

Minutes of the BFMD Executive Committee meeting held at 5pm on Tuesday 29th November at the Tiverton Hotel

Present: Jim Enright (Chairman), David Disney, Kevin Finan, Peter Hare-Scott, Kim Knox, James Millar, John Potter, Chris Prentis, Peter Shaw.

Apologies: Rhys Roberts, Michael Gutierrez

1. Chairman's Introduction

Jim reported that BFMD now had 53 members, 48 of whom had paid. Around 70 were booked for this evenings meeting, of which 16 were new.

2. Minutes of the meeting held on 20th September 2011

The Minutes were approved and may be put onto the website. **Peter to Action.**

It was agreed that in future Draft Minutes would be circulated and, after allowing a few days for any amendments to be noted, they would be placed on the web-site marked "Draft".

All actions listed had been progressed to conclusion.

3. Financial Report

John Potter had brought forms for the cheque signatories to sign opening an account with HSBC. The following resolution was passed:

(i) That a bank account or accounts be opened/~~continued~~ with HSBC Bank plc (the 'Bank') and the bank is authorised to:

a) pay all cheques and any other instructions for payment or accept instructions to stop such payments signed on behalf of the Society/Club/Association* by:

Any one of those listed signatories	Any two of those listed signatories	Other as specified:-
<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

(the 'signatory') whether any account of the Society/Club/Association* is in debit or credit;

b) deliver any item held on behalf of the Society/Club/Association* by the Bank in safe keeping against the written receipt of the signatory; and

c) accept the signatory as fully empowered to act on behalf of the Society/Club/Association* in any other transactions with the Bank (including closing any account(s)).

(ii) That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.

(iii) That the Secretary from time to time is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the Society/Club/Association*, and that the Bank may rely upon such lists.

(iv) That these resolutions remain in force until cancelled by notice in writing to the Bank, signed by the Chair Person or Secretary from time to time acting or claiming to act on behalf of the Society/Club/Association*, and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.*

Please tick the appropriate box or complete the 'Other as specified' section.

* Delete as appropriate

The use of CORRECTION FLUID IS NOT PERMITTED

It was further agreed that Thomas Westcott's Tiverton office would be used as the contact address for BFMD from January. This would enable membership cheques to be received directly by John Potter rather than banked by MDDC as at present.

ACTION: Jim to change the Membership Form for January and to inform Peter when to update the website.

4. Web Report

Peter Shaw advised that the website was now functioning well and he and Andy Parrott had worked well together to get the Directory established.

ACTION: Further refinements would take place over the next month with regard to selection by category.

5. Next BFMD Meeting

Jim advised that Robert Hartnett from Edinburgh Business School would be hosting a workshop at the next meeting on Jan 17th entitled "Essential Negotiation Skills". **It was agreed** that each member of the Executive would take some leaflets with the target to get 5 new people to come along to the meeting.

Our aim is to build up membership and attendance to 100 as early as possible.

6. Any Other Business

None

7. Date of next meeting

5.15pm, Tuesday 17th January, prior to BFMD

The meeting closed at 5.45pm