

Minutes of the BFMD Executive Committee Meeting held on Thursday 21st November 2013

Attendees :

Rhys Roberts (Chairman), Peter Hare-Scott, Kevin Finan, Niki Lathwell, Pene Prior, David Hinshelwood, Peter Shaw, Chris Prentis, John Potter.

Apologies

David Disney

Chairman's Opening Remarks :

Rhys confirmed his intention to stand down as Chairman and from the Executive Committee with immediate effect due to accepting additional responsibilities with Best Western Hotels. He said he had reluctantly come to this decision but accepted that to continue with his role at BFMD was not possible. He thanked the committee for their support during his time as Chairman and confirmed that the hotel would be delighted to continue supporting the organisation through 2014. He also said he would be informing the membership of his decision at the meeting later.

During discussions it was agreed that Niki would take on the role of Chair and David Hinshelwood would take on the role of Secretary on a temporary basis until more permanent arrangements were agreed. Rhys agreed to inform Stephen Walker of the executive's decision.

Minutes :

The minutes of the executive meeting of the 25th September were approved.

Finance Report :

Report of the Treasurer to the Executive Committee on Thursday 21 November 2013

Since the meeting on 25 September, we have received 19 subscriptions including 6 from new members. As we have incurred no expenses in this period, the total receipts of £665 have been added to our bank balance at 25 September of £3,635.80 so that the current balance is £4,300.80.

There are ten outstanding reminders to members for renewal subscriptions, three from September, two from October and five from November, though one of these has promised to let me have a cheque this evening.

Web / Social Media Update :

Peter Shaw reported that the forum website had received 144 visits and 97 unique visitors since our last meeting.

Business Meeting Update :

Niki reported that she had received confirmations from 44 members for the meeting later this evening and that Chris Payne, Brand Doctors and Steve Southcott, UK Trade South West would be presenting at the meeting later.

Strategic Plan :

After discussion the Executive approved the strategic plan and it was agreed to post the plan on the forum website so that members could access the document.

AOB :

During discussions on future speakers, it was agreed that Chris Prentis would approach Chris Smith, Patent Office and Paul Monery to check their availability as potential speakers for the meeting on the 22nd January and possible speakers for future meetings were also discussed.

Moving forward all the executive agreed on the importance of good quality motivational speakers and to assist this it was decided that next year's budget should include a sum of £800 for speaker costs. John Potter was asked that the 2014 budget should reflect this decision.

John raised the issue of the date for the next AGM and the executive asked John to draft the appropriate notices and this issue would be discussed at January's executive meeting.

It was also agreed that future member meetings would have a regular agenda slot so that Kevin Finan could keep members informed on MDDC activities.

Meeting closed and executive agreed to meet again at 4pm on the 22nd January 2014.