

Incorporation of Bakers of Glasgow
Meeting of the Master Court
To be held on Wednesday 1st March at 4.45pm
Within the South Gallery in the Trades Hall

MINUTE OF MEETING

IN ATTENDANCE Deacon Jamie Dobson, Late Deacon Anita Brown, Collector Elizabeth Reidford, Ex Deacons Dr Rose Mary Harley, Sir Michael Bond, Robert Robertson, Ex Convener W Morton Fyfe, Mr. Scott Anderson and Janet Olverman, House Administration.

WELCOME The Deacon opened the meeting by advising that the intention was to run a Master Court and Trade meeting together but as there were no members of Trade present, continued with the Master Court meeting.

The Deacon apologised for the confusion over the meeting time and papers and explained there has been discontinuity in office staff, due to the prolonged absence of Emma Jamieson, our assistant clerk.

OATH

APOLOGIES Apologies were intimated on behalf of Ex Deacon Bruce Reidford, Ex Deacon Robert Holmes Henderson, Ex Convener A J Blair Agnew and Ms. Maureen Blacklaw

DEATHS There were no deaths reported

MINUTE OF LAST MEETING The Minute of the Meeting on 30th November was approved on the proposal of Mr Scott Anderson and seconded by Ex Deacon Sir Michael Bond. These are available on the Bakers' page of the House website (www.tradeshouse.org.uk) under 'meeting papers'.

MATTERS ARISING There were no matters raised.

DEACON'S REPORT The Deacon reported that he has attended the Choosing Dinners of the Incorporations of Tailors, Cordiners and Weavers as well as the Barbers and a Trades House reception at Erskine Home and the dinner dance of the Aberdeen Bakers Incorporation. He also made a report to old Deacons Club which went down very well.

The Deacon and Honorary Clerk met with the Chief Executive of the House, to which the clerking function is contracted, to agree temporary arrangements covering the absence of the Assistant Clerk.

The Deacon advised the Master Court that Elisabeth Jones has taken on the Assistant Clerking matters and Janet Olverman will be taking Minutes.

These arrangements have been emailed to the Master Court.

The Deacon asked the Master Court to consider whether, in the light of experience, contracting the Clerking task to the House is, in fact, a sound strategy. There has been 100% turnover of office staff since the Choosing Dinner in 2013, so the key advantage of continuity is not being delivered. No track has been maintained of heritage assets, which were handed to Paula Steven by Graham Davidson (former Clerk). Paula has since left the office staff and nobody knows where these artefacts have been stored.

Ex Deacon Bond advised he has a record of the Artifacts which can be provided.

The Deacon proposed to the Master Court that they consider the issue of the Clerking

situation and asked if they think we should ride with the current hiatus in clerking arrangements or should we take this opportunity to look at the generic problem we have suffered for 2 or 3 years now and look for a different model. One possibility is to use Tom Monteith, or use the model suggested by Ex Deacon Harley and employ a Clerk on a part time basis in order to perform this function.

Ex Deacon Harley recommended we still support the house.

Collector Elizabeth Reidford said that whatever has happened has been underlying for a while and now that this has come to a head we can go forwards.

Ex Deacon Bond and Ex Deacon Robertson both agreed that the Clerking function should remain in-House.

Ex Deacon Harley was strongly in favour of retaining the clerking function in-House in order to support the House.

There was some discussion about the clerking arrangements of the various crafts.

The Deacon said we would need to get something in place before the next meeting in June and stated that there is a lot of work to do with the Chief Executive, identifying problems in order to go forwards.

Mr Anderson enquired if there is a job description for the role?

Ex Deacon Harley confirmed there was a simple list of tasks and functions

The Deacon stated that normal service wasn't good enough and continued to explain that The Assistant Clerk abandoned the last Master Court meeting after 30 mins in order to fulfil another function within the House and that, until his intervention, the House support for this meeting would have arrived 30-45 minutes late.

The Collector commented that this was not the staff's fault but the management. This was agreed.

The Deacon advised that there are 5 meetings a year and Ex Deacon Harley suggested putting a financial penalty on non-fulfilment of the contractual agreements.

Honorary Clerk Anita Brown to lead on discussions with the Chief Exec on resolving our Clerking shortcomings, noting that these are endemic and not related solely to the present hiatus.

HOUSE MATTERS

In addition to the above, the House has lost two other key members of staff so far this year.

MEMBERSHIP ROLL

- a. Membership records – there are currently 441 members with 2 pending applications.
- b. No new members have been admitted to the Craft.
- c. Communication
 - a. Facebook page. Mr Scott Anderson advised he has set up a Facebook page and will need a list of members who he can email asking them to LIKE the page. The more vehicles we can use to get people along the better.

