

ROTARY CLUB OF CANTERBURY

CLUB SERVICE COMMITTEE – 24TH FEBRUARY 2014

Present: VP (Chairman), RD, KB, HC, AF, SJ.

Apologies: DB

1. **Minutes.** The minutes of the meeting held on 27 January were agreed.
2. **Chairman's Remarks**
 - a) Special Meeting with Membership Committee – The report of this meeting was circulated. The rules and guidelines for membership were noted, though there is a need to review the precise role of the committee, to include recruitment, retention and training. A sensitive approach will be taken in dealing with members currently unable to make a significant contribution to club activities. It was agreed that the role of club mentor is very important.
 - b) **Organogram** – RV's draft diagram was circulated. It was generally agreed to be clear and helpful. The chart and the roles of the committees are to be discussed at Council.
 - c) **Inventory of club equipment** – The information needed had been obtained. The various items would now be collected for storage at Bretts' chapel.
 - d) **Attendance** – Council discussed the 6 monthly analysis at their January meeting and matter to be raised again at the next meeting.
3. **Dining.** Some members are still not booking in correctly, using the website. The task of collating information manually is demanding and it is proposed to develop the website software to generate reports and billing automatically.
4. **Speakers programme.** No report.
5. **Newsletter.** The March issue was to be drafted. As RD will be on holiday during late March, RH would be asked to circulate the April issue.
6. **Membership.** There was one new enquiry via the website. VP to forward the e-mail to HC to consider.
7. **Registrar.** Club attendance in January was 57%.
8. **Any other business** – None
9. **Next meeting:** 19 March 2014 at 6.00pm.