

Acton Business Forum

Committee Thursday 16 October 2008

Present: Glenda Shawley (acting Chair), Nancy Duin, Mike Morris, Matthew Wade (secretary).

1.	<u>Apologies</u> - Tushar Joshi, Dinah Walker, Matthew Stower	
2.	<u>Minutes of the meeting on Monday 14 August 2008</u> The minutes were approved	
3.	<u>Matters arising</u> <ul style="list-style-type: none">• Re: Fleur Borelli speaking at a future event. GS and MW have both tried to contact her unsuccessfully. She hasn't joined yet but wants to. The committee questioned whether nutrition in the workplace would be a relevant topic given the current economic climate• Re: Acton Town Centre Development Framework. Mike Morris sent responses to LBE on behalf of both ABF and Churchfield Community Association. MM to e-mail to MW and ND (who will put it on the ABF website).• Tushar is still happy to host the ABF website and provide content management software, but cannot host the forums. ND felt that this would still make her job easier. It was agreed that TJ, ND should meet or discuss with the current web-host Annie Pennington to work out the best way to proceed.• Website payment system still sends messages to MM personal e-mail address. This needs to be changed and sent to MW. Some prospective members still having problems with the online payment system. (John Gallagher – West London Trade Union Club – M Wade to contact). MM became a member and paid his fee at the meeting.	GS MW MM MW ND

4.	<p><u>Action Acton Support for ABF – future arrangements</u></p> <p>MW has taken over the ABF part of MM’s job at Action Acton. This guarantees ABF 1 day of Admin support p/w at least until the end of March 2009. Action Acton is currently in discussions with LBE re the securing of future funding for ABF admin support. With LBE wanting to liaise with local businesses re the Town Centre Development Plan, they have an interest in seeing ABF continue – nothing yet confirmed.</p> <p>It was agreed that at the next committee meeting to discuss membership fees and the event pricing structure with a view to building in greater self-sustainability.</p>	MW
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<p>5.</p>	<p><u>Autumn Programme and beyond</u></p> <p>Preferred options for future events were discussed and agreed upon. Attendees at events indicated they wanted less talking & more networking</p> <p>1) 24th November – AGM starting at 5.30pm. Need to elect Chair, Treasurer & Committee</p> <p>6pm onwards Andrew Slaughter MP will talking and taking questions about the economy. (approx 45 mins).</p> <p>It was agreed that given LBE’s Acton Town Centre work and potential support of ABF, that Nilam Popit be invited to come and talk for 5 minutes to generate interest.</p> <p>2) 5th December (to coincide with the Christmas Fair) – Approach Tushar to talk about search engines or internet usage & maybe work-life balance.</p> <p>3) Approach Rosanna Henderson? – Making the most of networking. ½ hour exercises?</p> <p>4) February – Business Valentines Speed Networking event</p> <p>5) More political meeting – agenda to be decided at AGM? Possibly follow up parking issues.</p> <p>Other parties have expressed an interest in talking at future events. Including:</p> <p>Mr Agrawal (not yet a member) – Making the most of search engines?</p> <p>GS suggested that a facility to added to the Action Acton Website to makes suggestions for future events.</p>	<p>MM</p>
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6.	<p><u><i>Christmas Events/ Decoration</i></u></p> <p>MW distributed information to the committee re the plans LBE have for a Christmas Fair, Xmas decorations and The AA Xmas market.</p> <p>MM had spoken to Heart & Soul, a flower shop on Churchfield Road. They suggested a shop-front decoration competition. This could be tied in with the Xmas fair. The committee decided to approach LBE for contribution towards a small prize *ie ABF in association with LBE. GS is happy to offer some free training re 'maximising window displays'.</p> <p>MW tasked with finding out what LBE want and would give in terms of sponsorship for the Xmas fair.</p>	MW
7.	<p><u><i>Financial Position</i></u></p> <p>MS was unable to attend the meeting, but it was assumed that the financial position remained much the same, as refreshment costs had been largely offset by new members</p> <p>ND & MM to send MW information re new ABF members and put information on ABF website.</p>	
8.	<p><u><i>Date of next meeting</i></u></p> <p>Tuesday 13th January 2009 at 18.00 – 34 Goldsmith Road.</p> <p>MM said the Committee was welcome to meet at his house until they could find a new home. This is to be discussed at the next meeting</p>	

9.	<p><u>A.O.B.</u></p> <ul style="list-style-type: none"> • It was suggested that ABF re-visit the membership discount scheme that previously existed and put information on the website accordingly • A contact of GS, Verona Chard (events organizer & Jazz singer), has had an idea of a music festival in Acton Park in the spring – ‘swing in the park’? This could be combined with WIIAM ’09. Churchfield Community Association is looking for a big idea for 2009 – and are keen on a music event. There may not be enough lead time for ’09 to be a large event, as well as it not being the best time for sponsorship/ fundraising. ABF in future to consider the option of a joint CCA/ ABF event. • Win it in a Minute 2009: It was agreed that ABF should pursue this, and that raising sponsorship etc should be possible. GS had asked Ealing Cricket Club re their marquee they use for summer events. In principal they are happy to let us share it if need be. MW pointed out that future funding for ABF support had not yet been secured, and this needed to be a consideration. ND spoke v highly of the 08 event. MW to circulate MM’s financial plan to the committee. • MW pointed out that he gets sent a lot of information re fee business events being run by partner organizations and asked the committee whether he should distribute this among members. This was agreed, and was seen potentially to a precursor to and ABF e-mail newsletter. It was also suggested that as ABF grows it should look at charging a small service charge for distributing information re services to members. 	
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Minutes by Matthew Wade