

**Queensferry Business Association
Committee Meeting 5th November 2008**

Present Douglas Flett chairman, Charles Blackwell, Gerardine Durkin, Fiona Christie, Moira Cunningham, Joanne McDonald

Apologies Ceri Edwards, Kay Blair, Grant Manson

	Action
Committee Members	
Approaches to be made to ask for people who may be interested in joining the committee as follows:	
Bernard Brogan	DF*
Anne Cross	DF*
Marie Munday	DF*
Andrew Ovenstone (Dakota)	CB*
Dorothy from ELP (potentially as Secretary)	CB*
Alastair Crozier	CB*
Cara Aitken	CB*
Will Tunnell	JM*
Chic at Sail Loft	JM*
Sodexo – Rosslyn to be approached to find out the correct person for possible QBA membership	MC*
Also to be approached with a view to joining QBA as a member:	
Agilent	CB
Colin Hart – reminder to re-join	CB
AGM	
Flyer to publicise AGM to be produced and sent out. It has to mention the committee appointments and the top 3 things wanted of the QBA by members.	GD JM FC*
Date of AGM confirmed – 26 th November 7.30 – 9pm (CB, GD, DF, JM, FC all confirm they will attend)	
Approach to be made to Grant at Orroco Pier to ask if they would be willing to provide canapés and a welcome drink that evening.	JM*
Invite Lindsay from The Dog House to attend and also give her the opportunity for a 5minute Spotlight session.	JM*
Send email to Gazette to publicise event	JM*
Format of the AGM – agenda to be prepared along the following lines:	DF*
<ul style="list-style-type: none"> - summary of past year's events in QBA including QA DF - QBA purpose – members top 3 reasons DF? - outline of benefits of ECC associate membership JM - proposal to increase membership fees to £45 to cover ECC DF - web site – reminder for all to update entries FC 	

Newsletter to be written to cover Xmas Pageant and AGM (mentioning committee posts and QBA purpose review)– to be issued prior to AGM.

DF (to initiate)
CB FC*

Edinburgh Chamber of Commerce

Obtain ECC discount cards to hold centrally

JM

Distribution of ECC emails – FC to set up new email 'from' address 'Edinburgh Chamber of Commerce – from QBA' to allow people to distinguish between these and QBA internal emails.

FC

Report of visit to ECC – to be put out to membership from QBA email address

DF FC

Marketing

DF informs that Edinburgh Leisure's Port Edgar manager is keen to do an A5 booklet – this may be something that could be combined with the QBA requirement. Situation to be watched for the right opportunity.

DF

Christmas in Queensferry

CB confirms that event will go ahead this year. High Street businesses to be persuaded to stay open on the day (6th December)

CB

Other Business

Princess Anne visit scheduled for end of January

Gift and card to be organised for Ceri Edwards who is to be married on 14th of November.

GD*

Next Meeting

Thursday 15th January, 5.45pm
