

**Queensferry Business Association  
Committee Meeting**

2<sup>nd</sup> October 2008

**Present** Douglas Flett, Fiona Christie, Ceri Edwards, Charles Blackwell, Joanne McDonald

**Apologies** Rona Martin, Kay Blair, Grant Manson, Lucy Scillitoe

	Action
<p><b>Previous Minutes</b> Previous months minutes approved by ALL</p> <p>Matters Arising: Pass information on skateboard proposal from Evans Builders to FC for putting out to membership</p> <p>Agreed that format of minutes to be changed to make clear the action owner in separate column. Those actions with an * are to be done by the next meeting.</p>	<p>DF</p> <p>JM</p>
<p><b>Membership/Committee/Marketing</b></p> <p>Entry to be submitted to next Gazette (diary section) to invite businesses to join QBA</p> <p>Editorial coverage for QBA to be sought in Gazette following membership of the Edinburgh Chamber of Commerce, to encourage more businesses to join.</p> <p>The previous Ferry Focus leaflet could be a good way to publicise member businesses in the community. Information on the production of this to be found out, and who was responsible etc.</p> <p>Previously QBA window stickers were available which helped publicise and promote the organisation. Information on them to be sought from RM</p> <p>Emails going out from QBA now to have sender address or title showing that the email comes from the QBA</p> <p>Consider who could be invited to join the committee</p> <p>Write email to invite members to put themselves forward to be on the committee, and forward to FC to send out.</p> <p>Speak to Colin Hart regarding his membership renewal.</p> <p>Ask bank what changes are required to set our standing order memberships up as direct debits. All agreed it would be preferable to have this as it would allow for future changes in membership fee with the minimum of admin.</p> <p>When DD item finally decided, FC to make forms available on website to encourage members to use this payment method.</p> <p>Email RM to let her know to go ahead with October renewal reminders with existing membership fee</p>	<p>CB</p> <p>DF</p> <p>FC</p> <p>JM</p> <p>FC</p> <p>ALL*</p> <p>DF* &amp; FC*</p> <p>CB</p> <p>CE</p> <p>FC</p> <p>DF*</p>
<p><b>Events</b></p> <p>October event – if no firm arrangements from the Edinburgh Chamber of Commerce have been made by c.o.p. Friday, the event will be postponed and replaced by the business breakfast. Info on outcome of this to be sent to CB to let him know when BB to run.</p> <p>With AGM invite a reply card for members to write their top three things they want to get from their QBA. This to be discussed at the AGM to get agreement for forward direction and purpose.</p> <p>Letter for invite to AGM to be drafted and sent round committee for input</p>	<p>DF/JM *</p> <p>DF</p>

<p>Invite Lynsey from 'The Dog House' to do a spotlight slot at the AGM.</p>	<p>JM</p>
<p>Other two spotlight slots for AGM provisionally are JM and CB.</p>	
<p>Speak to MC to find out contact at Dalmeny House, and approach them regarding the proposed AGM – event to be either 19/20 or 26/27 November 7pm-9pm.</p>	<p>JM*</p>
<p>Christmas in Queensferry – progress/plans of this group to be reported back at next Committee meeting</p>	<p>CB*</p>
<p><b>Website</b></p>	
<p>Review of member database proposed fields to be carried out and comments emailed back to FC. Consideration to be given to future needs of the data for marketing or advertising purposes.</p>	<p>ALL *</p>
<p><b>AOB</b></p>	
<p>City Car – Tom Martin to be asked for his leaflet wording from before on this to allow us to email members on what the interest might be for this.</p>	<p>JM</p>
<p><b>Next Meeting</b></p>	
<p>Wednesday 5<sup>th</sup> November</p>	

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