

COMMITTEE: Nigel Cheetham, Paul James, Rob Hart, Bob Parfitt, and Tony Frankland.

CHAIR: Duncan Forbes

DATE: 13/09/16

**KEY PROJECTS:**

- **Improve the level of communication within the club to create a greater awareness of the clubs activities and that of the individual committees.**
- **Promote the club and its activities to the wider public.**
- **Establish a strong brand image and a consistent message about what the club stands for.**
- **Widen the network of people we can reach to promote the club and its activities.**
- **Give greater profile to our charitable activities.**

**UPDATES SINCE LAST REPORT:**

- The Family Fun Day Facebook page has now been successfully merged with the Club page. This has allowed us to build on the good work that Alan has done and retained all the links he has built up.
- A tab for club reports has now been created which will allow members to upload their reports. Each of the respective Committee Chairmen will need to be shown how to upload their reports. It is essential the standard reporting template is adopted by all before we can start this process.
- I have slightly amended the report template developed by Rob to allow the boxes in the report to expand in line with the amount of text. A new template will be circulated to the committee Chairmen in due course.
- I have investigated the options for a process to allow apologies on the day of our meeting in the case of an emergency and concluded there is not a satisfactory solution. The absolute deadline will remain as 11.30 the night previous.
- Members have reported email the email confirming the cancelation of an apology is unclear. This has been revised and in future should be now be much clearer.
- Nigel Cheetham has now picked up the PR role and you will have seen his recent email including a news article.

RESOURCES / SUPPORT REQUIRED:

- The continued support of the club in providing information for use on the website and Facebook including photographs particularly Denis Randal's contribution.
- The ongoing support of the members of the wider IT and Comms team particularly the invisible member of the team, Fiona Forbes who implements the technical changes to the website without her continued support the website could not function.