

MINUTES OF THE BFMD EXECUTIVE COMMITTEE MEETING HELD AT 5.00pm 19th Nov 2014

Attendees: Niki Lathwell, John Potter, Richard , Amy Tregellas, Pene Prior, David Hinshelwood, and Peter Shaw, James Marshall

Apologies: David Disney, Cathy Fisher

Chairman's remarks:

Welcome to new attendees, and chasing repeat offenders
Thanks to Rhys and Tiverton Hotel, James Marshall for his input on the committee

- 51 delegates booked for the forum meeting
- Networking events website – £39.99 subscription

0845 Number:

Peter explained that he had bought the number at a cost of £10.
This number would be forwarded to BIP - reception

Marketing and PR:

- Tiverton Gazette –The business profiles (for inclusion in the Tiverton Gazette) for the members has started to be published in this week's edition.
- NL has also thanked BW Tiverton Hotel for their continued sponsorship and support – which Rhys appreciated a lot. Wine and card to be sent to Rhys for Christmas gift (**NL**)
- CRM –still issues to be addressed - NL is co-ordinating the discussions with the programmer to facilitate the clean-up operation
- Business Expo – secured 10% discount for members exhibiting. Option to have BFMD branded sector at show – tbd **CF/NL**
- Website – **PS, CF, NL** to meet to plan update
- Newsletters – increasing to 2 in between meetings, scheduled alongside invitations for regular contact **NL/CF**
- Need bios for Amy and Richard for site **AT/RC/PS**

Speaker suggestions

Programme speakers

January – How to reduce your running costs and keep your business profitable – Richard Carpenter, Enterprise Assist and Thornton's case study – (cost £250)
Action CF

Future events

13 Jan –

- 6.45 start - Welcome, on-tables intros –10-15 min
- Notices: CF or Colin Slade? to talk about Dev Business Expo offer and the BFMD Corner, plus call for more Tiv Gazette profiles – 5-10 min

- Plus BIP to talk about new food & drink programme – 5-10 mins? (need to check how long)
- MDDC update (10 minutes)
- Richard Carpenter, Peter Thornton – total 1 hour

19 March

- Welcome, on-tables intros – 10-15 min
- REALDevon LAG (Richard Chesterton or Heather Hillman) – 15 mins?
- MDDC update 5-10 mins – will they need extra on top of LAG?
- Thomas Westcott – new pension legislation, run through auto enrolment: what's required, tips for small biz to handle – 20-30 mins
- Pension case study – MDDC? OR TW provide business example?
- Limbus Labels – their journey – 20-30 mins?
- Notices

9(?) April – Question Time panel with politicians – who will organise this? David Disney happy to front, Rhys will chair, Kevin helping behind the scenes

Thursday 15 May

- Welcome, on-tables intros – 15 min
- MDDC update – 10 mins
- Connecting Dev/S'set (Cosmic) on future techs/apps that'll help your biz, cloud, (open source?), superfast rollout, etc – 30 mins
- The Gro company – NL to see if they'll talk about how they used IT to help growth – 30 mins
- Notices

Thursday 17 July – **this is too long, need to cut 15 mins somewhere**, eg MDDC

- Welcome, on-tables intros – 15 min
- GAINinBusiness – other funding schemes? 20 mins
- MDDC update – 10 mins – will they need time as well as GAIN?
- Sales training, networking skills, interpreting sales data - ? Cathy knows someone? – 30 mins
- Westaway Sausages – Cathy to approach – 30 mins
- Notices

Should the Sept and Jul themes be merged into procurement and sales opps and techniques for small businesses?

Tuesday 23 September – Procurement theme (based on Chris Shears' idea)? But re-focused on small businesses

- EDF procurement team giving a talk on Hinkley
- Devon County Council talking about some of their major contracts across the region
- A local land owner talking about their process for procuring services to develop sites (such as Hitchcocks Farm, which is now Hitchcock's Business Park, or Eastern Urban Extension land owners)
- A break out session around how businesses can strengthen their bids in tendering processes / how procurement processes can be simplified / encourage local procurement
- Discussion around developing consortia of smaller businesses to enable them to bid for larger contracts as a group

- MDDC
- Notices
-

Wednesday 19 November – AGM – Peter, Cathy and me? Marketing workshop?

- Marketing – speed dating?
- Choosing channels?
- PR vs advertising?
- What is branding?
- Social?
- MDDC
- Notices

Finance:

Annual Report

	Notes	2014	2013
Income			
Subscriptions	1	2,100	1,960
Donation		35	0
		<u>2,135</u>	<u>1,960</u>
Expenses			
Hosting		180	144
Training		180	0
Mid Devon Show - 2013		79	0
Business Expo Show - 2014		496	0
Banners and Business Cards		620	0
Bank Charges		4	0
		<u>1,559</u>	<u>144</u>
Surplus for the Year		<u>576</u>	<u>1,816</u>
Reserves Bought Forward		3,574	1,758
Reserves Carried Forward		<u><u>4,150</u></u>	<u><u>3,574</u></u>
Represented by			
Cash at Bank		5,242	3,574
Less Creditors	2	<u>1,092</u>	<u>0</u>
		<u><u>4,150</u></u>	<u><u>3,574</u></u>

Note 1

In the year there were 45 (2013 : 34) renewals and 15 (2013 : 22) new member Subscriptions

Note 2

The creditors at the year-end were:-

Hosting	54
Training	180
Business Expo Show	496
Banners and Business Cards	<u>362</u>
	<u><u>1,092</u></u>

All the creditors were settled on 22 July 2014

Meeting update

Last 2 months

7 renewals and 4 new members current membership is 61.

Signatory's to the bank account

Following changes to the executive committee membership it was proposed to amend the signatories to the HSBC bank account to include any 2 of the following BFMD members;

John Potter (treasurer & exec committee member)

Niki Lathwell (chairman & exec committee member)

Amy Hill (exec committee member)

David Hinshelwood (secretary & exec committee member)

Meeting Dates 2015

- Tuesday 13th January 2015
- Thursday 19th March
- Thursday 21st May
- Wednesday 15th July
- Wednesday 23rd September
- Tuesday 24th November

Meeting Closed.