Scott Anderson to contact Elisabeth Jones to provide the email addresses.

The Master Court sanctioned this action.

The Deacon requested removal of old data from the Website.

The webpage on website will carry all the old meeting minutes, agendas etc. The Collector said that as much information as possible should be put on Facebook including history, functions and all new information, she confirmed there is a Weblink on the Facebook page.

- b. The Deacon is tracking down the electronic version of the Bakers history book, published in 1958, for re-publication as a Wikipedia article. The “draft article” has been established. This can be linked to the Facebook page.

The Collector suggested a sponsored link to Facebook.

FINANCE

INVESTMENTS The Craft’s Investment Manager, Late Deacon Anita Brown, distributed her Report in hard copy to the Members of the Mastercourt.

Current value of £644 567 - at last meeting value was £609,000. Markets are strong, moving ahead. Quilter Cheviot still see value in markets. Due to strong portfolio management this is a robust portfolio.

Ex Deacon Harley enquired if the French presidential elections would affect anything?

The Honorary Clerk confirmed that everything would have been factored in.

The Honorary Clerk reminded everyone that the value of shares can go down as well as up.

The Honorary Clerk advised she only charges £400 for this service, which at normal market rates should be as much as £6,000.

The Deacon formally recorded The Master Court’s appreciation of Ex Deacon Anita Brown’s role as Investment Manager and thanked her for everything she has done.

BUDGET

The Collector reported on spend against budget and advised everything looks in order.

Investment Income is up but donations are down.

There was a Net loss of £548 where we budgeted to make loss of £848.

The current Bank Balance is £5376

BAKERS' AWARDS

The following is the gist of an email received from Freedom Bakery in response to the decision at the last meeting to award it a further £2000:

It just so happens at the time of your call and most generous offer of the £2000 grant, which we are incredibly grateful for, that I was planning on taking an intern from the University of Glasgow.

The internship will be the equivalent of 8 weeks full time which will be subsidised by 50% from Santander bank's charitable trust. The remaining £1200 to cover their cost would come from Freedom, but with the grant from the Bakers we would be able to fund this place without having to find the money within our tight budgets. The internship is a program I am designing to help us build our business proposition within Freedom 2 and the intern would work in a structured programme to help us develop our sales strategy. In turn the intern should get invaluable experience ready for a job on graduation with good grasp of the baking business.

In addition we would use the remaining £800 to will subsidise a living wage job for one of our apprentice bakers upon release for a 1 month trial. This will form part of their development into rehabilitated life and upon successful completion of this trial, Freedom will be able to offer the beneficiary a further 6 months employment as part of our programme.

This is incredibly generous and we are very appreciative of this donation.

The Deacon advised because of difficulties with Kinship Care, fundraising is currently suspended. The bank balance does include £2000 earmarked for Kinship.

Ex Deacon Bond brought the members of the Master Court up-to-date with the present position, which would be reported to the House the following week. The Deacon thanked Ex Deacon Bond for the summary of Kinship and confirmed that the £2,000 designated for Kinship Care should be readdressed at the next Bakers meeting in June.

The Deacon agreed to organise a visit to Preshal Trust – an organisation in Govan which provides day centre facilities. The Bakers have agreed to support them for 3 years, i.e. last year, this year and next year.

The Rouken Glen operation was also mentioned as the Bakers donated money for them to equip their kitchen.

SOCIAL EVENTS

Spring Social Event. Opening of the Box. 7pm – 7.30 start finish 9.30pm

Ex Deacon Harley organising

31st March - cost about £20 tbc to include light buffet.

In the Saloon – will need a projector Janet to ask Elaine to make sure a projector is available. There will be a raffle with proceeds to Kinship. Aim to sell 40 tickets and Ex Deacon Harley asked if members can sell some tickets.

It will be necessary to ensure the Box is brought down to the Saloon.

As the Box hasn't been opened formally since the year 2000 Ex Deacon Harley suggested that the Deacons between the year 2000 and present may like to include an item within the box. Stewart Anderson suggested that as it is the 125th Anniversary a Scottish Bakers Tie would be appropriate and agreed to donate. This will be the opportunity this year for members who have not yet done so to sign the Long Roll (assuming it could be located in the TH office).

The Deacon to ask Elisabeth Jones for a list of all members for the last 5 years, in order to send them an invitation to the Spring Social Event.

House Fashion Show

Sunday 2nd April at 12.30. Tickets £35, to include fizz and afternoon tea. Ideal opportunity to bring friends to the Hall.

Networking Evening

Ex Deacon Harley will report on the date in May that the College has decided.

Trades House Lecture

23rd May. Professor Graeme Roy, Director of the Fraser of Allander Institute. Followed by dinner in the Hall.

