

## Rotary Club of Canterbury

### Club Service Committee - Wednesday 16<sup>th</sup> November 2016

#### Minutes

1. Present: KB, CE, RV & BW.
2. Apologies: RD, AF, SJ, WJ, DL & IW.
3. Minutes. The minutes of the meeting held on 19<sup>th</sup> October were agreed.
4. Registrar. Club attendance in September was 58.96%
5. Dining. Reports were received from WJ and SJ. Cheese and biscuits would only be provided for diabetics if ordered in advance. It was emphasised that members must book in or send apologies by midnight on Sunday. Anyone who later became unwell or was unable to attend for other reasons should inform WJ. The two members without computers should also inform WJ if attending. Members who booked and did not attend would have to pay for the meal as the caterers would charge the club for the number of meals booked. Those who attended without booking could not be guaranteed a meal, though it could be difficult to ensure that they waited until those booked had been served. There had been problems at the November 8<sup>th</sup> meeting as 44 meals had been booked but only 36 members attended. The caterers proposed to charge for 40 meals. It was agreed that this was acceptable. It was necessary to work closely with the caterers to ensure that meals provided were of the quality and variety required.
6. Stewards – nothing to report.
7. Speakers Programme – The schedule of speakers for November to April was received. Members' suggestions speakers were always welcome.
8. Website. RH would be resigning as webmaster but would still be willing to help members with computer problems. The event management system should now be working properly. CE should be advised of any problems. The website should be the main means of communication with members and should also have a PR function for the club. Use of Facebook and Twitter was a possibility. Minutes of committee meetings should be accessed via the website. There should be a general focus on members using it.
9. Almoner. No reports.
10. Newsletter. RD had drafted the December – January issue.
11. Membership and Mentoring. One new member had been interviewed.
12. Archivist. Some material was to be stored electronically.
13. Safety Issues. Two members should always be present at ASDA collections.
14. Date of Next meeting: Wednesday 18<sup>th</sup> January 2017 at the Kent & Canterbury Club ( 6.30pm ).