



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

CHAIR: Duncan Forbes

DATE: 11/10/16

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 new tab for club reports is now in place allowing Council members to upload their reports. It is essential the standard reporting template is adopted by all before we can start this process. Instructions have now been issued on how to upload reports to the website.
- A new template has been circulated to the committee Chairmen which allows the text box to grow as the reports is completed.
- The apologies deadline has now been extended to 12.00 noon on the day of the meeting. Special arrangements have to be put in place to suit each of the planned Social evenings which will appear on the website diary.
- The team is planning to run an event in September next year this is still in concept stage the detail will follow in due course.

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.

