

## **MINUTES OF THE BFMD EXECUTIVE COMMITTEE MEETING HELD AT 5.00pm 19 Mar 2015**

**Attendees:** Niki Lathwell, John Potter, Cathy Fisher, Richard Chesterton and Peter Shaw, Amy Tregellas

**Apologies:** David Disney, David Hinshelwood, Pené Prior

### **Chairman's Opening Remarks**

- Thanks to Cathy, who is leaving, for all her hard work: best wishes for her future
- NL away 13 Apr-9 May, not in communications
- Recruiting a replacement: CF has asked Sally Raynes (who has agreed to be a temporary help, organising the Expo), Richard Hussey (have asked for help with PR/newsletter) and Pete Best (member mgt - declined)
- NL brief Andy (Roundash) to brief Pené's PA, Catherine Wright re database admin/tidy up
- RC to ask Colin Slade about doing Twitter
- Help 9 Apr:
  - AT/NL have secured all candidates known to date, AT will track in case others emerge and invite them
  - NL: FSB will issue invitations
  - NL: RRoberts booked as Chair
  - NL: BIP to set up Eventbrite
  - All agreed: £5 charge to cover catering for non-members (ie cost), JP/Gordon to stand on door, take food vouchers from members, take money from non-members; RC to set up event email, will collate pre-submitted qu's, add others if require, NL to organise event invitations (BFMD/FSB)
  - NL – add blurb to BFMD website
  - AT – promote to MDDC business contacts
  - Press release (NL) – aim for bigger bit in working week – profile all speakers

### **Acceptance of Jan minutes**

- Agreed
- PS to add to website

### **Finance/membership report (JP)**

- 6 new members since Jan, 4 renewals
- £6,125.98 in bank
- £827.89 owed to JP – signatures agreed tonight to reimburse

### **Marketing and PR:**

- NL: Tiverton Gazette – covered this meeting, will thank editor at meeting
- NL: Tiverton Gazette profiles – keep plugging. Will ask editor to try to get them in regularly – CF has asked what's been published

- CF: Networking events website – Findnetworkingevents.com: £39.99 subscription has been paid, profile/editorial has been submitted, to appear soon
- NL: Business Expo
  - 10% discount for members – to be announced tonight again – not much take-up
  - For Forum stand, Sally Raynes to coordinate manning – BIP will do a morning stint, as will Andrew Lathwell.
  - NL: make sure Sally has banners after 9 Apr event. Plus update fliers and business cards
- NL: Website – thanks to PS for the upgraded site, especially the ‘add an event’ functionality
- PS: BizCRM system glitch – sorted feed to website, should work now
- NL/CF: 2 newsletters vs meetings works well
- AT/RC – need bios for Amy and Richard for site for website
- PS add AT/RC bios to Exec page on website, remove Cathy’s profile
- NL: Twitter – 1526 followers, still actively used by members, but not proactively driven by us anymore, no spare time. Need tweeter – RC to ask Colin Slade (as above)
- PS: Website – 164 visitors, low bounce rate, 875 page views
- NL: attended Cullompton Traders meeting 3 March, by invitation, to present on BFMD. Several people to attend tonight’s Forum as result

### **Speaker schedule: latest**

#### **19 March – Pension and a light case study to counter balance**

- Welcome, on-tables intros – 10-15 min
- MDDC/LAG announcement: £1.4m (Chris) – 5 min
- Colin Slade: TivPlayground & Expo – 5 min
- Various member events – 5 min
- Stuart Carrington/Debbie Cole, Thomas Westcott, Pension Auto Enrolment:– 20-30 mins
- Virtual Jet Company – CRM and a case study – 30 mins

#### **Question Time panel with politicians – confirmed 9 Apr**

- See under ‘Chairman’s Remarks’ above

#### **Thursday 21 May IT theme**

- 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

- Explain Business Improvement Districts, Tiverton feasibility study – Lucie Ball
- Notices

### **Thursday 17 July – Sales and selling theme**

- Dave Barr has offered to speak on 'how to network effectively'

### **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?**