

MINUTES OF THE WOKING CHAMBER EXECUTIVE COMMITTEE MEETING HELD ON TUESDAY 25 MARCH 2025

PRESENT: Dave Peet Bruce Penson Boris Rusen
Tariq Phillips

APOLOGIES: Rebecca Charlesworth Richard Field Zo Khan
Dale Roberts Beverly Kuchar

ITEM	DETAIL
1.	Apologies were noted and Dave opened the meeting.
2.	<p>Minutes of the previous meeting and matters arising:</p> <ul style="list-style-type: none"> • It had been discussed to hold the Executive meeting on a different evening to Tuesday. Dave will speak with Dale & Bev from WBC to get their view <p>The February minutes were accepted.</p>
3.	WBC Report: In the absence of a representative from the council, the report was postponed.
4.	<p>Business Development Committee report including Membership update and upcoming events:</p> <ul style="list-style-type: none"> • This month's meeting mainly focussed on Social Media strategy. Becky produced a document for Rebecca to discuss with the team, once this is done Rebecca will provide the Executive with an update. • Boots are looking to join the chamber, and the Manager wishes to get involved. Zo will make the introduction with Rebecca. • The team would like to get more larger organisations involved with the chamber. Cathrine Nichols is in contact with Nomad (the organisation behind Bird's Eye), with a view to inviting them to attend a meeting/join the chamber. • Menzies have been asked if the Tax team could do a talk to explain the Spring Statement. Potential dates would be April or May (before 24/05). • Looking at how to engage Serviced Office owners, in a way that they could promote the chamber to their tenants. This needs more thought. • Referral programme. Could we give an incentive to members for them to refer potential new members. <p>Upcoming events:</p> <ul style="list-style-type: none"> • 27/03 - Cathrine is speaking at WFC. • 01/05 - The AGM is confirmed at the Lightbox. The venue is provided free of charge and the Lightbox will give access to the current exhibition. The chamber will pay £12/head for 40 people, this does not include drinks. • 20/11 - House of Commons visit/dinner. Menzies will take 5 tables of 10. Looking to get up to 120 people. <p>There were two new members:</p> <ul style="list-style-type: none"> • Excel Office Cleaning – Sally Fenton • Team Medic London – Clive Anthony <p>The Executive voted them in.</p>
5.	<p>Woking Means Business exhibition 2025:</p> <ul style="list-style-type: none"> • Stands are selling well, 40% confirmed so far. • Paul confirmed there is a Member and Non-Member rate. • Dave will meet with Paul in April to discuss the content of the seminars. • Tariq asked about catering companies. They couldn't sell goods on their stands. Need to discuss with Paul about opportunities.

6.	<p>Treasurer's report:</p> <ul style="list-style-type: none"> • We currently have 80 members, with 5 due to renew. • This year's income so far is c. £6,000. • The direct debit issue has been resolved, and all missing payments have now been taken. • The investment in IT and Rubi will be this year's most significant cost. • Dave will finalise the chamber accounts prior to the April meeting.
7.	<p>Planning, Property & Retail Committee report:</p> <ul style="list-style-type: none"> • The minutes were forwarded to the Executive prior to this meeting. There was no council representative available. Tariq will speak with Will Forster to see if he can attend the April meeting. • Tariq will speak with South West Rail to see if he can get their involvement. • Gilly will put the minutes onto the website. • Dave will write an email to members regarding the road closures around Victoria Way, to find out how it has impacted them and their businesses. The matter of possible compensation is currently being mooted.
8.	<p>I.T. update:</p> <ul style="list-style-type: none"> • Emails and file storage have now been set up and should be working. Please all check. • Next steps are to improve our CRM, Rubi. Functionality wise it has everything we should need and can host the interactive parts of the website such as booking events, paying membership etc. It also integrates with Shell. This will keep us PC compliant. • Red Sentence have provided their proposal for a new website, and also re-branding. The Executive agreed that we go ahead based on their proposal. Timeframe to be confirmed.
9.	<p>President and Vice President: this is still a work in progress.</p>
10.	<p>Any Other Business (including date/place for future meetings):</p> <ul style="list-style-type: none"> • Boris is stepping down as Treasurer at the AGM, he will stay on the Executive for the time being. • Dave has someone in mind as a replacement Treasurer, Karen of Tax Assist. The Executive agreed that he should approach her to gauge her interest. • Surrey Chamber. Dave and Rebecca met with them to discuss our affiliation. We felt we were paying more to them than we are getting benefit for and also providing them with a free stand at WMB – this won't be required this year as they are concentrating on Surrey as a whole and won't attend the exhibition. However, they will promote the event on their website, as a Woking Chamber event, as long as we are still affiliated. We also need to advise our members of the benefits they receive through our affiliation. After the meeting, Dave and Rebecca propose that we continue with membership this year and put more effort into liaising with Surrey Chamber. Rebecca will meet with them once a month to discuss upcoming events, Dave will meet with Louise Punter also once a month. The Executive agreed and Boris will pay the affiliation membership for this year. • AGM – The Executive and sub-committee members need to confirm their agreement to sitting on the committees for another year and feed this back to Gilly for the AGM paperwork. • TP has a contact looking to launch an AI product and he wanted to offer it to the Chamber members half-price subscription for first 2 months. They would need to become a Chamber member and could then put the offer up on our website. • Quiz 8th May – Dave reminded the Executive about this event taking place 6pm at Gorse Hill. It would be good to have a Chamber team.

ITEM	ACTION POINT	DONE?
	<p>Woking Borough Council report:</p> <ul style="list-style-type: none"> • Ask Dale or Beverly for an update on the devolution programme of councils and where would that leave the chamber and their relationship with the council. How do we build a stronger relationship with Surrey County Council. 	
	<p>Business Development committee:</p> <ul style="list-style-type: none"> • Rebecca to provide a report on the social media strategy for the Executive. • Zo to introduce Rebecca to Boots. • Date needed for Menzies Tax team to discuss the Spring Statement. • 	
	<p>Planning, Property & Retail committee:</p> <ul style="list-style-type: none"> • Gilly needs to put all monthly committee minutes onto the website and send out link to members to access them. • Ask businesses for incidental data on how the diversions and road chaos are affecting their businesses, then collate and send to Will Forster. • Email a link to RF's radio interview to Christine so that she can put it on the News section and also to Rebecca for sending out on social media. The Executive thanked RF for taking the interview on our behalf. 	
	<p>President & Vice President:</p> <ul style="list-style-type: none"> • Bruce & Tariq to update the Executive once they have had their meetings. • Executive to think about possible options for this. • Dave to provide an email about the opportunity to join the committees and the possibility of joining the Executive as Vice President moving into the President role in 12 months. 	
	<p>Any Other Business:</p> <ul style="list-style-type: none"> • All – please feed back to Rebecca if you would prefer a different day or time of day for the Executive meetings. 	