

**Wheathampstead Business Group
Annual General Meeting on 16 April 2019
and Decisions and Action Points from subsequent Tuesday Turntable**

Present:		
Jo Hailey	Chantal Fisher	Ben Schneider
Ginny Cooper	Maureen Lamburn	Claire Boyles
Claire Partington	Richard Brett	

Annual General Meeting:

Chairman's Report

Jo reported that WEB is over half way towards achieving the new vision for the organisation. We shall look to re-brand WEB during the next twelve months.

Treasurer's Report

Maureen reported that she is still working on the accounts and they will be ready by the end of May.

Election of Officers

The following were proposed, seconded and voted in unanimously for the year 2019-20:

	Nominated by:		Seconded by:
Chair	Jo Hailey	<i>Richard Brett</i>	<i>Maureen Lamburn</i>
Treasurer	Ben Schneider	<i>Jo Hailey</i>	<i>Ginny Cooper</i>
Secretary	Richard Brett	<i>Maureen Lamburn</i>	<i>Chantal Fisher</i>

Tuesday Turntable:

Initiatives/Projects/Events

Website development

Claire B has been working on the feedback she has received. Ben has worked with Adam Collis on redirecting visitors from the old website.

Action points:

1. Claire B will finish developing the website.
2. We shall all let Claire B know if we spot any typos.
3. Claire B will provide training to those people who need to update the website.

Radio Verulam

Action point:

4. Jo will follow up with Denise at Radio Verulam.

Buy It Locally Campaign (BILLY)

No action points.

WOW 2019-20

Decisions:

- (a) We shall postpone the next edition of WOW until 2020.
- (b) We shall use social media to attract a volunteer to manage the project.

Marketing, incl. Email Marketing

Decisions:

- (a) We need to create a new logo for WEB. This is best done by creating a design brief and then passing it to a graphic designer(s).
- (b) It is best if emails promoting a meeting are issued on the same day of the week as the meeting itself (i.e. one or two weeks in advance).

Action points:

5. Joolz will incorporate a note in the email templates about the Facebook group.
6. Claire B will circulate a design brief template.
7. Maureen will collate people's thoughts about what should be included in the design brief.
8. Ginny will design a flyer for networking meetings.

Small Business Saturday

Note: Maria Critikos will act as champion for Small Business Saturday.

Constitution

Action points:

9. Richard will circulate the proposals to amend the constitution to reflect safe banking practice.

Reports from WEB Officers

Membership / *Pump* adverts

Decision: A new Membership Secretary must be in place by Village Day.

Action point:

10. We shall all ask one person if they are willing to be Membership Secretary.
11. Claire P will produce a brief Membership Secretary job spec.

Finances

Action point:

12. Maureen will complete the historic accounts by the end of May.

Networking Meetings

Ginny reported that she is producing a schedule for the year and is keeping a note of the number of attendees. Loafing currently provide croissants and bacon for breakfast meetings, but it will be possible to cater for other diets. Ginny is lining up new speakers.

Decisions:

- (a) Ginny will run both breakfast and lunch networking meetings. (It is easier to offer people the choice of either meeting.)
- (b) We shall charge £5 for both breakfast and lunchtime meetings and review the position in September. (Note. WEB pays 92p per person to Eventbrite.)
- (c) If possible we will pay the *Swan* online for the lunchtime meetings.

Action point:

13. Ginny will contact members and ask them to do slots at networking meetings.

Social Media

No action points.

General WEB Administration

Publicity and press coverage

No action points.

Any Other Business

Decision:

We shall use:

- Email for matters that do not need to be agreed that day;
- WhatsApp for anything very urgent.

Date of next Tuesday Turntable: Tuesday, 21 May 2019 at 7.30 pm at the offices of Lamburn and Turner, 3 Place Farm, Wheathampstead, AL4 8SB