



**MINUTES OF THE BUSINESS DEVELOPMENT COMMITTEE MEETING  
HELD ON THURSDAY 17<sup>th</sup> JANUARY 2024**

Present:           Rebecca Charlesworth                   Mark Crosson                   Caroline Campbell  
                          Glenn Thorogood                            Jason Lawes                    Martine Robins

ITEM	DETAIL	ACTION
1.	<p><b>Comments on minutes from last meeting:</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
2.	<p><b>Events:</b></p> <ul style="list-style-type: none"> <li>• It was agreed that having guest speakers at the networking events adds a little more interest to the events and may attract different/more attendees:               <ul style="list-style-type: none"> <li>○ Jan – Richard Field on looking after your vehicle in the cold weather.</li> <li>○ Feb – Hilton will give an update on their hotel and offer show rounds.</li> <li>○ Mar – Menzies will give a budget update.</li> <li>○ Apr – HR Dept will give a HR regulation update.</li> <li>○ May – Red Sentence will give a talk on getting the most from your website.</li> <li>○ Jun – Westbrook Principal Data Protection – overview on the regulations.</li> </ul> </li> <li>• Sponsorship for the events will be re-introduced after August. Rebecca to send out an email detailing the benefits of sponsoring a networking event.</li> <li>• All dates are now confirmed for 2024 for WFC and DT.</li> <li>• We are awaiting confirmation from Woking Hospice to hold a breakfast event on the 8<sup>th</sup> February.</li> <li>• Spaces was discussed as an option if DT doesn't work, but location of parking vs venue may be a slight issue. Glenn to send RC the ctc info.</li> <li>• ProDrive and Menzies AI Event is being finalised.</li> <li>• Networking dates for 2024 are as follows:               <ul style="list-style-type: none"> <li>○ 26 Jan – WFC</li> <li>○ 23 Feb – DT</li> <li>○ 22 Mar – WFC</li> <li>○ 26 Apr – DT</li> <li>○ 24 May – WFC</li> <li>○ 28 Jun – DT</li> <li>○ 19 Jul – WFC</li> <li>○ August summer networking event – Red Lion</li> <li>○ 27 Sep – DT</li> <li>○ 25 Oct – WFC</li> <li>○ 29 Nov – DT</li> <li>○ 20 Dec – WFC</li> </ul> </li> <li>• We are trialling emailing on Monday, Weds and Fri as well as the regular Tuesday email to try and gain more interest in the networking events. Feedback is welcome.</li> </ul>	<p align="center">RC</p> <p align="center">GT</p>
3.	<p><b>Promoting the Chamber:</b></p> <ul style="list-style-type: none"> <li>• It was discussed that we could offer a 'join on the day' to visitors that attend the networking. Christine could email that morning to make the visitor aware of the promotion. They would need to join that day by 5pm and would join for the entry level for £99. If they decided not to join on the Friday, a follow up email on the Monday to extend the offer for Monday only for £110. To be discussed at Exec Committee.</li> <li>• Rebecca to attend other networking groups to promote the Chamber.</li> </ul>	<p align="center">RC</p>



4.	<p><b>Woking Means Business:</b></p> <ul style="list-style-type: none"> <li>• The question was asked what discount Woking Chamber members receive to have a stand at WMB and should this be promoted more?</li> <li>• It was also asked what capacity had been achieved so far for WMB 2024.</li> </ul>	
5.	<p><b>Woking Works:</b></p> <ul style="list-style-type: none"> <li>• We need to agree what content we would like to transfer over from the website to the Chamber. Glenn is happy to assist with this.</li> </ul>	
6.	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>• It was raised about the Direct Debit confusion and the lack of communication over the increase to the Direct Debit amounts and clarity on why it had all changed. Has this been resolved?</li> <li>• It was agreed that we would hold our committee meeting in the middle of the month from now on, in case of date changes.</li> <li>• The passing of our beloved Committee member Mike Harvey was noted. The Committee acknowledged the years of support Mike had given to the Chamber in many ways and are very saddened at the passing of Mike. We would like to express our thanks and sadness to his family.</li> </ul>	