

**Minutes of the BFMD Executive Committee meeting held at 5.00 pm on Tuesday, 19<sup>th</sup> March 2013 at the Tiverton Hotel**

**1. Attendees**

Present: Jim Enright (Chairman), Peter Hare-Scott, Peter Shaw, Chris Prentis, Niki Lathwell & Stephen Walker.

**Apologies:** David Disney, David Hinshelwood, Rhys Roberts, Kevin Finan, John Potter, Penny Prior.

**2. Minutes of the last meeting 17.01.13**

- a) Jim Enright questioned whether the information concerning BFMD had been sent out with the business rates as arranged with Kevin. Peter Hare-Scott did not know the answer but would check.
- b) Jim Enright said Rhys Roberts had added Best Western Group to the See My Local Shop offer.
- c) Jim Enright reported David Hinshelwood had provided details of the costs of sharing the stand with the FSB at the Mid Devon Show. Chris Prentis indicated that the stand needed to be booked by the end of May. Jim Enright said that BFMD needed to improve its profile. He thought it was better to have a stall with some leaflets. Peter Shaw said he would man the stand for at least half a day but would need at least one other person to help. Two tickets for entrance to the show would be provided per stand. A 2 by 1 stand would be £100 plus VAT. Niki Lathwell said that she would also man the stand and it was agreed that this would be taken forward and that the fee of £100 plus VAT was approved. **Rhys to arrange.**

**3. Chairman's Report**

- a) Membership now 51. We should get a boost from the appearance of Robert Hartnett in May.
- b) Approved to ask Andy Parrott to modify the software to permit two events to be booked/monitored. This is required to cope with two

presentations by Robert Hartnett in May. Cost £60 plus VAT. **Jim to arrange.**

4. **Financial Report**

Bank Balance £3259 with one outstanding payment of £48 to be made.

5. **Web Report**

The website is now Linked In friendly. **Rhys is to be asked to progress its availability.**

6. **PR Report**

No PR report. **David Hinshelwood to let the Exec know what articles have been published over the past two months and to make a big effort to promote Roberts presentations at the May Forum.** We need to let local businesses know that BFMD is here.

7. **Twitter Report**

We now have 671 Twitter followers. Niki was congratulated on her success in promoting BFMD through Twitter.

8. **Next BFMD Meeting**

Next Meeting is Wednesday 22nd May. Prof. Robert Hartnett will present on Advanced Negotiation Skills. He will also re-present on Essential Negotiation Skills in the morning at MDDC offices at Phoenix House. **Jim to prepare the invite letters for sending to members by Niki.**

9. **Tuesday, 16<sup>th</sup> July Forum**

Speakers for Tuesday 16th July. **Jim to ask Sally Raynes, Wacky Nation, to present on Promoting Your Business through Exhibitions and Paul Nero, Exeter FM Radio to present on Promoting Your Business through Radio.**

NB Chris Prentis has agreed to take on the role of Speaker Liaison. We have a number of volunteers to present at future meetings including Richard Haste, Amicus Law, Getting the Legals right from Day 1 without breaking the bank and James Marshall, Excelsior, Lessons Learnt from our Local Olympians

10. **Any Other Business**

It was agreed that BFMD would have a stand at the Mid Devon Show in the FSB marquee, 2m by 1m, £99 plus VAT at Mates Rates.

**Rhys to book with Chris.** Volunteers needed to man the stand. Peter and Niki are available, others too hopefully. Members could also help

with the incentive of promoting their own business alongside that of BFMD.

Niki raised the question of promoting BIP events held in and out of the mid Devon area not using local business presenters. This requires further discussion.

**12. Date of next Executive Meeting**

Next Exec to be held at 5pm on Wednesday 22nd May. Jim has now stepped down as Chairman and Rhys Roberts takes up the mantle.