

Skipton Chamber of Trade & Commerce

AGM

MINUTES OF MEETING

DATE: Wednesday 24th May 2017

VENUE: The Rendezvous Hotel, Keighley Road, Skipton

TIME: 17:45 hrs for 18:00hrs start



PRESENT: **Executive:** - Billy Moffat, Reid Moffat & Co Ltd – President/Treasurer, Dave Parker- STC, Amanda Casey (Rendezvous Hotel), Tracey Weston (Bluefin Insurance Services), Matt Cornish (Tyro Training), Felicity Green (AWB Charlesworth), Jonathan Kerr (Skipton Town Councillor), Martin Bradbury (Barclays Bank plc), Wendy Lawson – Secretary and Ivan le roux (Skipton Building Society)

Members: Judy Probst (Skipton Market), Roland Wohlrapp (Wohlrapp Morris Associates Ltd), Katie Davison (Bizzie Lizzie's), Kate Ingham (tbc) (AWB Charlesworth), Sarah Collett (SBC Marketing), Jane Ellison-Bates (Manifest Marketing), Hazel Maxfield (C& H Brown) and Geraldine Thompson (Skipton BID).

APOLOGIES: Adam Dutton (Shepherd Partnership), Danielle Daggett (Aspire Magazine), Julian Kay (Wright Wine Company), Bill Haigh (Willie Haigh Consulting Engineer Ltd), Robert Stead (Rockwood House), Tim Forman (Tim Forman Consulting Ltd), Duncan Lewis (Eaglei), Wendy Spencer, (Airedale Enterprise Services), Jo Ogle (Thornton Hall Country Park), Emma Pentelow (Pentelow Practice)

Meeting commenced at 18:00 hrs

WELCOME:

Billy Moffat welcomed everyone to the Rendezvous Hotel and thanked Amanda for hosting and catering for this year's AGM.

ITEM 1: Minutes of the last AGM 2016

The President asked for approval of the minutes of last AGM meeting on 24th May 2016 at The Rendezvous Hotel. They were proposed by Amanda Casey and seconded by Martin Bradbury.

ITEMS 2: Treasurer's Presentation:

Billy apologised profusely that the accounts had not been fully prepared in time for the AGM. He mentioned that on initial draft it appeared that by bringing in the activities of Skipton Town Guide and Skipton Business Awards the Chamber had moved into a more positive and sustainable position. The accounts would appear to have generated a surplus and he would present further information at the extraordinary exec meeting.

ITEM 3: Adoption of Accounts 2016 to 2017:

Billy apologised for not having the accounts to present to the meeting. He was happy to report that he had been incredibly busy with business, however, the knock-on effect was that they were not available – an extraordinary meeting would be arranged to adopt the accounts at a later date.

Tuesday 10th October 2017:

Billy explained that it had been a much better year and for the first time in the last three years of accounts had resulted in a surplus. By focussing on the two main activities of the Town Guide and the Awards there had been surplus generated, providing a buffer to move into this financial year. Billy was concerned about the continual trend in decreasing membership numbers, however, as he hoped that the membership amounts could sustain a regular two days a week wage for the Coordinator; currently on one day a week and overtime amounts, funded by the core activities.

Approval of accounts: Proposed by Felicity Green Seconded by Hazel Maxfield

ITEM 4: Secretary's Report and Membership Report:

Membership Report:

At the end of 2016 – 2017 we had 84 members including 1 honorarium which totalled an income of **£5,098.00**

The current figures to date were as follows:

Confirmed members: 40 members

Fully and part paid: 34 members

Members to pay: 48 members

Prospective total for year

so far: **88 members**

If all 88 members renew will have membership revenue of £6,090.00

Current payments received for the 2017 - 2018 year's membership: £1,863.00 plus £235.00 paid within 2016 - 2017

Secretary's Report

This time last year the Chamber faced a year of uncertainty. Similarly to the start of this year, the initial renewal of memberships had been slow, but as time progressed things improved. At the AGM last year we decided to push for change and push to excel in two particular areas which we could offer to the businesses of Skipton. These being:

1. The Skipton Town Guide – a repeat and much valued publication, produced and made available to members and non-members
2. Skipton Business Awards – a brand new awards made available to the BD23 companies; having a two-fold purpose in 2017 to offer a major celebration of 120 years of the Chamber of Trade and possible ongoing lifeline and if a success a chance to Champion the businesses of Skipton year after year.

From a logistics point of view – both of these activities took place at the same part of the year, which proved interesting from a workload and time allocation perspective for me. On top of that the Chamber moved from its base within Barclays Bank Chambers, hosted by Skipton Town Council, to a hot desk within the Town Hall and from home – so files have had to come with me on a mobile basis for much of this year. However, the flexibility offered and the opportunity to work from home to reduce mileage demands has been much appreciated.

Skipton Town Guide:

Has been a success to move in-house; a success in that we have managed to secure advertising bookings totalling **£6,845.00**.

