

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON TUESDAY 31 OCTOBER 2023**

PRESENT: Dave Peet Chris Norrington Richard Field Boris Rusen
 Caroline Campbell Bruce Penson

APOLOGIES: Steve Hall Rebecca Charlesworth Cllr Dale Roberts Zo Khan
 Mike Harvey

ITEM	DETAIL	ACTION
1.	Apologies. The meeting was opened, and apologies noted.	
2.	Minutes of the September meeting and any matters arising: Minutes were approved.	
3.	Woking Borough Council report: Cllr Roberts now attends a Finance group meeting on alternate Tuesdays & Thursdays each month, so will attend the Executive in between where possible. WMB – this year’s event was very successful. Businesses are keen for it to continue into Oct 24. A provisional date has been booked, still at the Leisure Centre currently. There will be no subsidy from WBC so the Stand fees will be higher. Careers Fair - It was suggested that if we could use the whole ground floor, we could use half for the Exhibition and half for a Careers Fair. However, CN suggested it would be better to go into the Colleges rather than rely on them attending an event. Also, if we wish to attract the larger business employers such as Cap Gemini, McLaren, The Ambassadors etc we would need to use a venue such as the Hilton Hotel and change the date from October, such as September just as they are starting back at college. ACTION: DP to discuss with RC/PW how to progress. DP to request update meeting with Julie Fisher.	DP/RC
4.	Woking Works: DP had a meeting with DR and Beverly Kucher about the Woking Works website and brand, and if we can help carry it on. It means keeping the website up to date and adding events and promotion. The idea is to keep it ticking over but nudge people towards the chambers. It would need co-operation from all other associations (Surrey Chamber/FSB/Woking Asian Business Forum), so look at getting a meeting together to discuss how could we help. Andrew hosts Woking Works – what would be the cost? We currently pay £60/mth. The functionality is different as it would be running a separate brand from the chamber. The difference is the property portal, directory, jobs board, offers. Rest are static pages. Subscription service – if you could offer basic benefits on the website, people might sign up and there’s potential to also offer a paid for service. ACTION: DP to chase Bev for follow up notes and then feed back to Executive separately.	DP

5.	<p>Treasurer's report: WMB – there is £5,000 left to carry forward to next year. I.T. – there is £1,000 available for this work.</p>	
6.	<p>Environmental committee report: BP – Engagement seems to be dropping in the committee, the meetings were coming up with good ideas however nothing is being seen to happen with the information gathered so that might be part of the problem. ACTION: BP to speak with Business Development team about Brune Torrente, Greener Futures Grant Programme Officer @ Surrey CC (Brune.Torrente@surreycc.gov.uk) attending a networking event and talking for 5 mins on the benefits of applying for grants to enhance your business.</p>	
7.	<p>Planning, Property & Retail committee report: SH was absent, minutes to follow. General consensus is that businesses are cutting back on staff.</p>	
8.	<p>Business Development committee report: Note from Rebecca – House of Commons event, she needs the names of attendees. DP has sent this to her and chased those who haven't responded. We also need to know who the Charity is going to be for the December networking – Mike Harvey sponsoring. We will also need prizes for the raffle etc. ACTION: Caroline to take something back to committee to discuss – ah yes, about avoiding BH/school holiday weeks for networking etc as we get less people attending.</p>	MH
9.	<p>Membership update (incl vote in new members): Four new members – Westbrook Data Protection Services & Crossroads Care Surrey. Oblong Solutions, from last month. The Executive voted them in. ACTION: DP to meet with RC to discuss how we chase memberships, connect with the new members, speak to people on the phone to engage.</p>	DP/RC
10.	<p>Upcoming events: House of Commons Networking 24th November Networking 15th December</p>	

11.	<p>Update on website:</p> <p>Chris updated:</p> <p>Committees - need SH to advise to be consistent with the other pages. Representatives who aren't committee members will be added at the bottom. Still need pictures/bios from some of the committees.</p> <p>Minutes - will be linked to the committee pages. Sept is up on the website.</p> <p>Home page – WMB is on there at the moment but will have its own page. The About Us is difficult, left for the minute. There is a newer version of the Home page text there now.</p> <p>CN has incorporated DP's updates. Still waiting for ZK to do the video, with space on the Home page once that's ready.</p> <p>Members Page – done.</p> <p>Events Calendar – done.</p> <p>Benefits – changed. Still needs work.</p> <p>Resources – needs work.</p> <p>Not done anything to do with categories or drop downs – that's an extra cost. Not important at the moment.</p> <p>Once we understand how the back end works, we can change content when we want free of charge. It's the coding that's charged for.</p>	
12.	<p>Any other business:</p> <p>DP – The December Executive meeting will be on Tuesday 12th December at the Beijing at Horsell. There will be a meal after the meeting to thank Chris for all his support.</p> <p>BP – Reminded the committee to send out more LinkedIn invites to follow the chamber.</p>	
13.	<p>Next meeting:</p> <p>Tuesday 28th November, 6pm – DoubleTree by Hilton Woking.</p>	

ACTION POINTS	DETAIL	DONE
SH	Environment Committee report: SH has made contact with Sean Rendell at the Energy Centre and they are happy to host a visit. SH will liaise separately with RC on potential dates.	Ongoing
ALL	Woking Borough Council report: The Executive will look at this separately to identify what we could bring across to the chamber website – it would also need to be maintained and promoted etc– need to look at cost too.	
CN	Treasurer’s report: CN is working on Rubi to ensure all companies who have not received invoices have the correct details on our system and that the invoices get sent out.	
RC	Environmental committee report: Give a slot at the networking to a member of the committee who can update us on what they do and the resources/information in place that is useful to members.	
CC	Business Development committee report: The committee need to come back with a proposal on what we do to engage with our members and retain/grow membership.	
ALL	Website: please liaise with your committee members to get the information CN requires: Headshots, Bios etc.	
DP/RC	Careers Fair: DP to discuss with RC/PW how to progress.	
DP	Update with WBC Executive: DP to request update meeting with Julie Fisher.	
DP	Woking Works: DP to chase DR/Bev for follow up notes and then feed back to Executive separately.	
BP	Environment committee: ACTION: BP to speak with Business Development team about Brune Torrente, Greener Futures Grant Programme Officer @ Surrey CC attending a networking event and talking for 5 mins on the benefits of applying for grants to enhance your business.	
MH/CC	Business Development committee: Caroline to take something back to committee to discuss – ah yes, about avoiding BH/school holiday weeks for networking etc as we get less people attending. Mike to advise on the Charity for Christmas networking event.	
DP/RC	Member updates/new members: DP to meet with RC to discuss how we chase memberships, connect with the new members, speak to people on the phone to engage.	