

Reading Business Club

MINUTES OF MEETING

Subject	Committee Meeting	Date	13 February 2009
Venue	Crowne Plaza Hotel Caversham	Minutes By	PHW

Attendees:	Other Distribution
P Wicks	All members
C Goslar	
S Reeves	
R Zigner	
S Eames	
D Chakravarti	
C Snowden	

Item	Minute	Action	Closed
1	There were no absentees		
2	The minutes of the last annual meetings 4/1/08 and 7/2/08 were approved by CG and SR.		
3	One formal application was received to join the committee (Diksha) and 2 members offered their services (Anjali for the web site and Paul Forrest should we need any assistance). Chris Snowden resigned but offered to help with any PR or copywriting services.		
4	It was unanimously agreed that with no other applicants the committee would continue as the previous year for a further 12 months, with Diksha replacing Chris Snowden. Philip Wicks as chair/secretary Chris Goslar managing members applications and liaising with the Golf Club Sue Reeves and Roni Zigner handling marketing and events Su Knox managing finances and tax etc Diksha managing members profiles for inclusion on the WWW site, and drafting and managing amendments. It was agreed that we would meet with Anjali on her return from holiday to discuss the regular updating of the web site using Contribute	DC/PW	
5	The WWW site needs a small review to confirm the profiles are current and that all members are represented. The recently joined members will need to provide some information	DC	
6	The current format of the breakfast meetings was reviewed. There are on average 24 attendees and the time taken for the one minute introductions is becoming protracted. It was agreed that the Meeting Chair is to become more important and that in future they must manage the meeting better and be prepared to cut people off if they exceed a minute. A revised agenda will be issued and a reminder to all members to be mindful of the need to restrict their introductions to one minute.	All PW	

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7	<p>Current membership is 31. With the average number of attendees being 24 we can assume, from previous attendance levels, a 75% attendance rate. If attendance numbers increase we will have to stop taking on new members except as replacements to leaving members.</p> <p>More care is having to be taken to ensure there are no over-laps in services being offered as this is now becoming a major issue.</p>		
8	<p>Current members lacking still include Surveyor</p> <p>We would like more trades-persons but accept they may find it difficult to cope with the meetings, due to their jobs often starting at 8.00.</p>	All	
9	<p>The provision of a marketing brochure to enable members to advertise other members businesses as a joint business opportunity was discussed. A suggestion was made of a concertina design. A idea is to be developed for consideration. N.B This is intended to market the club members and not to encourage people to join the club.</p>	CG	
10	<p>Discussion centred around charity donations and the need to hold a "Mark Osborne" day as was agreed during a morning meeting. The following idea was adopted.</p> <p>The "Christmas" meeting will be a charity event and will be held in the evening in November. It will be similar to the 10 year anniversary event with partners being invited. The Club may support part of the event but the money raised will be donated to a local charity. The event will be linked to MO.</p> <p>This is to be developed and the idea brought to the members</p> <p>The Christmas breakfast meeting will utilise the "Secret Santa" format as 2008.</p>	SR/RZ	
11	<p>There are no outstanding membership applications. One from a coach builder was held as the prospective member needs to attend meetings before the application can be considered.</p>		
12	<p>The current person being mentored, Alice, has either finished or is close to finishing her period; details of the next applicant is awaited. She has not attended meetings as her business has taken-off and she is working when the meetings take place.</p> <p>James Butler to be asked for an update.</p> <p>For future annual meetings the mentoring committee should be represented.</p>	CG All	
13	<p>The financial status of the club is sound with approximately £4000 available. A new set of invoices is due shortly.</p> <p>It was agreed to review the finances in June to consider charitable donations.</p> <p>It was agreed that the two signatories on cheques be maintained SK/PW</p>		
14	<p>The meeting chair and presenter will be advised of the details of any guests the evening before the meeting by email from CG</p>	CG	

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15	<p>The approval path for new members profiles for adding to the web site was agreed as: Page is drafted by New member to standard format in conjunction with DC. Approved by DC (with committee input only in the event of a query) Issued to either external WWW support company, or internal support, dependant on cost, to update the club web site</p>	DC DC	
16	<p>A word of thanks was passed to Chris Snowden for his past services to the Club as a committee member.</p>		
17	<p>No further business, the meeting closed at 15.30. This AGM type format is be written into the club rules to ensure a formal meeting is held at least annually, date for next formal meeting against this agenda, or similar, to be February 2010.</p>	PW	