The downside has been that not all advertisers have paid for their advertising on time and we still currently await payments from 12 advertisers for **£2,923.75**. This was impacted upon by the Skipton Business Awards reaching highest demand as soon as the invoices had been submitted.

During quiet times I am contracted for one, 8 hour day per week, therefore to be chasing payments means taking away from the core activities of publishing members' events, sending renewal letters and invoices out, new certificates, updating the website, sending regular emails and promoting via social media feeds, etc. However, without that chasing of due revenue, we are in a vulnerable position once more.

Skipton Business Awards

From uncertain beginnings, the awards gathered momentum from July 2017 onwards. A flurry of activity from Felicity Green in particular saw an application being submitted to Skipton BID in July and reviewed again for approval in August 2017. Without going into too much detail now; I'll cover it at the end of the meeting – the awards was met with praise and considered a huge success. We received lots of messages of support and requests for the awards to continue into the future.

Looking forward to the next year's awards – the activities have provided more engagement with the businesses of Skipton. We have certainly had more interaction with members and non-members and raised the profile of the Chamber and the Business Awards. 8 new members joined the Chamber as a result of the Skipton Town Guide being brought in-house, which had not been possible when the Craven Herald approached advertisers. The processes have now been put in place and pending a few adjustments, particularly looking at altering timings which impact on the Co-ordinator's workload; the two activities are duplicable and offer sustainability for the Chamber.

Thank you

Wendy

Wendy Lawson, Secretary

ITEM 5: Re. Election President:

Billy Moffat agreed to put himself forward for election as President, however, he asked for other members to consider the position, as in a repeat message from the previous year, his business commitments were increasing and this would have an impact on the amount he could do as President. Nobody else wanted to step into the role – and Felicity suggested that with the current uncertainty for the future of the Chamber, perhaps it was best to let it continue without change for now. Billy reiterated that this would be his final year of being President.

Proposed by Martin Bradbury and 2nd Dave Parker. A show of hands showed approval by all members present.

It was discussed that perhaps the President would appreciate assistant from a Vice-President who could work towards being President at a future time. Martin Bradbury and Jonathan Kerr volunteered to be joint Vice-Presidents. Proposed by Dave Parker and seconded by Hazel Maxfield.

ITEM 6: Re Election of Treasurer:

It was agreed that Billy Moffat of Reid Moffat Ltd continued his role of Treasurer for another year.

Proposed by Dave Parker and 2nd by Amanda Casey.

ITEM 7: Re Election of Executive Members:

Wendy confirmed that those of the exec board who had sent on apologies had also agreed to be re-elected on the board this time. Amanda Casey reiterated that although it was good that members were happy to be part of the exec board and contribute what they could, it was important that people turned up for the meetings as much as possible. The meetings had been adjusted previously to try to fit round exec members' schedules better and this had proved unsuccessful. The meetings were now scheduled in advance, for the whole year, and it was important for board members to prioritise them as much as possible; rather than the same few turn up and not have quorum. It was explained that quorum was six currently. Though there had been a suggestion that quorum had been reduced previously, Wendy had not been able to find the minutes to confirm that decision. As a result of this discussion a number of new proposals were put forward and approved as follows:

- The secretary position to be a full member, with a vote (Proposed by Amanda Casey 2nd Dave Parker)
- Quorum to be four – reduced from six previously (Proposed by Amanda Casey 2nd Felicity Green)
- All existing exec board members to be re-elected (Proposed by Dave Parker 2nd Martin Bradbury)

Billy thanked the executive members for their contribution and support to the Chamber

ITEM 8: Election Of New Executive Members:

No new exec members were put forward. Jane Ellison-Bates from Manifest Marketing considered coming forward as an existing member of the Business Awards working group – she said that she would consider for a time in the future.

ITEM 9: Re Election of Auditors:

Windle & Bowker to be re-elected to continue presenting the Chambers accounts.

Proposed by Felicity Green and 2nd Amanda Casey. Unanimous approval was given by all members present.

ITEM 10: Honorariums:

The President declined to take up any entitlement to an honorarium and suggested that no current exec would look to benefit from the organisation.

ITEM 11: Title of Secretary – review – proposed change – Co-ordinator

Wendy explained that the role of Secretary from the beginnings of the Chamber of Trade & Commerce had varied considerably. She did not feel that it offered a true understanding of the tasks now provided by this one paid role within the organisation. She suggested that the title be changed to Coordinator.

This was unanimously accepted by all present.

Action: To alter the constitution to reflect this change in title

President's acceptance and thanks:

Billy Moffat thanked members for re-electing him to the role of President; he closed the formal part of the meeting and introduced Dave Parker to offer an overview of forthcoming events in Skipton.

SPEAKER: Wendy Lawson (Coordinator – Skipton Business Awards)

Skipton Business Awards 2017 – a review

The Business Awards received funding confirmation from Skipton BID at the end of August 2016. Within a few short weeks we had created the bare bones of the website and started to promote the launch event to be held on 6th October 2016.

