

ROTARY CLUB OF CANTERBURY

CLUB SERVICE COMMITTEE – 18TH SEPTEMBER 2013

Present: VP(Chairman), SJ, PW, HC

Apology: DB, KB, RD, GG

1. Minutes. The minutes of the meeting held on 28th August were agreed.
2. Chairman's Remarks. VP has passed on copies of previous minutes to Robin Hendy and these are now on the website.
Draft terms of reference for the committee have been circulated. In general, the members present were happy with them but need to liaise with DB to ensure no conflict with role of the Dining and Entertainment committee.
3. Dining and Entertainment. Minutes of D&E committee forwarded by DB. As the website was not fully operational, the use of signing-in sheets at meetings would continue. There appears to be some problem with booking in guests – to be resolved.
Xmas dinner now booked at Darwin Hall.
Liaison with Rotary widows to involve Inner Wheel. Need to clarify the list of widows of former members of this club – Roger Power may have details.
4. Speakers' Programme. There are two late changes to the programme for October. Paul Bennett will be rescheduled for 12 Nov which leaves the 8th Oct meeting currently vacant. PW is exploring an alternative speaker. Margaret Griffin will not be able to give my job talk on 22nd October and this slot is now taken by Nick Page.
5. Newsletter. Draft newsletter forwarded by RD. SJ will pass on details of stewards to RD and PW will pass on details of speakers.
Suggest add St Quentin weekend 4-6 Oct .
6. Training. There is nobody covering this role currently. VP will draft ideas on how to fill the various elements of this role for the next meeting.
7. Membership. Need to identify 2nd Vice President soon.
8. District Conference. Nan Miller is the new Conference Officer. Delegates to organise their own booking and accommodation. Need to assess whether there is appetite for organising a large contingent from this club at next year's conference.
9. Sports. No report.
10. Health and Safety. Nothing new this month. VP will speak to new member Jacquie Bartlett about role of committee and current policies.
11. Registrar. No report.
12. Almoner. No report.
13. Next meeting: 16 October 2013

Issues for consideration by Club Council

1. Terms of Reference of Club Service Committee

DRAFT

The Club Service Committee is responsible for overseeing day to day administration. It focuses on strengthening fellowship and ensuring the effective functioning of the club. It organises and co-ordinates social activities within our Club, and with other local Clubs, to build friendships and relationships for the whole family, not just Rotarians.

It monitors progress by individual members and committees with specific responsibilities for organising: dining, entertainment, speakers programme, newsletter, member recruitment, training, conferences, the club archive, sports, health and safety and protection, maintenance of the register.

The committee will consider any problems or potential conflicts raised in these areas.

Issues raised which could have strategic implications for the club will be referred to the Club Council.

2. Attendance at meetings

Overall this year so far, attendance has been around 60%. An analysis of individual attendances for Jan. - June 2013 showed that 68.75% members had achieved over 50% attendance. Of the rest, 7 were excused attendance, and 13 had known work or other reasons limiting their presence at meetings. 7 members had nil attendance though some contributed to the club's activities in other ways.