

<b>Comms Meeting Notes</b> <b>Place - 2 Cross Lane, Burton Lazars</b> <b>Date - 4<sup>th</sup> November 2014</b> <b>Time - 0845 – 1000</b>	
<b>Team</b> Bill Hill Chair, Bill Glancy Social Media , John Dehnel Web Master , Julia Hinde Press and Publicity , Peter Knowles Free Websites	
<b>Apologies – Peter &amp; Bill H</b>	
<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• Concert was very successful and full use was made of Facebook and Twitter with good feedback online of events. Now have more followers.</li> <li>• Advert for MT Xmas special paid and published costs paid by MMRC and donations refund now received from Hidden Melton poor quality advert.</li> <li>• Timetable set with MT for Santa Fun Run Events full support from Christian (MT lead journalist).</li> <li>• Best Dressed Dog confirmed promotions with Pets at home plus they will judge and supply prizes for SFR</li> <li>• Weekly update of events at meetings with BH outstanding.</li> <li>• Ring Round List and Publicity distribution to members in progress for SFR.</li> <li>• Blue cards have requested 50 copies to include visitors and potential members as no spares all distributed</li> <li>• Magazines distribution all ok so far through Club Stewards and JJH following up on those outstanding and passed to members to deliver.</li> </ul>	JJH
<b>Santa Fun Run Publicity – Press, Posters, Flyers, Website, Facebook, Twitter</b> <ul style="list-style-type: none"> <li>• <b>Road Side Paddles</b> – these have all been produced and will be appearing on roads from 14/11/14 by Santa Fun Run Team, please let us know if any damaged or require replacing.</li> <li>• <b>Posters &amp; Flyers</b> - have been distributed to the Club last Monday those not present to follow by JJH please contact me for further supplies. Laminated posters are being produced for next week's distribution with designated sites for delivery by Club members.</li> <li>• <b>Updated Poster</b> – to read we are supporting the Santa Fun Run enter now for shops &amp; Charities</li> <li>• <b>Electronic flyer</b> – being produced this weekend for all club members to circulate to friends and colleagues, plus small jpeg attachment for email. <b>All members</b> reminded to like our Facebook page and get on Twitter, plus group distribution in acknowledgments for Xmas Tree Festival, Cafe @ Hub 30 Zombie runners, Concert database, and also those booking onto the run, other groups being investigated, walkers, rambles and Nordic walkers plus the cycle groups.</li> <li>• <b>Sainsbury</b> are supplying mince pies and water for the Run and will distribute on the day. Also TBC sponsoring best dressed buggy competition JJH meeting with them Thursday 20<sup>th</sup> November to confirm details plus press coverage they are producing words for article with their team for us to photograph TBC</li> <li>• <b>Rainbows</b> – JJH in contact with Karen District co-ordinator re promotion, press websites &amp; followers.</li> </ul>	Club JJH/Club BG/JJH JJH JJH
<b>Santa Website update</b> <ul style="list-style-type: none"> <li>• <b>Promo audio file</b> – requested from The Eye for the Santa website to play on opening.</li> <li>• <b>Links incorporated</b> for programme, cafe menu, competition times, sponsors &amp; prizes.</li> <li>• <b>Photos</b> to be also linked from competitions last year.</li> </ul>	JJH/JD BG/JD BG/JD
<b>Club Website</b> <ul style="list-style-type: none"> <li>• <b>Front page</b> new box titles for photos up and coming events i.e. Santa Run what we have done i.e. concert plus ongoing projects.</li> </ul>	JD
<b>Facebook and Twitter</b> <ul style="list-style-type: none"> <li>• <b>Followers</b> – we now have on Facebook 101 likes plus 11 new ones this week in conversation re the run and Twitter 198 followers so please join in and pass on!! and get connected. BG is tweeting every couple of days we need your help!! Training available on request from BG</li> </ul>	BG/Club
<b>Help required Flyer Distribution &amp; on the day</b>	Club
<b>Contact Bill Hill and sign up now! <a href="mailto:ajwahill@btinternet.com">ajwahill@btinternet.com</a></b> <ul style="list-style-type: none"> <li>• <b>Sunday 30<sup>th</sup> November Sainsburys - 1100 - 1400</b></li> <li>• <b>Tuesday 9<sup>th</sup> December Sainsburys - 1100 - 1400</b></li> <li>• <b>Friday 5<sup>th</sup> December Xmas Light Switch on 1730 - 2000</b></li> <li>• <b>Sunday 7<sup>th</sup> December Victorian Fayre 1100 - 1400</b></li> <li>• <b>Sunday 14<sup>th</sup> December Fun Run Day 0830 - 1430</b></li> </ul>	
<b>Project Team Progress Reports</b> <ul style="list-style-type: none"> <li>• JD requires up to date info for our website as our hits are falling, to maintain interest in our Club- with pics</li> </ul>	Club
<b>District Website update - Bill G</b> <ul style="list-style-type: none"> <li>• Currently working to update the District Site so work in progress may consider a new template</li> <li>• Facebook and Twitter ongoing training always available on request</li> </ul>	
<b>New Projects - Melton Classic &amp; Vintage Vehicle Festival booked for Sunday 6<sup>th</sup> September 2015</b> <ul style="list-style-type: none"> <li>• <b>Website</b> required for online payments</li> <li>• <b>Facebook and Twitter</b> required for feeds of event</li> <li>• <b>Diary date for next meeting</b></li> <li>• <b>Request to members</b> for personal contacts</li> </ul>	JD BG RE JJH
<b>Press &amp; Publicity - Julia as above</b>	
<b>Date &amp; Time of next meeting</b> <b>Thursday 4<sup>th</sup> December</b> , Thursday 8 <sup>th</sup> January 2015, Thursday 5 <sup>th</sup> February, Thursday 5 <sup>th</sup> March, Thursday 2 <sup>nd</sup> April, Thursday 7 <sup>th</sup> May, Thursday 4 <sup>th</sup> June <b>All Club members are welcome to these meetings if they have anything they wish us to work on, please contact Julia</b>	