Melton Mowbray Enterprise Group
Meeting Minutes

Meeting Date	6th March 2017 @18:15hrs

Attendees	Alan, Andrea Fiford, David, Doug, Mark, Andrea Kennedy, Lewis, Michael

Apologies	Colin, Andy, Alison, Rachel, Frank, Joe & Ruth

Agenda
- Introductions   - Agree minutes from previous meeting   - Review outstanding actions   - Committee updates: - Event Committee – Strummer Days event brief and business plan update   - Bursary Committee   - Update on Paws & Whiskers Care's application   - Fund raising % allocation   - Fund Raising Committee – Melton Community Lottery update   - Departmental updates: - Social Media   - New website   - Social media stats   - Discussion points: - Would Paul & Lewis like to join any of the committees?   - AOB   - Summarise actions from discussion points & AOB   - Confirm date for next meeting and close

Agree minutes from previous meeting?	Yes

Item	Description	Owner	Status	Target Completion Date
1	Clarification of roles is required i.e. each person to provide an outline of activities they expect to do as part of their role so this can be collectively discussed and agreed by the group for each role	Everyone in group who has a role (See Group org chart)	Members agreed to prepare an outline	20th Mar 17
2	Bursary committee to agree what the purpose of any funds that we raise i.e. what %'s will go to what causes	TBC	See notes following	TBC
3	The event committee will prepare a brief for next event	Mark	See notes following	6th Feb 17
4	Members to provide a small head shot photograph that could be added to the Group structure diagram	Frank, Rachel, Paul,	Outstanding	6th Feb 17

		Lewis, Ruth, Joe		
5	Draft submission to be given to Melton Times about our first bursary award	Doug	Not covered	End Feb/Start of March
6	Investigate further: • Local area co-ordinated bids • BID might have some funds – Shelia Court • Mark has access to a Grant finder	Bursary Committee	Not covered	TBC
7	Invite *Shelagh Core* to come along to a future meeting to be a speaker to provide an overview of BID scheme	Doug	Not covered	20th Mar 17
8	Andy will prepare the business plan for the event and circulate to the group for review	Andy	See notes following	11th Feb 17
9	Events committee to reach out Ben to see if we could take on the Burns night event with his help	David to speak with Ben	David would like to sit down and meet with Ben to discuss	20th Feb 17
10	David to chase Ian to see if there is any update with regards to the Melton Community Lottery	David to speak to Ian	See notes following	20th Feb 17

Potential new member, Andrea Kennedy, gave a brief introduction of herself

Committees

Event Committee Update - *Strummer Days event brief and business plan update*
Planning has stalled but it is intended that the events committee will meet within the next two weeks and agree way forward.

Bursary Committee Update
Update on Paws & Whiskers Care's application Doug & Andrea Fiford met with Toni last Monday (27th Feb 17). It was a good meeting. Ran through the conditions attached to the offer of the bursary. Toni has achieved most of the conditions already and has sent the through the vehicle graphics. Next steps; bursary committee to meet one more time and then liaise with digital deadline. Then officially inform Toni that we have awarded her the bursary. *Fund raising % allocation* Side meeting to be arranged to discuss the issue in more detail

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Fund Raising Committee Update - Melton Community Lottery update

Alan gave a presentation to the main Melton Rotary club on 13th Feb and at that meeting it was agreed that the Enterprise club could proceed with its application to the Melton Community Lottery. A couple of clarification points were raised at that meeting.

1. If we set up a Community Lottery page for the Enterprise Group, which is a satellite club of the Rotary Club of Melton Mowbray's, using the shared constitution and bank details….will the main Rotary club also be able to set up their own page sometime in the future?

2. Can the Community Lottery provide any guidance on how the funds raised are distributed i.e.
   a. When someone buys a ticket on the main community lottery page, rather than on a specific causes page, who gets the 50% of the ticket sale and who gets the 10%?
   b. When someone buys a ticket on a specific causes page how is the 10% allocated i.e. is it shared equally amongst the other causes registered with the community lottery or given to some other completely different causes?
   c. What happens with the other 40% from ticket sales, can a breakdown of how this is distributed be provided?

3. Are any paper based sales model(s) being considered for the future or will it remain online sales only?

These points were submitted to the organisers of the Community lottery at Melton Borough Council. On Thursday 23rd Andrea Fiford and Alan Matthews met with Freya Griffin and Steve Taylor from Melton Borough Council and they ran us through a presentation that answered the questions above.

Answers
1. Yes, there would be no restriction
2. See following:
   a. It goes to good causes selected by the Council
   b. It doesn't go to the causes on the community lottery website, it goes to other good causes
   c. The breakdown is as follows:
      i. 60% to good causes:
         a) 50% to the selling organization
         b) 10% to other good causes
      ii. Remaining 40%:
         a) 20% on prizes
         b) 17% to Gatherwell (Company that run all the administration, etc.)
         c) 3% VAT
3. There is no paper based sales model as the online model encourages a subscription based purchasing model

Presentation document from Melton Borough Council:

Melton Community
Lottery -Launch to go

A decision now needs to be made as to whether we wait until we have our own bank account before proceeding further with the application. It was decided to ask Kate (Club Treasurer) if we could set up a separate bank account for the Enterprise Group.

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Departments

Social Media
New website Alan asked the group for feedback on the new website and also for people to provide content. *Social media stats* Alan ran through the Social Media update presentation: **PDF** 06.03.17 - Social Media Update for Me Alan also confirmed that he will look to set up a meeting with the people responsible for social media at the 3 other Melton Rotary clubs to share ideas and best practises.

Membership
Discussion about growing the club was had and general consensus was had about the need to increase the number of members. Mark and Doug agreed to hold a side meeting to discuss the growth ambitions.

Discussions

Discussion 1 - Would Paul & Lewis like to join any of the committees?
It was decided that it would be best to allow Paul, Andrea and Lewis more time to be accustomed to the workings of the Enterprise Group before they committed to joining any of the committees.

Others

AOB
Mark would like to produce a promotional video case study for Rotary that showcases the work we do. There is a joint meeting of the Melton clubs with the incoming District Governor – Bowls Club Monday 25th Sept - £8 charge – we need to RVSP at least 10 days before. Mark would like to discuss moving the meeting from a Monday, Alan agreed to send out another survey to the Group.

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New Actions Agreed on this meeting

Item	Description	Owner	Status	Target Completion Date
1	Mark & Doug to have a separate meeting to discuss membership objectives for the group	Mark		19th Mar 17
2	Meeting to be arranged with Ben	David		Within next month
3	Chase the Council to receive a copy of the presentation they gave Alan and Andrea about the Melton Community Lottery	Alan	Completed	10th Mar 17
4	Speak to Kate about opening a bank account for the Enterprise Group	Andrea		20th Mar 17
5	Mark to produce a promotional video	Mark		Before June
6	Alan to liaise with the other social media contacts in the 3 other Melton Rotary clubs	Alan		Before June
7	Alan to send out another survey to ascertain the best night and time for the Enterprise Group meeting	Alan		3rd Apr 17

Date & time of next meeting?	20th March 2017 @ 18:30hrs – It was decided that as the main Rotary club is holding its Charter event on the 20th that there wouldn't be an Enterprise Group meeting on this day to allow members to attend the charter party.