

Chorleywood & District Residents Association

Minutes of Executive Committee Meeting Saturday 27th June 2009

Present: Raj Khiroya (Chair), Tony Cannon, Fay Caplin, Chris Cordeux, Mickey Karachiwalla, Jacky Khara, Alan Manson, Annette Naughton, Rowland Whitson, Mike Mansbridge

Apologies: Harry Davis, Laurence Evans, Henry Goldberg, Maria Larkin, Georgiana Sol, Richard Thompson

The Chair said that the most important item on the Agenda was the Newsletter and that this should take priority over the other items at this meeting. Mike Mansbridge attended the meeting, specifically to assist with planning the best way forward for producing the Newsletter. The other agenda points discussed were Village Day and the Website.

The Newsletter

Mike's comments

- Laurence remains on bed rest in an isolation room in an Intermediate Care Unit in Watford. He is now very frail and will not be able to continue as editor. He will certainly not be able to produce the Autumn issue of the Newsletter but would like to contribute the odd article if and when he recovers.
- We should run with at least one issue, perhaps reduced in size by 4 pages, with the same advertising
- It takes a long time to produce the Newsletter, but if it is set up electronically this could save 30% of the time
- Get the Newsletter together in a preliminary way and then give it to Amersham Business Services to typeset it.
- The number of pages could be reduced from 24 to 20 with the same format
- Continue in existing format for the short-term
- The content should be much more a reflection of what the community is doing
- Editing is crucial and one idea could be to contact other editors to see if they would take it on – such as:
 - Editor of Community Times
 - Editor/sub editor of OPTIMA
 - Other journal editors
 - Editor of Croxley Green/Rickmansworth Resident Association
- The printers have a contract for 2 issues a year. Now is the time to re-negotiate that contract.
- Suggest Chris could be involved with the typographer to see how it goes
- Mike generously offered to carry on with the task of distributing the Newsletter (takes 3 days) and to continue as an area representative. He said he would also give his time for proof reading, pictures and advice generally.

Main points raised during the discussion on the Newsletter were:

1. People expect the Newsletter. Some have paid a sub for 3 years and think it is for the Newsletter. Some reps collect Association subscription only when they deliver the Autumn Newsletter.
2. Need for short-term fix and a long –term solution. Sub-committee needed to urgently plan the future of the Newsletter. At the same time the production of the autumn Newsletter needs to be in hand now including letting advertisers know.
3. Giving more responsibility to the typesetter would be a good idea. Chris agreed. He has not got a lot of experience in editing and producing but he has ideas.
4. Chasing the material for the Newsletter is a job in itself.
5. We should get help from others e.g. CVS, Watford Free Observer, other Residents Associations who produce Newsletters, friends or neighbours.
6. There is money available (£1,200 was paid to Lawrence) so we are not desperate for income.
7. We need to stay with the existing format in the short-term as would be a bad idea to change suddenly.
8. We need to make the Newsletter more use-friendly in tone. More family orientated.
9. There could be an increase in advertising to fill space.
10. Input needs to be reviewed. There is always an issue getting articles in from committee members. Someone needs to be responsible for chasing articles.
11. Job description is needed for the Editor. Hours are unknown.
12. Need to find someone else to continue as Editor. Maybe go outside the Association.
13. Chris has a van that could help with the distribution.

Action: The sub-committee for the Newsletter was formed and asked to report back on progress in 2 weeks.

Members: Chris, Annette, Tony, Mickey, Rowland, Fay (for ads) Georgiana

Village Day

Report from sub-group (Annette)

1. The aim of the stand is to promote the aims of the Association, highlight past success stories and current work and drum up new members. It will highlight the work of the subcommittees and target young families, particularly drawing in children and women.
2. There will be a Photo board detailing the committee members and their roles. (Chris is arranging photos).
3. Theme to be past and present Chorleywood (Chris has replicated past photos in present time).
4. CDRA wants to champion the development of a playground in Chorleywood house. Village day will give us this forum.
5. Message: ‘We are not just a newsletter’, ‘your association needs you’
6. Set-up for the day.
 - Committee to set up at 10.30. Rota will start at 12.00.
 - 3 people on at any one time (Mikey had a good response and all slots are filled).
 - 2 big gazebos – side by side.
 - Bunting and balloons.
 - Borrowed display boards from CVS.

- Signage on laminated sheets.
- Spotted tablecloth.
- Family environment.
- Poster – ‘YOUR ASSOCIATION NEEDS YOU’ (1940’s era).
- There will be a game in the form of a Map of Chorleywood, on which children can pick out where they live with a colour ended straw. If they get it right they get a cup cake or a retro sweet.
- Chris will bake the cup cakes. There will be signs by cakes to say what they contain. Public liability insurance has been obtained.
- Leaflets to hand out.

The sub-committee was thanked for all their excellent work in planning the day.

Action:

1. Some bullet points from the executive committee members for Health/Planning/M25 are needed for the display board for Village day. These are need by 7th July at the very latest. **Action – Henry/Jacky/Rowland/Annette**
2. The run through stand set up is scheduled for 9th July at 6.30pm @ Maria’s house.

The Website

Update on Sub-committee activity

1. Richard Thompson has started the Website. The domain is: (<http://www.chorleywoodresidents.co.uk>). Annette has been testing the site with Richard.
2. Richard will provide people with logon’s to view the site and prepare a short "getting started" guide for the committee and circulate this to them.
3. The site will have photos of the committee members.
4. Richard is going to try and get to the next meeting and requests feedback about the site.
5. More regular contact is needed with the community (more than 2 times a year). The website could address this in conjunction with the Newsletter. Need to have both.

Health

Henry’s report is attached.

AOB

3. Fay reported that membership is only down by approx 10 members which is encouraging.
4. There was discussion about Executive Committee Membership and points need to be clarified. The ‘rules’ of the Committee need to be consulted so a copy needs to be found. **Action - all.**

Minutes prepared: Jacky 29 June 2009