



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

PRESENT: Dave Peet Bruce Penson Rebecca Charlesworth
 Boris Rusen Zo Khan Beverley Kuchar

APOLOGIES: Richard Field Cllr Dale Roberts Steve Hall

ITEM	DETAIL	ACTION
1.	Apologies: The meeting was opened, and apologies noted.	
2.	Minutes of the August meeting and matters arising: Dave welcomed Bev to the Executive and introductions were made.	
3.	<p>Woking Borough Council report: Bev updated:</p> <ul style="list-style-type: none"> • Walsey Place remains strong, with work started on Tui, Vision Express, and Zizzi. There is one vacant unit in Henry Plaza, Menzies are moving to a larger suite in Midas House, and work is going on for LSE, Collaborate, and Pro-Drive IT in Export House. • Events coming up in the town centre: 28/10 – Funfair & Farmers Market. 18-31/12 – Festive Light Switch on and Christmas Market. • Report from the Car Show: A fantastic event, slightly larger than last year and from feedback there is a lot of interest in being involved next year. Footfall in the town centre was 37,967 – a 108% increase on the previous week. There were 5,501 visitors to the car show, in comparison with 3,775 last year. The increased car parking revenue was £13,575 which is double the normal Sunday revenue. It has a massively positive impact on the town and shopping areas. • As part of UK Shared Prosperity Fund, we have allocated £50,000 towards the decarbonisation project, which Surrey are managing on behalf of Woking and five other districts. This will be specifically aimed at Woking businesses. More information will come out in due course, a workshop will be held in February, hosted in the council chamber. • WBC will be adopting the Climate Change Strategy at full council on Thursday 26th September. 	
4.	<p>Treasurer’s report: Boris updated:</p> <p>WMB revenue has increased towards £20k, although Paul Webster thinks there will be a loss of around £2-3K after the event. The chamber will be putting £5k towards it from reserves. We have ten members still outstanding for chamber subs, these need to be paid or removed from membership. There are around seventy active members right now.</p>	

5.	<p>Planning, Property & Retail Committee report: deferred in SH's absence tonight.</p>	
6.	<p>Business Development Committee report: Rebecca updated:</p> <ul style="list-style-type: none"> • The Committee report will be sent out shortly. Events coming up: • 26/09 – Networking at the DoubleTree. Dave has invited two potential new members so please come along and support us. • 09/10 – WMB Exhibition – we still need support for our chamber stand so please let Rebecca know if you can help. We will be promoting the Anniversary Event and encouraging people to join as members if they wish to attend. There will be flyers with QR codes for easy registration. • Visitors Event in October – Will Forster will be attending and talking about his first few months in office. • 12/11 – 125th Anniversary Event taking place at the new Hilton Hotel between 6-10pm. We will have exclusive use of the Loft Sky Bar, and for the cost of £35/head you will get a welcome drink on arrival, two cocktails and two small pan-Asian bowls. There will be a cash bar and dress code is smart business attire. The event will firstly be made available to Chamber members only and has a capacity of 250 people. Members can bring up to fifteen guests with them. The cut-off date for bookings is 6th November and we cannot accept any late registrations or walk-ins on the night. Depending on take up we can open registration to non-members later. • 13/12 – Christmas Networking – we are looking to change the date from 20/12 as that is too near to Christmas. Rebecca will discuss with Mike Harvey's family, who are wishing to sponsor the event. 	
7.	<p>Membership update: One new member to report: Studio 8.848 The Executive voted them in and welcomed them to the Chamber.</p>	
8.	<p>Upcoming events: 20/11 – Informal networking will take place at Mokka Restaurant.</p>	
9.	<p>Proposed IT upgrades: Bruce updated:</p> <p>We have a couple of proposals, there are two parts to the upgrade, 1) Email, 2) CRM/website.</p> <ul style="list-style-type: none"> • Email-side of it is simple – we will to Microsoft365, which hopefully means emails will be sent and received properly. We will be able to initiate our own Teams meetings and have somewhere to store our documents. Chamber member, Chris from Onboard365 has quoted for that doing the work and providing support going forward. <p style="text-align: right;">.../continued</p>	

<p>9 (cont.)</p>	<ul style="list-style-type: none"> CRM/website: Currently we have Rubi CRM and the website, they talk to each other but not well. The idea is to put all membership management into the website, but we do still need CRM to track business development, find new members etc. The plan is to scrap Rubi and use a free-to-use CRM called HubSpot which integrates with Microsoft365. We can also send out newsletters through HubSpot. We would continue to use the Shell software as this is for the website. <p>There is one-off work for website developers to do to set things up. Andrew will still deal with the website and will also make improvements in the design of emails going out for events etc. but keeping it in a structure.</p> <p>The new system also needs to offer functionality to put Invoicing for Membership and Events onto software for integration within the package.</p>	
<p>10.</p>	<p>Any Other Business:</p> <p>DP – offered to stand as President for one more year at the 2025 AGM, on the proviso that we have a Vice President signed up who will take over as President in 2026. As an Executive, please try to think of anyone else within the chamber who might be interested. We will keep this as an agenda item going forward.</p> <p>GB – we need to order the Remembrance Day wreath. Boris will place the order; Gilly will send him details.</p> <p>GB – send Boris and Bruce the details of our PCI Compliance Questionnaire and log-in so that they can take over dealing with this.</p>	
<p>11.</p>	<p>Next meeting: Tuesday 29th October 2024, 6pm at DoubleTree by Hilton Woking.</p>	