

MINUTES OF THE BFMD EXECUTIVE COMMITTEE MEETING HELD AT 5.00pm 13th Jan 2015

Attendees: Niki Lathwell, John Potter, Cathy Fisher, David Disney, Amy Tregellas, David Hinshelwood, Pené Prior, Richard Chesterton and Peter Shaw

Apologies:

Chairman's Opening Remarks

- Record bookings: 70
- The chasing of repeat attendees is working – membership increasing
- Need help greeting/converting first timers – “look out for badges with dots” – various exec. members were tasked with following up
- Tx to Rhys for BW Tiverton Hotel's support – was given a Christmas gift 2 bottles of wine given (NL)
- Poss. speaker organiser trialling us tonight: NL will try to encourage her to take the role
- LEP's new partnership manager has met/started relationship with us, agreed to keep us abreast of new initiatives of interest to members

Acceptance of Nov/AGM minutes - Nil Matters arising

Finance/membership report

- 5 renewals, 1 donation and 3 new members since last meeting
- £5740.98 in bank
- 6 renewals not taken up

Marketing and PR:

- Tiverton Gazette –Thornton's article and member column
- Networking events website – £39.99 subscription (CF to action – website that publishes networking events)
- LinkedIn – several conversations had been had by NL. Members encouraged to take part and adding link to website
- Business Expo – 10% discount for members – to be announced tonight. BFMD has pre-booked an area for Mid Devon businesses, plus BFMD stand (CF)
- Website – Cathy, Niki, Peter met re website refresh - amends agreed and Peter has arranged for the updates to be integrated into the site.
- Newsletters – 2 again in between meetings, scheduled alongside invitations for regular contact (NL/CF)
- Need bios for Amy and Richard for site (AT/RC) – AT confirmed in hand
- Twitter – Niki in the region of 1455 followers, still actively used by members
- Website information – 175 sessions, 103 users, 875 page views.

Speaker schedule: latest

13 Jan

- 6.45 start - Welcome, notices, on-tables intros –15 min
- Notices:

- Devon Business Expo offer
- BIP to talk about new food & drink programme
- MDDC update
- Skills for Hinkley – Petroc
- Presenters: Richard Carpenter (Enterprise Assist), Peter Thornton

NL to refine all of the following and firm up time slots for each component:

19 March

- Welcome, on-tables intros – 10-15 min
- LAG announcement (Richard Chesterton tbc?) – 15 mins?
- MDDC update 5-10 mins – needed on top of LAG?
- Stuart Carrington, Thomas Westcott, Auto Enrolment: what's required, tips for small biz to handle – 20-30 mins depending on who else speaking - JP to liaise
- Pension case study – MDDC (AT to investigate) or TW provide business example or case study?
- NL to ask if member Limbus Labels wants to talk and when
- Funding streams – Andrew Lightfoot? NL to approach when rest confirmed, if time permits
- Notices

Question Time panel with politicians – confirmed 9 Apr

- NL to confirm venue, Rhys, and work with AT to advise/invite party candidates via election agents
- RC to help encourage attendance
- NL and DD to work on to do list, rest of exec to help organise it

Thursday 15 May

- Welcome, on-tables intros – 15 min
- MDDC update – 10 mins
- NL to confirm 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 – confirmed. NL to discuss IT for growth theme with them – 30 mins
- Notices

Thursday 17 July – Sales and selling theme

- Welcome, talk on how to make the most of networking, then on-tables intros – 30 min
- Sales techniques and the psychology of selling (Dr Craig Knight, IDR? NL to approach), how to make the most of networking – 30 mins
- Case study - CF to approach – 30 mins

- Notices

Tuesday 23 September – Procurement theme

- How do small businesses identify tender opportunities and prepare bids.
- Devon procurement partnership - talking about some of their major contracts across the region
- EDF procurement team to discuss opportunities at Hinkley? And their process
- 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 (DAH)
- MDDC
- Notices

Wednesday 19 November – AGM

- PS/CF/NL Marketing workshop? Or combine AGM with Christmas Dinner and have paid keynote speaker of note?

AOB?