26 people attended the launch event held at Herriots Hotel on 6th October and at that point we had received offers of sponsorship for all the categories. Over the next couple of months we received sponsorship offers from two Associate sponsors and a headline sponsor – which brought sponsorship total to £10,200. This was a fantastic endorsement and show of confidence for the awards and gave the members of the working party a fantastic boost to forge ahead.

The Craven Herald and Aspire magazine were incredibly supportive in promoting the Awards and keeping the business community and general public updated with how the awards were progressing. Each week I would hear from someone new to say they had heard about or seen the awards in the newspaper and momentum gathered further. By the end of the year we had a good number of entries, however in the last few weeks before the closing date on Monday 16th January we received a flurry and it was clear that we would be able to shortlist with at least three finalists per category.

We received 85 entries for the awards. Many were surprised; everyone was delighted to see such numbers for the inaugural awards.

The last ten weeks on the lead up to the awards were intense, but highly positive. Amanda Casey from The Rendezvous Hotel and her team made the Presentation Night event so much easier to organise. Having hosted so

many events, it was second nature for Amanda and much of the actual night's success is down mainly to Amanda and her team. On top of that Amanda provided huge personal support to me and for that I will always be hugely grateful.

The AV team providing the staging and lights were superb too – and apart from a last minute panic – the powerpoint needed to be switched to widescreen within the last few hours leading up to the event; the evening ran smoothly.

By the time the evening came we felt as confident as we could. Obviously, we were on standby, in case we'd missed something; but on the night; as time progressed, I remember thinking how well it was going and did I dare to allow myself to think that way. It was a night to remember. Here are some of the messages forwarded to us:

"Many thanks and congratulations on pulling together an amazing evening. We had a lovely time and everything ran really smoothly; a credit to you. I was very impressed, the food especially, I know how hard it is to mass cater and everything on our table was perfect and I'm happy to pass those comments to those involved."

Gill Hunn/Skipton Building Society

"I have to echo from Barclays that the event was great and to me seemed a great success."

Martin Bradbury/Barclays Bank PLC

"I'd just like to say a belated thank you for the evening. You and the rest of the team did a great job and we thoroughly enjoyed it."

"Assuming that it will take place again next year, would it be possible for us to have a table of 12 and be a sponsor?"

Joe Walshaw-Scott, Windle and Bowker

"I just wanted to say well done for putting together an amazing awards night – no one would ever think it was an inaugural event. The room was filled with positivity, warmth and support for Skipton based businesses which reflects everything about the Chamber! It was a pleasure to attend."

Clare Potter, Manifest Marketing

"What a successful evening on Thursday night! I certainly enjoyed myself and judging by the reaction of those I spoke to after, they did as well and were equally impressed by the entire evening."

...The most praise I can give is that you would never know that it was the first such Awards. The event was professional and stylish and generated a warm, informal yet vibrant atmosphere."

Duncan Lewis, Eaglei

"Firstly, a huge thank you from the whole team at Thornton Hall Country Park for a fabulous evening. We thoroughly enjoyed it and we are still buzzing (!) from our awards."

...Congratulations on a fantastic event. Many thanks and kind regards."

Jo Ogle, Thornton Hall Country Park

"Hi Wendy"

Spear Travels is delighted to be a winner... Well done u. Peter says it was an excellent evening."

Mandy Davis, 3for – Marketing company to Spear Travels

"Thank you for a lovely evening last night we all thoroughly enjoyed the event. We were delighted to win an award for best Health & Beauty. I am so pleased we won, it has given the whole team in the salon a boost."

Anne Broughton, Sitting Pretty

"...just wanted to thank you for a lovely evening last night. I really enjoyed it – despite being a late night for me... but well worth it.

Well done on organising all that on your own, (not quite true), it really was a great evening."
Nicola Johnstone, The PEEL Entertainment Group

"I just wanted to commend your team on a fantastic evening last night.

Our team enjoyed their night, with a great opportunity to network and socialise with colleagues. I hope the awards become an annual event and wish you the best of luck in pulling next year's together!"
Tom Murray, NFU

So where do we go from here:

We have received offers of sponsorship and requests for tickets already.

We will look at changing some of the categories and possibly adding more.

We are reviewing the costs of sponsorship options

We are looking to change the date slightly – helping with the logistics of tasks

We already have an offer of Headline sponsor for the next year

We will be holding an event for the next year's awards and invite offers of category sponsorship beforehand. If we have more offers of sponsorship than numbers of categories, we'll hold a draw at that event to choose the sponsors.

We will look at changing the website to provide more features, such as live social media feeds and galleries; however, this will require a review of the budget and invitation from a working party member able to assist with that.

We would like to thank everyone for their involvement and support of the awards. It was a fantastic event and a brilliant opportunity to bring the businesses of Skipton together in celebration of what they do best.

Thank you

AOB

PRESIDENT:

Billy Moffat thanked everyone for attending and thanked the Rendezvous once more for their hospitality and closed the meeting.

The meeting closed at 19:25 hrs