



| Present: | | Apologies Received: |
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| Chair | Steve Freemantle | |
| Secretary | Dave Rodgers | |
| Treasurer | Natasha Brown | |
| Media | Sarah Birch | |
| Events | Steve Read | |
| Member | Pete Brown | |
| Member | Martin Tomlinson | |
| Member | John Means | |
| Item | | Action |
| 1. | <p><u>Matters Arising from Minutes of Last Meeting:</u></p> <p>No Matters from previous meeting</p> | |
| 2. | <p><u>Chairman's Report:</u></p> <p>Steve reported that the group is quiet at the moment, however this is to be expected at the time of year and it is approaching the "off season", however the website is still receiving plenty of hits.</p> | |
| 3. | <p><u>Treasurer's Report:</u></p> <p>Balance on Books - £2159.52 Bank Account - £2360.10</p> <p>End of each year a report on finances has to be raised and ratified by Macmillan.</p> <p>Steve Freemantle has collected two cheques – the Ruskington village golf competition and the local pubs in the area held golf tournaments and chose Macmillan to be the recipients, Steve was asked to collect the cheques and give a speech. A total of £610 was collected. The cheques are to be sent to York to bank for our group as it will then appear as fundraising from our group.</p> <p>Sleaford Rugby Club has agreed to return the £250 cashed by them for the Birthday bash.</p> <p>A working balance for next year is to be decided upon.</p> | |
| 4. | <p><u>Media:</u></p> <p>Upcoming collection days – Pre event information sent to Louth newspapers, nothing has been heard back from them, Louth has a local area website, Sarah is going to add the event to this.</p> <p>Information has been sent to Newark newspapers.</p> <p>Hoping to carry out a post event follow up with both papers.</p> <p>Possibility of sending out group photo with next year's information.</p> | |

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| 5. | <p>Events: Steve Read wrote to the local Morrisons for collection days Newark offered two days 7th & 8th December</p> <p>Louth offered Monday 5th December Louth Macmillan could provide people between 10am – 3pm, Steve F to go over fro 8am to setup, Sarah could attend PM and Steve Read could attend all day.</p> <p>Skegness offered Sunday 4th December however this as been taken by the Skegness Macmillan as they are collecting all week.</p> <p>Lincoln – Never had a response Boston – Never had a response</p> <p>Some good suggestions for rides out have been received for next year, however not many, the request is to be pushed out again for suggestions.</p> <p>Springfields motorcycle, Spalding. Jan 14/15th, we have asked for a better position, Volunteers required for help manning the stand,</p> | |
| 6. | <p>Sunset-Sunrise:</p> <p>Little movement at the moment, Looking to launch the registration page for 1st Jan 2012 – Need to check with Clare to Setup</p> | Dave Rodgers |
| 7. | <p>Website:</p> <p>Twitter Integration We need to ask Catherine Bosworth if she is happy to run with the Twitter feed once its added to the Website as it will need updating on a regular basis due to the Twitter API shutting its self down after 7 days. If Catherine is unable to do so, Natasha Brown is happy to take on.</p> <p>Facebook Integration The Facebook feed integration only really works with Open Groups, as ours is a closed group to prevent spamming this is something we are not prepared to persue.</p> <p>Any Admin member can approve someone to the group, however any member that abuses the group (Spamming, Advertising outside the bounds of the group) will for the 1st instance receive a warning and be banned at the 2nd instance,</p> | |
| 9. | <p>Clothing / Merchandise E-mails have been sent to local supplies with a few questions based upon : Setup Cost, T-Shirts Supplied, Unit Cost, Minimum Order and Time scale, we have heard back from the following:</p> <p>Imprint Textile Designs Ltd – Damian Roberts 01522 500413 – Not Heard / No Info ?</p> <p>Print 2 UK – Adam</p> <p>Setup Fee: £25 (100+ T-Shirts No Set up Fee) T-Shirts: Gildan / Fruit of the Loom Waiting Time: 2 Weeks (Willing to provide a Sample / Proof Sample: £25.00 + £10 Costs Prices: 1- 50 £6.50ea + VAT 50-100 £5.75 + VAT – No Setup Fee 101 – 200 £ 4.75 + VAT – No Setup Fee 200 – 300 £3.99 + VAT – No Setup Fee</p> | <p>Natasha – Visit companies to negotiate minimum cost to produce. Pete Brown – To investigate P&P Costs Dave / Clare Rodgers to look at Website Registration update to include T-Shirt postage options</p> |

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| | <p>Clothing / Merchandise – Cont:</p> <p>Apply Print – Geoffrey Wood No Setup Feed, T-Shirts Supplied Prices £6.50 / 7.50 Quantity: 1 or Bulk Timescale: 48Hrs Sample: Free</p> <p>Hazelwood</p> <p>Setup £40-60 T-Shirts: Supplied Price: £7.50 Quantity: Minimum Order of 10 TimeScale – 1 Month for start add 10-14 Days for repeat orders.</p> <p>-----</p> <p>Design – Front or Back?</p> <p>Options for sale Do we give them out in the registration information, Offer to buy on the day or post out in advance. If we are going to post out P&P will need to be looked into for the most cost effective solution.</p> | |
| 10 | <p>X-Mas Meal 21st Jan 7pm Till late, to be added to Facebook with menu to be sent out. RSVP by 16th Dec to Sarah with deposit.</p> | |
| 11 | <p>AOB Petty Cash Box – Proposer, Martin Tomlinson Seconded, Steve Read Petty Cash Float – Suggested at £50 for minor expenditure, Proposer, Pete Brown Seconded, Steve Read</p> <p>Agenda Item 9 Suggested maximum for Individual minor expenses without full signatory authorisation set at £25, Proposer Pete Brown, Seconded, Dave Rodgers</p> <p>Agenda Item 10 Group happy for the Mail shot to go ahead, Steve F to be reimbursed.</p> <p>Operating Costs, Suggested that a further £1500 be paid to Macmillan at the end of the year leaving the group with an operating capital of £860.18 meaning that a total of £5100.08 has been paid to Macmillan this year.</p> <p>Sarah Birch to be added to the Committee on the Website.</p> <p>Sarah May also be able to get our presence at one of the Band concerts next year.</p> <p>John Means – Has just bought a New ZZR-1400 from the Kawasaki in Lincoln they have said they will give promotion and sponsorship for the Sunset to Sunrise, Leaflets and Posters to be given to John to give to them in Jan /Feb</p> <p>Steve Freemantle – X-Mas Do Gemma +1 & Gemma’s replacement to be invited, No Cost to Gemma +1</p> | <p>After meeting note: Gemma has a prior engagement that night so regrets she will be unable to attend</p> |
| 12 | <p>Next Meeting: To be held on 24th Jan 2012 at the Jolly Scotchman, Sleaford, at 19:30 hours.</p> | |

Original signed and on file
Dave Rodgers
Secretary - Bikers4Macmillan