

KSARA Committee Meeting 25th September 2018

Discussion Points:

- Quiz
- Newsletter
- Constitution
- AGM
- AOB

Action Items

Quiz 3rd October 2018

- Questions 80% complete; TB completing remaining
- Print answer sheets and bring pens – DL/ CJ/ TB
- Bring Bell – CJ
- Collect money on night in exchange for quiz sheet – DL/AS
- Check Room Layout – AC – 7 tables of 4-5 people

Newsletter

- Being printed, delivered by AC 26/05
- AC to forward final version to CB to be posted on website
- KSARA card – copy of newsletter given to all businesses with offers
- DL/AS will be tracking distribution of cards at Quiz night

Constitution

- Has been updated following review comments; DL to print and circulate in advance of AGM
- Adoption will be proposed at AGM
- Constitution to be posted onto website by CB

AGM

- Agenda, 2017 AGM Minutes and Financial Report to be distributed 28 days before AGM – AC, TB, CJ and DL took action to prepare and distribute at least 28 days before 14th Nov 2018
- Speakers are confirmed for AGM by TB

AOB

- Agreed committee meeting start moved from 7pm to 7.30pm going forward, meetings will still end at 9pm
- Community Leaders Meeting 25th October 12.30pm to 2pm, TB to confirm if he can attend