

Minutes of the S&S PR Meeting held on Wednesday 4th December 2023 at 38 Norman House, Chertsey Road, Shepperton at 10.00 a.m.

1. **Present** - Chris Leighton (Chair), Ian Bowyer, Bill Boyle, Ann Bowyer (Minutes) – later Vivienne Leighton
2. **Apologies for Absence** - Ian Arthur
3. **Matters arising from Last Minutes** – Bill Boyle and Chris Leighton now in the process of setting up google for non profits
4. **Publications** – Bob has done the advert for January. Just needs one or two amendments. Charity Fair date may change as not yet booked with Council. Website also needs to go on at some point. Bob has family problems at present so unlikely to be a JPRC this month.
5. **The next Rotary Year** – Most upcoming events already in hand. Need to ensure that the Rotary display boards are at all events and that PR notices are coming through the committee. Need to take the issue of equipment storage to the club- perhaps different locations for Kit and PR?
6. **Editorial for Club 75th Anniversary** – at present still outstanding
7. **The Next immediate project** - Charity Fair – see above re date. Should S&S have a stall? Make sure we have storyboards in lobby and trifolds available etc.
8. **Weybridge Male Voice Choir** – We either need to ask Bob to devise a Poster or modify one from WMVC. Need to communicate with them so Ian B will do so via Carl or Les (who are members of WMVC) to start discussions. Joint ad. Campaign?
9. **Posters** Christmas ones are up and these will be followed by thank you In January then on to the March Charity Fair.
10. **Trifold** PR should have been in the loop and need to find out where the stock is. Have the club seen now it has been printed – believe they have
11. **Electronic/Social Media** Linkdin put on back burner along with Instagram at present
12. **Website** BB and CL at present looking into a donation page- maybe targeted just giving. Part of Sheet Anchor can also be added
13. **Photos** -see matters arising above – to be held on google drive
14. **Facebook** – Continuing to feed in on a regular basis- stories plus events
15. **AOB.** Adverts for static – Ian B confirmed he has already put poster on A board
16. **Date of Next JPRC** Jan?
17. **Date of Next Meeting** - provisionally 4th Jan 2023 at 10.a.m. at 38 Norman House, Chertsey Road, Shepperton.