House Midsummer Ball

24th June

Craftsmen's Dinner in London

14th September

The Deacon Convener plans to invite all Craft members living in the South East and all Deacons to attend this dinner.

Deacon's Choosing Dinner

26th October 2017

**SUCCESSION
PLANNING**

The Deacon confirmed that Ex Deacon Harley has agreed to succeed as Deacon next year. Scott Anderson has agreed to succeed as Collector next year.

As the Deacon can appoint a Deacons Master he has appointed Maureen Blacklaw to the role of Deacons Master.

**LOCATION OF
ARTEFACTS**

The Deacon stated that an exercise to locate our artefacts must be conducted before the June meeting.

This has already been discussed in the context of house support but the Deacon will ensure this is actioned before June meeting.

**DEACON'S
CHAIN**

The Deacon enquired if a replica chain should be procured for use out with the Trades Hall. Ex Deacon Harley has investigated a company in Sterling who do metal printing. She advised this has to be done through CAD (computer aided design) and estimates an approximate cost of £3-5,000.

The City of Glasgow college, George McNeill, might be interested in producing something.

As an alternative it was suggested that a Gilt plastic copy could be produced. The Master Court agreed this should be investigated.

Ex Deacon Harley agreed to action.

AOCB

Ex Deacon Bond advised the Master Court that the portrait at top of stairs needs restoration but it is actually owned by the Glasgow City Council. He knows a picture restorer and could liaise with Lord Provosts Office.

The Master Court agreed that Ex Deacon Bond should write to Ex Deacon Shirley Scott and ask if she's interested in taking this forward.

**REVIEW OF
ACTION GRID****DATE OF
NEXT
MEETING**

7th June 2017, at 1645

Abstract of Decisions

1. The Deacon to ask Elisabeth Jones for a list of all members for the last 5 years in order to send them an invitation to the Spring Social Event.
2. The Deacon to ensure a search for the Bakers' Artifacts is conducted.
3. Honorary Clerk Anita Brown to discuss Clerking Function issues with the Chief Executive.
4. Janet Olverman to ask Elaine Gilchrist to ensure a projector and laptop are available in the Saloon for the Spring Event on 31st March
5. Ex Deacon Harley to investigate production of replica Chain.
6. Ex Deacon Bond to investigate restoration of the Bakers' painting.

Incorporation of Bakers of Glasgow

Action Grid

Updated to 1st March 2017

Notes:

Action no: month/year/meeting type/sequence number of action placed that meeting.

Actionees named to avoid confusion when actions run over from year to year.

Updates to be dated.

Status. Actions to be shown as completed for one 'round' and then removed.

Action No	Subject	Actionee	Update	Status
3/12/14/MC/4	Bakers Membership records – once files are delivered to the office PS will update DOB	J Dobson / Assistant Clerk	11/16 Will be complete by end of June 2017	Continuing
11/3/15/MC	The Long Roll – date to be confirmed for members to be invited to sign the long roll	Ex Deacon Harley	This will be 31/3/17 at the Spring Social event annually thereafter This would be incorporated into the Spring Social Event	Complete
11/3/15/MC	Sporting Events – notice to be sent out with next mailshot with regards to future sporting events for craft members to join	Ex Deacon Harley	Deacons have been asked to generate interest within the crafts for the various sporting events. Ex Deacon Harley to co-ordinate Bowling for Bakers and Hon Clerk Anita Brown to co-ordinate Fishing.	Continuing
11/3/15/MC	Box Opening	Ex Deacon Harley	Date will be 31 March. The event will be re-branded as a Spring Social Event and will incorporate the signing of the Long Roll.	Complete
11/16/MC/1	Set up closed group Facebook page	Scott Anderson		Complete
11/16/MC/2	Investigate publishing the 'book' on a Wikipedia page	Deacon Dobson	Pages are established it now needs to be populated, Deacon Dobson to report at next meeting in June	Ongoing
11/16/MC/3	Amend arrangements for Choosing Dinner to: 6pm for 6.30pm. DC's suite hosted by Hon Clerk. Saloon hosted by Deacon and Collector.	Assistant Clerk	Scheduled for the Lammas Meeting on 2 nd August	New
11/16/MC/4	Arrange actual date for the	Ex Deacon		New

Action No	Subject	Actionee	Update	Status
	Networking Event.	Harley		
11/16/MC/5	Search for artefacts	Deacon Dobson	Target date 3 rd June	New
3/17/MC/1	Honorary Clerk to discuss Clerking Function with the Chief Executive	Anita Brown		New
3/17/MC/2	Replica Chain Acquire Quotations	Ex Deacon Harley		New
3/17/MC/3	Restoration of Painting	Ex Deacon Bond		New