



TBG Steering Group

Meeting Minutes – Monday 30th March 2026, 6.15 pm - Bee Bothy

1. **Attendance:** Marie Clark (MC), Yvonne Davidson (YD), Dave Muirhead (DM), Sarah Leahy (SL), Andrew Bruce (AB)

Apologies: Marlize Taylor (MT), Ken Johnson (KJ), Lizzy Shepherd (LSh), Dave Croll (DC)

2. **Welcome to new Steering Group members and outline of group structure:**
Andrew Bruce was welcomed to the group and the structure of the group outlined.

3. **Agreed roles within the group:**

Roles within the group were agreed as per attached “Roles and Responsibilities” Document (02/04/26).

4. **Finance update and setting of financial reserve:**

SL gave an overview of the new finance report which is emailed around Steering Group members each month. Any expense claims made to TDG should be copied to SL and be detailed, thereby allowing income and expenditure to be properly allocated.

A financial reserve of £3K was agreed to cover an outbreak of foulbrood (2 hives at the apiary and 2 lease hives).

A financial reserve of £2.5K was agreed to cover building costs not covered by insurance.

5. **Membership update:**

Membership forms to be issued to members at the end of April (**AP:DM**). To include a note re the borrowing of books and equipment. DM currently revamping the forms to simplify the process.

6. **Lease hive update:**

None given

7. **2026 hive management:**

Will be organised by a WhatsApp group for the teachers and email out to members.

8. Upcoming events:

21 April - Alford Gardening Group visit to apiary

1st May – Bee Inspectors visit to apiary

9. AOB:

Honey analysis session to be organised.

10. Date of next meeting:

1pm on May 1st (prior to Bee Inspectors visit)

Roles and Responsibilities – Tarland Bee Group (TBG) (02/04/2026)

TBG is a sub-group of Tarland Development Group (TDG) (SCIO) and as such is subject to TDG's Constitution, policies and guidelines.

The Steering Committee will be responsible for making substantive decisions about the organisation and running of TBG. Decisions taken at Steering Committee meetings will be by consensus, but if a vote is required, each Steering Committee member present shall have one vote, and in the event of a tied vote, the Chairperson will have a second casting vote. If necessary, decisions can be taken between meetings by email

Current members of the Steering Group are:

- Andrew Bruce
- Marie Clark
- Dave Croll
- Yvonne Davidson
- Ken Johnson
- Sarah Leahy
- Dave Muirhead
- Lizzy Shepherd
- Marlize Taylor

Chairperson
Member of Steering Group responsible: Yvonne Davidson
Responsibilities: <ul style="list-style-type: none">• Lead TBG Steering Group Meetings• Represent TBG as a spokesperson when required• Monitor and ensure the effective running of the group

TDG Trustee with responsibility for TBG

Member of Steering Group responsible: Dave Muirhead

Responsibilities:

- Represent TBG at TDG meetings
- Feedback to TBG Steering Group any items raised at TDG meetings of relevance
- Prepare TBG report for TDG AGM
- Prepare report for TBG Annual Members Meeting

Secretary

Member of Steering Group responsible: Sarah Leahy

Responsibilities:

- Monitor TBG email account and reply or forward incoming emails as appropriate
- Circulate appropriate information to members
- Record minutes at Steering Group Meetings and arrange their upload to website
- Attend SBA Secretary meetings

Membership Secretary

Member of Steering Group responsible: Dave Muirhead

Responsibilities:

- Update annual membership form and circulate to members, or those expressing an interest in joining TBG
- Work with Treasurer to ensure membership payments have been received and follow up where necessary
- Collate annual membership details and circulate to members where appropriate
- Keep Membership records in line with OSCR and GDPR requirements.

Treasurer

Member of Steering Group responsible: Sarah Leahy

Responsibilities:

- Liaise with TDG Treasurer
- Record Income and Expenditure Report and circulate to Steering Group
- Calculate the financial reserve to be kept ensuring the future of the group in the event of a foulbrood outbreak or major building repair.
- Liaise with Membership Secretary re members payments

Beginners Coordinator

Member of Steering Group responsible: Sarah Leahy

Responsibilities:

- Hold waiting list of interested parties
- Prepare application form, issue to interested parties and coordinate responses
- Work with Treasurer to ensure course payments made
- Prepare material for the course and run the course with help where required.

Librarian

Member of Steering Group responsible: Marlize Taylor

Responsibilities:

- Maintain register of books owned by TBG
- Maintain register of books on loan and returned
- Monitor condition of books (re damage and humidity)

Lease Hives Coordinator

Member of Steering Group responsible: Ken Johnston

Responsibilities:

- Keep register of members with lease hives
- Coordinate the purchase of feed and varroa
- Ensure equipment is maintained in good order
- Organise for supers to be removed and honey extracted

Equipment Coordinator

Member of Steering Group responsible: Ken Johnston

Responsibilities:

- Keep record of all TBG equipment
- Record loans and returns of TBG equipment
- Prepare annual note to be issued with membership forms on equipment borrowing procedure and disinfecting policy.
- Provide TDG with asset details as requested
- Work with Consumables Coordinator to ensure apideas, nucs, supers etc are disinfected

Consumables Coordinator

Member of Steering Group responsible: Dave Croll

Responsibilities:

- Ensure frames, treatments and feed are purchased on a timely basis
- Work with Equipment Coordinator to ensure apideas, nucs, supers etc are disinfected

Old Town Apiary Management

Members of Steering Group responsible: Dave Muirhead, Yvonne Davidson, Sarah Leahy, Marie Clark, Ken Johnston, Dave Croll with additional help from other beekeepers in the group

Responsibilities:

- Organise a weekly inspection rota via WhatsApp in the season, on month ahead basis (Dave Muirhead)
- Conduct weekly inspections, teach new beekeepers in attendance and report via WhatsApp on hive status after each session (All)
- Out of season – treatments and store checks (All)
- Remove supers and organise honey extraction (Ken Johnston)

Outreach Coordinator

Member of Steering Group responsible: Yvonne Davidson and Marie Clark

Responsibilities:

- Organise and coordinate TBG attendance at selected markets and local events
- Organise and coordinate visiting groups to TBG apiary
- Coordinate the sale of TBG honey

Building Maintenance

Member of Steering Group responsible: Andrew Bruce and Yvonne Davidson

Responsibilities:

- Conduct regular checks on the buildings
- When maintenance is required arrange work parties or contractors as appropriate

Garden Maintenance

Member of Steering Group responsible: Lizzy Shepherd and Andrew Bruce

Responsibilities:

- Coordinate work required by the gardener and arrange payment
- Arrange any work parties
- When required advertise and interview potential gardeners