ltd and other funding sources. Other regions may produce similar lists.	
M11.31c	International: No further details had been received in relation to a possible visit by wallers from the Czech Republic. Insurance is often an issue for overseas wallers wishing to work in the UK for a short period of time. It was noted that some tradesman's policies include casual labour days which would cover such visitors if they were working with professional members. A Brown-Jackson expressed his wish to see an increase in exchange visits if possible. The North America Group had held a successful Instructor Training course, using the same course content as those run by the Association in the UK. The group was also developing training courses and had secured a building enabling them to run certification days inside. S Mitchell advised the meeting of a visit to the UK by a Tasmanian waller who would be visiting between 14 September and 5 October. Plans for him to visit Central Scotland and Otley & Yorkshire Dales branches during this time had already been arranged.	
M11.31d	Pinnacle Awards: An application had been received for a project in Fife, submitted for both a full award and a Certificate of Merit. Examiners had been arranged to inspect the work and it was confirmed that travel expenses would be available at the current DSWA rate of 40p per mile. A brief discussion took place about how best to maintain standards across the marking of projects, particularly where the decision was not clear cut. It was noted that a third assessor would probably then be required, as was currently the case and is also the case with certification scheme queries. It was suggested that guidelines should be produced to help with the assessment of projects.	S ADCOCK/ A SHAW

M11.31e **Ronnie Ball Award:** An initial application had been received from a young man in North East England who was already working as a waller. S Mitchell was in the process of trying to organise a mentor to help him further. Details of the Teesdale Stonecraft Academy would also be forwarded to him, which may be of interest.

S MITCHELL/
A SHAW

A short discussion again took place on what the recipients of any award should receive. Consideration needs to be given to identifying the aim of such award schemes and tailor the "rewards" accordingly. There may be scope for the Training and Education Co-ordinator to get involved with future applications.

M11.32 **Annual General Meeting & Members' Weekend 2011**

A useful meeting had taken place with Lord Cavendish and staff at Holker to discuss possible options for the Members' weekend in November, which included the following.

Saturday: A guided tour of Burlington Slate quarry on Saturday morning; own arrangements for lunch and free afternoon; check into hotel (likely to be at Grange); AGM at Holker at 5.30pm followed by drinks and canapés by invitation of Lord & Lady Cavendish in the Hall. Dinner at 7 for 7.30pm. DSWA could provide return bus transport from hotel to venue.

Sunday: Possible short tour of grounds at Holker or free time to explore Grange, visit Dickensian Festival in Ulverston; DSWA Management Committee meeting to be held on Sunday morning, probably at the showground or Crooklands Hotel at 10.30am.

It was agreed that the above sounded interesting and planning should continue along those lines. Booking details for the weekend would be included in the summer Waller & Dyker.

A SHAW

M11.33 **Any Other Business**

M11.33a **Diamond Jubilee 2012:** A suggestion was put forward for the Association to stage an event, possibly a walling competition, to celebrate the Diamond Jubilee. An extended holiday weekend has been announced for the 2-5 June. A Devonport was happy to pursue the matter. Ideas or suggestions for projects should be sent to A Devonport.

A DEVONPORT

M11.33b **Stonechat:** S Adcock recorded his thanks to branches for ordering copies of the magazine, which had been professionally printed.

M11.33c **Teesdale Stonecraft Academy:** R Love advised the meeting that the Academy had been successful in its bid for funding and would be developing courses in stone related crafts.

M11.33d **Demonstrations using Sign Language:** T Blackwell had been approached about the possibilities of being able to offer dry stone walling demonstrations with sign language for deaf people, which she would follow up.

M11.33e **Travel Expenses:** In response to a query about the current mileage rate offered by DSWA, it was agreed that this would remain at 40p per mile for the time being.

M11.33f **Royal Garden Party:** A Devonport advised that an invitation had been received for this event in July, which he would be attending on behalf of the Association.

M11.33g **Hundred Club:** Draws for the Hundred Club were made as follows:

April 2011	2% J Gaskell (162)	1% I Harcombe (30) and I Williamson (95)
May 2011	2% G Houston (103)	1% B Sutherland (15) and G Houston (97)
June 2011	2% I Weston (81)	1% A Campbell (130) and A Grant (125)
Half Yearly	4% D Walmesley-Cotham (3)	

M11.34 **Date of Next Meeting**

The next meeting will take place on Saturday 3 September 2011 commencing at 10am at the Crooklands Hotel. Amendments to minutes/agenda items/papers should be sent to the office by 1 August at the latest. **PLEASE NOTE CHANGE OF VENUE.**

Signed

Date3 September 2011.....

A Shaw /14 June 2011

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