

Minutes of Meeting - Dining & Entertainment Committee - Tuesday 6th August 2013

Present: David Barton, Sharon Jordan, Robert Boyd-Howell, Robin Vickers & Peter Wales.

Apologies: Gill Dixon, Robin Hendy & Martin Edwards

- 1) History of Committee - David provided the committee with details of how it originally came about and how it has progressed over the years. He also said it had not functioned much at all of the past couple of years and this we needed to rectify.
- 2) Terms of Reference of Committee –
 - a) To manage the arrangements of the weekly lunch and supper meetings including venue, menu, price, payment by members, speakers, hosts, votes of thanks, stewards and communication with club members on these matters. These matters will be reported to Club Service Committee.
 - b) To assist the President with arrangements for Ladies & Guest Nights.
 - c) To manage the arrangements for the Christmas Dinner, Safari Supper and any other club events agreed by Club Service Committee.
 - d) To arrange Entertainment, Cultural and Musical events agreed with the President and taking account of other events on the programme including Vocational Service Events.
 - e) To communicate through the President of Inner Wheel with the Rotary Widows and invite them free of charge to the Club Christmas Dinner or, if they do not attend the Dinner, to provide a present and a card out of the budget of the Christmas Dinner for the President Elect to deliver to them. The Rotary Widows will be invited to attend at their own expense all the Ladies & Guest Nights and Entertainment Events.
- 3) Committee Membership and allocation of roles - It was agreed that all committee members would need to contribute input but some would not be able to assist with time as much as others. This aspect needs further development.
Dining Secretary – Sharon Jordan
Entertainment & Rotary Widows Liaison Lead Member – PP Robert Boyd Howell
Speakers Secretary – Peter Wales
- 4) Dining Secretary's Report - Sharon advised that she would be sending out regular weekly emails to members requesting they advise of apologies for meetings and would continue to do so for some time after the website functions correctly. So far all was going well.
- 5) Speakers Secretary's Report - The main topic was making sure the Speakers were aware of the time allowed for their talk, i.e. 15 - 20 Minutes, if they required longer than this, they would need to advise early on for permission to go ahead, and it was felt that this needs to be stricter at lunchtimes. It was noted that it might be a good idea if a timer or large clock could sit at the meeting where the President, Host and Speaker could glance at to know how the time was going. Caroline Lees is liaising with Tim Jones who has asked for 40 Minutes. Need to add to business meeting.
- 6) Report on Event Management System - Covered under (4) it is working or sorts but certainly not as it should.
- 7) Entertainment Events - PP Robert Boyd Howell will take the lead on these two events.
 - a) Old Stagers - Approximately 30 going, Disabled Parking, Picnic start 6pm Black Tie.
 - b) The Fawltly Towers Dining experience at Abode Hotel on 2nd November
 - c) Ladies & Guest Nights - Guest Evenings are they to be held at the Cricket Ground or elsewhere? Sharon advised that they would probably be at the ground.
- 8) Christmas Dinner - Venue already booked - Darwin Conference Centre, Kent University for Saturday 14th December 2013 as has Lord Carey. Robert Boyd-Howell with the help of Sharon to organise, menu's, invites, entertainment, etc., and where needed is to liaise with the Inner Wheel with regards to the Widows contact details and to make sure all are invited and kept in the picture. Also to compare Rotary programme calendar with Inner Wheels to prevent clashes.

- 9) Safari Supper - The Committee was in agreement with keeping this dinner date and it is to take place on the 28th June 2013
- 10) Rotary Widows - List provided but it was noted that the Rotarian's name should feature so that all would know their connection. It is normally for the President Elect to arrange and delivery flowers or wine to the Widows, Sharon pointed out that at two of the addresses were no longer correct, Robert has liaised with the President of Inner Wheel, Maggie Harris, who has agreed to communicate with the Rotary Widows on our behalf.
- 11) Any Other Business - It was decided to give the House of Commons Trip a rest for this year.

Date of Next Meeting - Tuesday 12 noon 26th November 2013 at Cricket Ground before meeting. *[Venue later moved to Kent & Canterbury Club].*