

Comms Meeting Notes	
Place - 2 Cross Lane, Burton Lazars Date - 070814 Time - 0845 – 1100	
Team Bill Hill Chair, Bill Glancy Social Media , John Dehnel Web Master , Julia Hinde Press and Publicity , Peter Knowles Guests – Alison Blythe and Ron Edwards	
Apologies Peter, Bill G	
Events Publicity Plan Faure Concert – Alison Blythe <ul style="list-style-type: none"> Alison has had printed flyers and posters now available (in paper and laminated format) plus flyers Updated concert info attached proforma event info updated plus advertising and event info to be completed and returned to Comms JJH working with St Marys for promotions Santa Fun Run- Ron Edwards <ul style="list-style-type: none"> Advertising proforma updated with further sites to be completed and returned to Comms Ron organising printing of Posters leaflets and banners Reminder for Raffle prizes for tickets new this year contact Ron 	Action Team Alison Ron Ron Membership
Distribution of information to members <ul style="list-style-type: none"> Blue card, Directory, Magazines labels have been issues to JJH for use by the team to name these docs to be handled through Stewards and also passed to local members to distribute. Invites & Events a contact list for members to for distribution and also telephone to be set up via Chairs. Weekly meeting info to be considered by BH to keep members up to speed with the Club tba 	Comms plus Membership JJH BH
Project Team Progress Reports <ul style="list-style-type: none"> JD requires up to date info for our website as our hits are falling to maintain interest in our Club with pics It was agreed that the Calendar and forth coming events will be incorporated in the new members info box on website 	Chairs JD
District Website update - Bill G <ul style="list-style-type: none"> Currently working to update the District Site so work in progress Facebook and twitter ongoing training always available on request 	BG Membership
Press & Publicity - Julia <ul style="list-style-type: none"> Press update please let me have info so we can get some publicity outline plus photos required. Rotary in Melton meeting to be scheduled Advert in Hidden Melton due to the poor quality a refund has been requested still outstanding Plus working on promotions of Concert and Santa Fun Run 	
Outstanding for next meeting Agenda <ul style="list-style-type: none"> Bill H info required for smaller fund raising events for the calendar Presidents Quiz Oct/Nov TBA Presidents Quiz British Legion TBA Cycle Event TBA Concert TBA Please contact Comms team if planning any other events Comms Team please send me any items you wish to discuss	
Date & Time of next meeting 4 th September	
All members are welcome to these meetings if they have anything they wish us to work on, please contact Julia to book in	

