

### MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON MONDAY 12 SEPTEMBER 2011, 6pm at the TIVERTON HOTEL

#### 1. Welcome and Introductions

Present at the meeting:

Jim Enright (JE), Rhys Roberts (RR), Peter Shaw (PS),  
Chris Prentis (CP), Kevin Finan (KF), Michael Gutierrez (MG),  
Peter Hare-Scott (PHS), John Potter (JP), David Disney (DD),  
Kim Knox (KK).

JE welcomed everyone and thanked them for their involvement and giving up their time for the benefit of the Forum members.

#### 2. Update on the Membership Position

The Forum presently has 44 Members, 30 of whom have paid, payment reminders sent to those outstanding. Just over 60 are booked for the next meeting on Sept 20 with more expected. BFMD is off to a great start.

#### 3. Agree Constitution

Agreed MDDC Executive Committee members (KF & PH-S) may send a senior manager as a substitute if necessary to EC meetings when they personally are unable to attend. This is to permit discussions that may require MDDC involvement.

Agreed that we will allow certain businesses whose attendance is considered useful to the Forum to join without paying the membership fee where they do not have a budget.. E.g. Government Employment Office. Each case will be voted on by the EC.

All signed the Constitution and it was adopted as at 12 September 2011.

#### 4. MDDC role

Practical help is essential, e.g. assisting with photocopying, advertising, leaflets. This was agreed.

Using their contacts would be useful as they have more influence with VIP`s such as MP's, large local employers etc. Agreed.

KF confirming MDDC would support BFMD as they want it to succeed.

Thanks to John, Gordon, Andrew and others for assistance and work done so far.

5. **Banking arrangements**

Arrangements remain to be made. Agreed JP would look into banking with HSBC. He has contacts there. HSBC has not joined yet, but Jim will follow up.

Agreed it will be JP, KF, RR and JE who can sign cheques, with two signatures required.

**JP to do**

6. **Website/management system**

BFMD Website is now live, and looks great. Many thanks to PS.

JE outlined details of a data management system he recommends for BFMD to purchase. Agreed unanimously. Prices are £125 + VAT up front fee plus £7.50 + VAT per month.

**JE to do**

7. **Marketing/Promotion etc**

Discussion about James Millar joining the Executive Committee. Agreed JE would ask him if he is willing to join the EC.

All agreed we would try to get a link from our own company websites to the BFMD website. PS will provide help if required.

**All to do**

8. **Meeting dates**

All agreed. These are:

29/11/11  
25/01/12  
20/03/12  
24/05/12  
12/07/12  
20/09/12  
22/11/12

EC members to email JE if we can't make a certain date (otherwise he will keep on reminding us to book!).

9. **On-going meetings**

Currently start at 6.30; 20 minutes mix and mingle over refreshments. Welcome from Chairman, followed by the introduction of dignitaries. Seminar lasts up to an hour. 30 minutes general questions, including to MDDC. The membership uptake suggests this works well.

One new suggestion is to occasionally have a 30-minute debate on a pre advertised topic. All agreed this might be a good idea. JE is to prepare a feedback sheet to be handed out to attendees at the next BFMD meeting.

**JE to do**

Possibility of the Education Secretary coming to a meeting, talking about Apprenticeships etc (in conjunction with Tiverton High School), maybe an update on the Agency Worker Regulations and also business continuity.

Queried if the meetings should start at 6pm instead of 6.30pm? The question will be raised at the next meeting on Sept 20 and included in the Feedback sheet.

Green dot (or something) on badges for new people.

10. **September 20 Meeting**

MDDC will provide copying of the attendee list and name labels, and man the reception desk. EC members to help meet and greet. (Remember the green dot for first timers).

**MDDC to do**

11. **November 29 and January 25 meetings**

PS & JM will present at the November 29 meeting entitled “marketing on a small budget”, with email marketing, press coverage and the use of the web.

JM will take responsibility for editorial coverage if he accepts the offer to join the EC.

January event – JE has an offer for a seminar on negotiation skills. Free except for copying costs. All agreed this would be useful. JE will follow through.

**JE to do**

JE will email details to EC without using Gmail.

**JE to do**

12. **Meetings elsewhere**

Might be an idea for the future, but we will leave them at the Tiverton Hotel for the time being.

13. **On-going bookings etc**

Dealt with above.

14. **Directory**

Agreed that BFMD would not have a paper directory, but members would be listed on the website.

Some discussion if we should have all businesses listed but agreed we would not do so to avoid complications of Data Protection Act.

15. **Expenses**

If committee members represent BFMD at an event they will be entitled to put in a claim for petrol costs etc, but not costs for time involved. All claims to be approved by the EC.

16. **Any other business**

None reported.

17. **Next meeting**

29 Nov at 5pm prior to the BFMD meeting at the Tiverton Hotel.

RR was thanked for providing a meeting room and refreshments.  
The meeting concluded at 7.55pm