



Executive Committee

Minutes of a meeting held on 11th May 2010 at the Park Plaza Hotel, Bangkok

Committee members present: RL, MS, DL, BW, TA, SS, TW

Apologies: AW, KS

Observer: Thalia Andrews (ThA)

1. Review of minutes of the last meeting (7 April) & matters arising

- **Appointment of Auditor.** TW reported that Trevor Bartlett has kindly agreed to act as auditor. Committee members agreed unanimously to accept the recommendation. TW to action.
- **CRM freeware.** BW to arrange meeting with Khun Note.
- **Bank statements.** MS to provide monthly bank balance updates at each meeting along with a monthly financial report.
- **Website.** Domain name to be renewed by 5th July at a cost of US\$29.80
- **Membership fees for 'local members'.** Members agreed that the rate effective 1st July 2010 would be reduced. New members requiring immediate full recognition with vouchers must pay the annual fees in full.

2. Review of financial statements & matters arising

2009 Financial Report. Committee members reviewed the 2009 report and the statement of affairs for the period Jan-April 2010 as presented by MS.

It was agreed to cover the cost of Khun Note's meal at each networking event. BW stated that the net cost to Skal of all events held in 2010 at the Pan Pacific was THB 500.

Thalia Andrews kindly agreed to assist with front desk registration, coupon and cash collection at each event.

DL suggested that each event invitation should include a reminder a) to bring small notes for exact payment and b) that all receipts would be issued at the end of the function. MS reminded the committee that tax invoices are not issued by Skal but merely cash receipts.

Khun Note is requested to take note of the cost of each guest speaker's luncheon expenses and record accordingly.

The issue of costs arising from Young Skal members attending the 2009 Christmas lunch needs to be resolved.

PATA Thailand Chapter had invoiced THB14,200. MS to request a breakdown of the invoice.





TA stated that YS members were to be charged half price with the difference covered by a generous local sponsor. This matter needs clarification.

3. Membership retention & recruitment

RL remarked that the organisation was in good shape financially but the drive for new members must continue.

The EC agreed to provide local membership for Simon Hughes.

Skalleague Gary Marshall has agreed to allow Skal Bangkok to post banners at the entrance to Travel Daily Asia's monthly Thirsty Thursday events and to allow us to hand out Skal and Young Skal application forms along with the current list of Membership benefits in Thai and English.

TW reminded the EC that Article 12 section C states that 'Duties of Members in the statutes provides that all members are obliged to propose, as members, those professionals who are qualified to join Skal International'. TW urged members and, specifically the EC, to do their part in introducing new members and targeted each EC member to provide for one additional new member each month.

The Jan-Apr 2010 financial report states 86 paid up members.

4. Secretariat

It was agreed NS should be given clear guidelines on her role, responsibilities and, importantly, have a clear understanding of the expectations of the Executive Committee. It was agreed that this should be laid out in a written document, confirming the agreement and the financial terms. RL, as President, to send the letter.

5. Fund raising activities & events – Bob L & Brinley W

June lunch scheduled for Tuesday 8th at Pan Pacific hotel with Andrew Chan as guest speaker.

It was agreed that invitations by email for every function must be sent out 10-14 days in advance. It was noted that BW had issued a reminder for the Park Plaza BBQ using the new MailChimp free software.

6. Young Skal – Scott S

Networking event scheduled for 18 June at Radisson, Sathorn. (GM Samir has since confirmed notify AW and Corrie of this event as they had pledged to contribute some THB 50,000 to Young Skal as evidence that events were taking place'. KS to be asked to draft and issue an invitation letter in

7. PR & Communications – Tom A

DL/TA to work on website newsletter.

8. AOB

Further discussion required regarding Xmas Function.





Treasurer and directors to propose and put forward budget for the remainder of the year.

9. Date of next meeting

Friday 18th June at Radisson, Sathorn @ 15.00hrs.

NB: There will be NO Committee Meeting for the month of July.

Approved

Bob Lee – President (11/05/2010)

