

**Minutes of the Committee meeting of the Marden Business Forum, held on Thursday 9th January 2014, at 5 pm in Wellbeing People Conference Room, Pattenden Lane, Marden. TN12 9QS**

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**Committee Members Present:**

David Burton – Chairman  
Liz Stanley - Vice Chairman  
Angus Boucher – Treasurer  
Steve Ford - Secretary  
Ben McGannan – Committee  
Andrew Streek – Committee

**Forum Members Present:**

None.

**Apologies received:**

Bob Long - Committee

**Welcome:** David Burton, welcomed everyone to the meeting

**Minutes of Last Meeting:** the minutes of the last committee meeting had been distributed before the meeting, and were agreed as Revision A

**Matters arising:** nothing not covered on the agenda

**Last Networking Evening:** Worked well, with new members joining directly from it. Thanks to LS for organising. Pictures taken during the evening were passed to SLF for inclusion on the web site.

**Website:** the use of the themed email format to members was thought to be beneficial in terms of identity and readability.

**Membership:** MBF now have 88 paid up members, with three honouree. LS offered to chase the following, who had shown interest in joining, Nat West, Millbrook Garden Centre, Howland Hounds and Howland Electrical.

**Financial Report:** AB outlined the cash book, finances are £6483.15

**Directory 2014:**

- Letters updating the information held about members and options to take adverts in the directory have been sent out, , with approx. 75% having been returned
- Email has gone out for a few words about each business.
- AB confirmed Typecast was not willing to print the directory as previous, and had asked for artwork to be returned. Cost to MBF for last year's directory was £996, offset from a printing cost of £4000 approx., by contributions from advertising
- Plan is still to publish late January 2014, with distribution during February 2014.
- Quote received from TMS by LS of £5740 to print directory, see below for other quotes.
- Unanimously agreed to accept TTE price of £4100 to print a 96 page directory
- Unanimously agreed to accept Amuse quote of £19 per page for artwork, which we hope to reduce by supplying previous artwork
- **Actions:**
  - send out reminder email SLF
  - committee to follow up those who have not responded to email reminder
  - **DB** to contact Typecast, re obtaining our artwork for use this year
  - **DB** to perform invoicing for adverts
  - **DB** to contact Tomkinson re back page advert
  - Title of directory to be Marden Business Forum Directory 2014
  - Header band for directory to be in Blue
  - At present advertising revenue is approx. £1650, committee to try and increase this by inviting members to advertise.
  - **LS**, to update and check the useful numbers area of the Directory. (previous minute)

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- Marden PC to be invited to write a page in the Directory (previous minute)
- DB to write an MBF forward for the Directory (previous minute)

**Marden Parish Council:** DB will attend the next meeting on our behalf.

**Future Networking Events:**

- **LS** to coordinate Network Event on 20<sup>th</sup> February 2014 commencing at 6pm
  - Grant Miles to speak on Auto enrolment for Pensions ( 10 minutes)
  - John Sauvage to be invited to speak for 10 minutes on life as a Vet (**BM**)
  - West End Tavern
  - £250 allocation for food, as per other events
  - **AS** offered to assist with invite design etc.
- Network Evening and AGM set for 24/4/2014 at 6pm
- joint event with SMBA – **DB liaise** (previous minute)
- **BM** to research event at Maidstone United Football Ground.
- Promote MBF at Marden Health Fair on 26/4/2014 in the Memorial Hall

**AOB:**

- Ideas where MBF can positively help the village:
  - Flowers for the village with signage of MBF
  - Flowers at the entry points to the village
  - Competition sponsored by MBF (Best flower display??)
- Artwork for inclusion on letterheads, including the year 2014, so that it is only for a particular year, stickers or certificates for members, key rings
- Newsletter – advertise to members that they can use the site to advertise their events, eg Detox Saturdays, and also Village events

**Date of Next committee Meeting:** will be on 30 January 2014 commencing at **5pm**, to be held in the Airclean Conference Room, Pattenden Lane, Marden.

Meeting closed at 6.15pm, with thanks to Ben of Wellbeing People for hosting the meeting.