



## Executive Committee

### Minutes of a meeting held on March 2<sup>nd</sup> 2010 at the Assumption University Campus – Central World Bangkok

Present: RL, MS & Khun Note, DL, BW, TA, SS, TW,

Apologies: AW, RO

(B/NM = BEFORE / NEXT MEETING)

<u>1. Review of minutes of the last meeting (2 Feb) &amp; matters arising</u>	Action	Deadline
a) Appointment of Auditor. RL proposed that he approach Miss Christine Le Chezio with a request to conduct the annual audit.	RL	NM
<b><u>2. Secretariat/Treasurer – Malai S</u></b>		
It was agreed that the office would hold a petty cash float of THB 5,000.	MS	BNM
MS stated that clarification was needed in respect of the issuance of tax invoices for lunches. Members requiring tax receipts must indicate clearly their organisation's name, address and tax ID number.	NS	
All members are asked to ensure that the Secretariat has their current e-mail address. Concerns were expressed that communications from the Secretariat are not reaching all members. Tim to announce at the next luncheon.	TW	9/03/10
BW proposed the acquisition of CRM (customer relationship management) freeware database.	BW	BNM
MS is awaiting the latest bank statements. A financial statement will be circulated in due course. MS stated that the accounts were in a healthy position with the exception of the Young Skal a/c (balance approx THB 5,000).	MS	NM
MS reminded the meeting that 31 March is the deadline for all 2010 membership payments. Non-payers will be removed from the website listing.	MS/TW/TA	31/3/10
New members. It was agreed to request fees at the time of application, rather than wait for approval from HQ. It was agreed that Proposers have a responsibility to ensure that each potential new members meets the membership criteria.	MS/TW	
It was agreed to invite all applicants for membership to lunches/events at their own cost.	NS/MS	
For 'local' members (not meeting HQ criteria), Skal Bangkok certificates will be presented. Either five or ten per-cent of total membership may be 'local' members ( <i>needs clarification</i> ).	TW	20/04/10
Directors requiring business cards must submit details to Secretariat. Printing one side only – no ads or sponsorship on reverse.	ALL	
<b><u>3. President – Bob L</u></b>		
Rolf has submitted his resignation. He is relocating to Hua Hin. RL to take over his sponsorship duties. Website amendment required. TA to action.	TA/RL	BNM





<p>RL requested that edited minutes of each meeting be posted on the website. TA explained that further investment was required to facilitate this and other additions. The ExCo approved the THB 4,000 estimate submitted by TA. TA will relocate <a href="http://www.skalbangkok.org">www.skalbangkok.org</a> to a different server to allow 'back-end' access/updating. TA will assume responsibility for maintaining/updating the website content.</p> <p>AW has confirmed website advertising on behalf of Chaophya Park at a cost of THB 25,000. It was agreed that advertising 'offers' to members/non members should not undermine this generous support.</p> <p>TA emphasised that there was no individual able to devote time to selling advertising space on a dedicated basis. DL believed that efforts should concentrate upon building the membership base as a means of boosting revenue.</p> <p>RL to fund the printing of toast cards (estimated cost THB 2,500). TA to arrange printing.</p>	<p>TA</p>	<p>BNM</p>
<p><b><u>4. Membership retention &amp; recruitment – Tim W &amp; Komson S</u></b></p> <p>TW stated that it is important to recognise the presence of new members at each luncheon meeting.</p> <p>The 'free lunch' incentive to get new members needs stronger promotion.</p>	<p>RL</p>	<p>BNM</p>
<p>BW stated that a copy of the club's statutes and bylaws should be sent out with each new application form. BW to submit proposal for RL to follow up at regional level.</p>	<p>TW/KS</p> <p>TW/KS/TA</p>	<p>9/3/10</p>
<p><b><u>5. Fund raising activities &amp; events – Bob L &amp; Brinley W</u></b></p>	<p>RL/BW/TW</p>	<p>18/03/10</p>
<p>Advance notice of all events must be posted on the website. TA to action. The Committee reviewed the draft events list for 2010.</p> <p>Concern was expressed about the room provided by the Pan Pacific. It was agreed that the lunch on 20 April will be a 'stand-up' networking event.</p>	<p>TA</p> <p>BW</p>	<p>BNM</p>
<p>Events for July-December 2010 to be reviewed at a subsequent meeting. Important to liaise with venue F&amp;B dept – ensure table is provided for wine sales; briefed in advance about beer distribution.</p> <p>Members to be consulted on recommendations for lunch speakers. It was agreed that it is <u>not</u> necessary to have a guest speaker at each luncheon meeting.</p>	<p>ALL</p>	
<p>Danmark/Paulaner BBQ – 25 April. It was agreed not to offer transport from the city centre. Tickets priced at THB 500 (adults) and THB 250 (children).</p> <p>Skal BKK to received THB 100/50 revenue from each tx sold. Each ExCo member asked to sell 10 tx (get one free). Tx to be printed by 9 March. Danmark has confirmed cash sponsorship of THB 10,000 as part of its support for the Club in 2010.</p>	<p>ALL</p> <p>RL</p>	<p>9/3/10</p>
<p>Birthday cards due by 9 March</p>		<p>9/3/10</p>
<p>It was agreed and accepted by all present that the Board Meetings would continue to take place on the first Tuesday of each month from 16:00.</p>		





<p><b><u>6. Young Skal – Scott S</u></b></p> <p>New efforts required to boost membership. Age limit is 30. Members aged 31-35 classified as 'associate'. Event scheduled for 19 March is postponed.</p> <p>More thought and effort is required to attract new members.</p> <p><b><u>7. PR &amp; Communications – Tom A</u></b></p> <p>RL requested more action from TA on PR &amp; Communications. TA to copy RL on all press releases issued (with distribution list). TA to create a newsletter template possible once the server switch has been effected). DL offered to write/edit monthly newsletter for posting on the website.</p> <p><b><u>8. Date of next meeting – Bob L &amp; Brinley W</u></b></p> <p>Tuesday April 6 @ 16.00hrs. Venue TBC.</p> <p><i>Recorded by Dale Lawrence &amp; circulated 8 March 2010</i></p>	<p>TA/SS</p> <p>ALL</p> <p>TA/DL</p> <p>RL/BW</p>	
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Approved

Bob Lee – President (08/03/2010)

