



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON TUESDAY 24 OCTOBER 2024**

PRESENT Dave Peet Richard Field Rebecca Charlesworth
 Boris Rusen

APOLOGIES Beverley Kuchar Cllr Dale Roberts Zo Khan Bruce Penson
 No reply – Steve Hall

ITEM	DETAIL	ACTION
1.	<p>Apologies: The meeting was opened, and apologies noted.</p> <ul style="list-style-type: none"> Richard suggested that maybe in future we avoid having an Executive meeting during half-term. 	
2.	<p>Minutes of the September meeting & matters arising:</p> <ul style="list-style-type: none"> Richard wanted to know what happened to the “Action Points” page. Dave will speak to Gilly about reintroducing them into the minutes on the righthand column. 	GB
3.	<p>Woking Borough Council report:</p> <ul style="list-style-type: none"> As both Dale and Beverley were not present the report was deferred. In future, if both council representatives are absent from the Executive could they please send through a short report. Could this also be protocol for all committee chairpersons. 	DR/BK
4.	<p>Treasurer’s Report:</p> <ul style="list-style-type: none"> Boris had concerns over the lack of renewals. Rebecca and Christine to continue chasing with phone calls. Christine to show Rebecca how to check a membership status on the system. Boris mentioned that it might be better for someone with better IT skills to be the treasurer. The system is still not able to take card payments for renewals – Bruce to look at this. Bruce to look at what action has been taken since the exec voted for “365” to go ahead with their quote to sort out the email issue. 	CC/RC BP BP
5.	<p>Planning, Property & Retail committee:</p> <p>A few members on this committee had voiced their disappointment that this committee had not met for over 9 months. The executive committee to look at this at the next meeting. Dave to speak to Steve.</p> <ul style="list-style-type: none"> It was noted that Tariq Phillips from TP Legal would be interested in getting involved with this committee. 	DP/SH
6.	<p>Business Development committee:</p> <ul style="list-style-type: none"> In future, the Business Development report will include Membership Updates and Upcoming Events. Gilly to amend the agenda accordingly. 	GB

7.	<p>New Members:</p> <ul style="list-style-type: none"> • Howard Potter - Photonics Technologies • Gemma Wilder - PPC Freelancer • Karen Goncalves - Tax Assist Accountants • Andrew Challis - Woking Gymnastics Club <p>The Executive voted them in. Dave requested that in future we ask new members how they heard about joining the chamber.</p>	
8.	<p>Upcoming Events:</p> <ul style="list-style-type: none"> • 28/11 November networking to swap from DoubleTree to Woking Football club. Dave to ask Menzies to give a presentation at this event on the latest budget. • 13/12 December networking at Woking Football club with Mike Harvey's family sponsoring this event and maybe get their chosen charity to say a few words. Could everyone think about what they could bring as an item for the raffle. • The subject of an Executive committee New Year dinner was raised with a positive response. To be discussed further at the next Executive meeting. • House Of Commons dinner to be arranged for Nov 2025. Rebecca to check available dates with Will Forster and the Commons diary. This is to be a members' only event, but members can invite non-members as their guests. • Westbrook Data Protection want to sponsor a chamber event next year as they celebrate 10 years in business. Rebecca to discuss with the business development committee 	<p>ALL</p> <p>RC</p> <p>RC</p>
9.	<p>Woking Means Business exhibition: A very busy day for all Exhibitors, including the Chamber stand. Some say the best post-Covid.</p> <ul style="list-style-type: none"> • Dave expressed his concerns about Business Surrey promoting the event, as they seemed to do very little. Dave was also concerned about Surrey Event Professionals promoting their events, including their Expo in October 2025. • Another point raised was why are we paying Surrey Chambers £385 per annum to be affiliated to them? What do we get for this fee? This is not to be paid in 2025 unless the Executive agree nearer the time. • It was noted that some businesses at the WMB Exhibition were no longer chamber members but were given the members stand rate. This needs to be addressed before the next event in October 2025. • Paul Webster has said he is happy to continue organising the event for 2025. Rebecca to speak to the new Hilton to see if we could hold it there. • Paul had said due to the chamber having less members now it was getting more difficult to fill the hall and he had to do "deals" to fill it, including some free of charge. • It was noted that the cost to hire the venue was £2,900. The breakfast was £500. A figure of £80 for wine appeared on the invoice, however in the past this has been sponsored. Dave to ask Paul to clarify. <ul style="list-style-type: none"> ○ Total income from the event was £20,000 ○ Total costs for the event were £22,000 	<p>RC</p> <p>DP</p>

10.	<p>125th Anniversary event: This event will be held at the new Hilton.</p> <ul style="list-style-type: none"> • Ninety-nine people are booked so far. • The cut-off date to book is 6th November. Rebecca will send this out on social media this week and Christine will follow up with emails early next week. • Offer to be made to Seymours and Menzies who have booked 15 places each to increase this as there is capacity. 	RC
11.	<p>Next meeting: Tuesday 26th November 2024.</p> <ul style="list-style-type: none"> • Dave concluded the meeting with a thank you to those who attended. • (Postscript – Gilly expressed her thanks to Richard for taking the minutes!) 	

ITEM	ACTION POINT	DONE?
2.	<ul style="list-style-type: none"> Dave to ask Gilly to reinstate the Action Points page at the end of the minutes. 	Yes. GB
3.	<ul style="list-style-type: none"> WBC - Ask Dale and Beverley to provide a short report if they are not able to attend the Executive meeting. Ask other committee chairpersons to also do this. 	
4.	<ul style="list-style-type: none"> Bruce to investigate why the system still can't take card payments. Bruce also to update the Executive on the status since they agreed for Onboard365 to go ahead with their quote on sorting out the email issue. 	
8.	<ul style="list-style-type: none"> Executive committee members to think about providing a raffle prize for the December networking being hosted by Mike Harvey's family on 13th December. Rebecca to discuss with the Business Development committee the request from Westbrook Data Protection to sponsor an event to celebrate their 10th anniversary. 	
9.	<ul style="list-style-type: none"> Rebecca to speak with the new Hilton to see if we could host the WMB Exhibition in October 2025 there. Dave to speak with Paul about the £80 wine bill. Usually this is provided free of charge via sponsorship. 	
10.	<ul style="list-style-type: none"> Rebecca to send out reminders on social media that the cut-off date to register for the 125th Anniversary event is 6th November. Christine also to send out emails to this effect. Rebecca will also speak to Seymours and Menzies about increasing their number of guests from 15 as there is capacity. 	