

Minutes for Membership Services Committee (MSC) meeting - 15 July 2019

1. Introduction

The chair announced that he intends to hold a committee meeting every first Monday of the month to discuss the months activities.

2. Attendees

Stew, Rod, Ian, David, Maggi

Eric Westwood (Non voter)

3. Apologies

Lorraine, Brian, John, Kevin, Andrew & Kathi

4. Membership Council Members

The club Council had decided that the Committee members able to vote are:

President	- Rod
President Elect	- Chair
Past President	- Ian
Treasurer	- David
Foundation chairman	- Ian
Membership Development Officer	- Kevin
Publicity Officers	- John and Andrew
Speaker Secretary	- Phil R
Social Secretary	- Me
Compliance	- Brian

The chair announced that he would also like Maggi to be on the committee and that any other club member is welcome to attend the meetings.

5. Role of the committee

The chair confirmed that the role of the committee is to be responsible for the welfare of its club members, public image, recruiting, projects and to organise/coordinate all activities with the running of the club. He also added that now this includes the club's "Diary of Events" and all social functions.

6. Web site/Facebook

The committee thanked Phil for all his hard work in advertising club activities on Facebook.

It was agreed that Andrew is doing an excellent job of developing the club web site which is becoming ideal for members to get information and to see what going on in the club. However, if the site is going to be used to advertise Rotary Congleton and get members of the public interested in Rotary then the first page of the web site needs to be more dynamic and exciting.

It was decided that the Chair would liaise with Andrew to work on the initial web page as well as changing the Password to gain access to the members pages. The chair will report back to the committee when done.

Lorraine's Swimathon sub-committee will liaise with Andrew on the development of the Swimathon20 web site and hopefully have it up and running later on this year.

7. PR & Advertising

It was agreed that John is doing an excellent job with the Chronicle photos and articles. Sometime in the future a more comprehensive article on Rotary Congleton could again be included.

The main point of advertising is to try and get new members to the club and Andrew has produced a Rotary promotional leaflet for distribution to Congleton homes. There was some discussion on whether the leaflet would be cost effective as other clubs have had no success with this form of advertising. However, as the president pointed out the at least it would advertise Rotary Congleton to the public.

On discussion of the cost of these leaflets it was pointed out the because they mention charity events then the cost of these leaflets could be covered by the charity account.

The president produced an email from Andrew quoting costs of:

1000 =£38, 2000 =£53, 5000 =£93,10000=£140

It was decided that at these prices the leaflets might be worth considering.

The chair is to contact Andrew confirming costs and the format of the final leaflet.

The committee will make decision at the next meeting on whether to go ahead with this form of advertising.

8. Recruitment

Kevin and his Membership Services Sub-committee have done a lot of hard work on this subject. In his absence it was decided to leave this agenda item until he has briefed both this committee and the club.

9. Friends of Rotary

Kevin produced a draft leaflet, but it was considered too complicated and not positive enough so the members of his sub -committee were asked to email Kevin their ideas which has been done. However, there has been no amendment put before this committee for discussion and approval.

After some discussion it was decided that sending out a “Friends of Rotary” Leaflet with the promotional leaflet was not a good idea. Several suggestions were also discussed, but the committee decided that as Kevin has put a lot of work into this topic then he should be consulted before any decision is made.

Hopefully a decision will be made at the next meeting.

10. Diary of Events

The committee reviewed the months diary and reminded people of their responsibilities as per the social agenda item.

The diary is pretty full for the rest of the year, but it was suggested that more days out/visits were required. June/July/ Aug always busy with people away on holiday so probably better to have these trips in the autumn, winter and spring

The chair proposed to ask someone from the social sub-committee to organise these trips

The chair distributed a proposed “Diary of Events” for the period 1st Oct – 1 Jul 2020 and asked members to add any additional dates / suggest any amendments. The dairy will then be approved at the next MSC meeting for inclusion on the web site.

The President also suggested involving families at weekends and the social committee will look into this.

11. Projects

The President has issued a list of project leaders together with a list of members willing to help each project leader.

The chair would like the following to be include on the list:

Christmas Concert	Project leader	Maggi & Rod
Charter Night	Project leader	Maggi
Charity Lunch	Project leader	Stew

12. Project- Charity Lunch

The sub- committee for the Charity Lunch will be: Stew, Ian, Kevin, Mike & Maggi. A spreadsheet of the estimated costs and income was discussed, but the final figures will be produced nearer the time of the function.

The chair is to ask Brian to carry out a Risk Assessment of the Charity Lunch.

The sub-committee will meet on 29 July at 5.30 to discuss arrangements for the Charity lunch and report back at the next meeting of the MSC on the 12 Aug

13. Social

The Social sub-committee will consist be: Stew, Ian, Eric, Mike & another to be decided

The committee will be responsible for deciding what social functions will be held by the club, but actioned by the social sub-committee.

Individuals responsible for organising up and coming events are as follows;

Rode Heath Brass band	- 28 July	<u>Ian</u>
Gawsworth	- 3 Aug	<u>Stew</u>
Eric’s Panto	- 9 Dec	<u>Stew</u>
Christmas Party	- 16 Dec	<u>Stew</u>

Leaders of these events will call upon club members to assist as necessary

14. AOB

The committee decided that the use of Facetime / skype would be impractical for conference calling as people who could not make meetings would probably also be not available for such methods.

14. Next Meeting

Monday 12 Aug at 5.30 prior to the Business meeting

Stew Price

MSC Chair