



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON TUESDAY 26 SEPTEMBER 2023**

PRESENT: Caroline Campbell Chris Norrington Richard Field Stephen Hall
Mike Harvey Boris Rusen Bruce Penson

APOLOGIES: Dave Peet Rebecca Charlesworth Cllr Dale Roberts Zo Khan

ITEM	DETAIL	ACTION
1.	Apologies. The meeting was opened, and apologies noted.	
2.	Minutes of the July meeting and any matters arising: None. Minutes were accepted.	
3.	Woking Borough Council report: CN: The Car Show on Sunday was an enormous success – there were c 26,700 people in the town centre (usual Sunday figures are c 16,000). Extremely well organised event. With things changing within WBC there is a proposed plan to create a small part of the woking.gov.uk website signposting different sectors for businesses to get help/information (FSB, Woking Chamber etc). WokingWorks will cease when the Economic Development team is disbanded unless someone takes it over. 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.	ALL
4.	Treasurer’s report: The balance sheet is positive. 74 full members, 25 we are waiting for payment, but they have not received their invoices yet. CN is working on that this week to get sorted. WMB - most stands are sold.	CN
5.	Environmental Committee report: BP: A lot of useful information comes up in the meeting that should be shared with members and the wider business community. It feels like we should have a slot at the networking meeting to share information, otherwise it just we have good discussions, but nothing gets moved forward with the resources and information we have. It is felt that not too many people know what we do, and a lot of businesses haven’t heard of us. The Executive agreed this was a good idea and will look to add a slot to the Networking.	RC
6.	Planning, Property & Retail Committee report: SH updated. The general consensus was that the council needs to get some positive news out, as there are new businesses coming into Woking which is positive for the town. This needs to be fed out to residents and businesses to show a positive side to Woking (just don’t mention WBC).	
7.	Business Development Committee report: CC updated. The last meeting was focussed on upcoming events. Reminded the Executive that this week’s networking is at the Lightbox and we need as many there as possible. The committee need to come back with a proposal on what we do to engage with our members and retain/grow membership.	CC

11.	<p>Woking Means Business Exhibition: WMB – CC/SH/DP will do Welcome. Breakfast – WBC Leader will do a speech, bright future when financial problems sorted, back to basics. Smaller, more efficient, more well run WBC, won't build new houses, just follow government direction. Need to invite the Mayor. WokingWorks won't have a stand. WBC will have a 2 x 1 stand, but might even let that go. CN can man the Chamber any time up until 1.30pm but has meetings after that. BP can man the stand from 2pm onwards. Could put a laptop there with a form to ask attendees what would make them join the chamber. CC can help. SH can help. RF can help. Also suggested walking around engaging with attendees asking them what they do, what they are looking for from the exhibition, have they considered joining the chamber etc. We should put a printed survey on the breakfast seminar tables and ask them to fill out before they leave. We need to have a strategy of what to say/engage with attendees. Need focal point on the stand to attract attendees. Parking on the day? There are 130 passes for exhibitors. Do we have to pay? What about speakers?</p>	<p>ALL</p> <p>RC</p>
12.	<p>Any Other Business: BP. We have seen a 20% increase in LinkedIn followers. The Executive needs to help carry this on: On your LinkedIn profile, under "Experience" put Woking Chamber's Executive etc. then it associates you with the Chamber and LinkedIn etc. If you follow the Chamber you will get the social media posts come up. If you re-post the post with some comments (over 4 words) that pushes it up with all the people you share it with.</p>	<p>ALL</p>
12.	<p>Next Meeting: Tuesday 31st October – 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.	
BP/CC	Upcoming events: This week’s networking at the Lightbox, Bruce will speak and CC will ask him pre-prepared questions.	
ALL	Website: please liaise with your committee members to get the information CN requires: Headshots, Bios etc.	
ALL	Woking Means Business exhibition: please let RC know if you can help man the Chamber stand. RC to speak with PW about parking availability for Speakers.	