

Rotary Club of Canterbury

Minutes of a meeting of the Public relations and Communications Committee

Held on 16th December 2013

1. Present: Rtms M Ward, R Hendy, T Pomeroy, M Esdale, R Doyle, A Forrest Barton, Viv Pritchard, B Dobinson, Geoff Goodban (President)
2. Apologies: none
3. Minutes of the last meeting held on 17th July 2013 , - approved
4. Matters arising: only agenda items
5. Website issues:
 - a. Events manager:generally working satisfactorily, but emails to members causing some confusion and to be looked at by MW/RH
 - b. Templates for committee agendas and minutes: although some felt there was an attraction in having standard templates, ME favoured committee secretaries continuing their own forms but providing regular bullet points to RD for inclusion in the Newsletter. Club Service/ Council to be asked to consider how often main committee chairmen report the main activities of their committees to Club meetings.
 - c. Training: further training session to be delivered by RH/MW who would agree a suitable date. Message also to be delivered that if members wanted to use the Website for some particular purpose then they should agree how to proceed with RH first.
6. Club Diary/ Newsletter: RD to be provided asap with details of forth coming Events , especially dates, times , organisers, prices etc as well as particulars of speakers at Club meetings
7. Club archives:
 - a. The 70th anniversary of the first meeting with St. Quentin would ,fall in 2017 and MW felt that with a number of major events coming up in the interim we should be mindful of that
 - b. Club centenary: E Sullivan had a large amount of material relating to the history for the Club and MW would discuss this with her at a dinner which he and his wife were about to attend with her. S Roe had other material and AF was to go and discuss this with him, possibly in company with GG
 - c. Online project: MW anxious to create an on line project, possibly involving a local school, portraying the history of the Club, and would discuss this with AF. AF concerned about the storage of the Club's materials , currently in the top attic of PLF's office where they were very inaccessible, but safe and dry. Materials occupy about half a room. GG offered a lockable cabinet, but the problem would be where to put it. DB said there was no available room at K&C club. Matter to be referred to Council with the suggestion that proper storage facilities are hired , perhaps at Barton Farm, which it was thought would cost £500pa

8. External publicity: MW felt that the Club should look wider than the Press. The Club's Facebook page had been set up already, and Twitter was about to be. Whilst he appreciated the value of such media, ME felt that the Press would outlive these forms, and TP had had 2 items in the Press recently. It was agreed that the Club needed a dedicated Press officer and a search should be made for one. Initiatives for young people good slow burn publicity
9. AOB: None
10. DONM: Monday 24th February 2014 6.0pm at the K&C Club. BD offered apology