



Meeting date: **18 Nov 10**

Attendees: Catherine Ford, Anthony Matthews. Simon Lemaistre, Remy Zentar, Kate Paterson, Diane Cunningham

(Apologies: Ian Rathbone)

Action	Who	By (date)	Update	Remaining action
Background note for Anthony and Ian re meeting with LBH on 23 Nov.	Diane	22 Nov	Done	Keep on top of LBH and moving criteria etc – Ian has written to LBH on this
	Ian & Anthony	23 Nov	Done	
Response to Alistair re increased invoice – settlement needs to be at £300 as agreed and not £400 as per invoice	Remy	19 Nov	Done - £300 paid	None
Agree terms with Alistair for markets on 5 & 12 Dec – number of stalls he can supply, deadline for us providing details and final costs	Remy	26 Nov	Done	Confirm charges (at meeting) agreed for 5 & 12 Dec
Bank account to be opened with Santander. Remy had an appt with Santander in Mare St on 19 Nov to open account. Agreed a while ago that Ian and Simon would be additional signatories.	Remy Ian and Simon to contact Remy	19 Nov 26 Nov	Part done – Remy and Ian attended appt with Santander. Diane has supplied secretarial info to bank	Remy to update at meeting
Contact Cllr Feryal Demirci to update her on discussions with LBH re (1) way in which relationship with CRTRA being managed (lack of flexibility on meetings etc) and (2) format market is taking and decisions being made with no discussion	Catherine?	26 Nov (following LBH meeting on 23Nov)	Leave for now	January onwards
Stall applications: produce list of all those licensed and those that are keen for December to be circulated to all (before asking for further stalls) – aim to get 40 stalls on board	Diane	22 Nov	Ongoing	Updated list provided to the meeting

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Email to all outstanding stall applicants with update on space available at Dec markets and LBH timing following LBH meeting on 23 Nov	Diane	24 Nov	Done (29 Nov)	Keep track of stall apps
Lord Sugar help offered – see attached note re support offered from publishers. Agreed we would accept this but would be useful to make contact with Lord Sugar’s office directly re business plan help.	Diane	24 Nov	Done – Pan Macmillan (publishers) are drafting a press release (for us to see) but we can distribute. Also creating a flier / similar to promote prize to stallholders	Chase if nothing back by 1 Dec
We may be able to approach via Tim at GLA for business plan support	Catherine	TBC	Later?	January?
Questionnaire – finalise changes and; 1) send to Simon to produce online version 2) send to Nick Jenkins to print (500 copies) For next two markets, results can be tallied using software tool rather than manual approach	Diane Anthony	22 Nov 25 Nov	Done – questionnaire now on website too	Ensure enough copies (and box) for next two markets
Design – brand guidelines are needed to ensure consistency across all promotional material going forward (we only have the logo and font at the moment). Contact creator of original design and request guidelines and/or check if they would like to produce further work for us (which would be ideal)	Simon	26 Nov	Simon has made contact with Dan, the original designer. He is happy to look at some guidelines for us going forward – this will impact the map, questionnaire, posters etc	Expecting an update by 3 Dec

Action	Who	By (date)		
Print / promotion				
Chatsworth Road map to be developed further (add categories, remove vacant etc) – look to print laminated version for CRTRA stall	Kate	26 Nov	Kate has volunteered to work on this. Need to consider in line with design notes expected back (see above)	Revise map for January
Questionnaires (500) – see earlier note	Anthony	25 Nov	Sent to Nick for printing	When are they ready?
Postcards – to be designed so we can add the date of January meeting on reverse (Designer tbc following outcome of Simon's action re guidelines)	Diane/Simon	30 Nov	Not progressed as no design guidelines	See if feasible to produce for 12 Dec with date of Chats Palace meeting on (if not January)
Posters – we have none left. Everyone has the electronic version so these can be printed by individuals for now unless larger quantities are needed. We all agreed the poster is not ideal but we should continue to use it for the remaining trial markets	All	Ongoing	Diane can run off posters for the table on Sunday if useful – we could improvise and put meeting date on reverse anyway	TBC
Video – Justin (Catherine) filmed the first market along with an interview with Cllr Feryal Demirci. Final edits needed then post to Facebook, website etc	Catherine	3 Dec	Done – posted on various websites and blogs	None
Facebook – change format from page to group	Simon	TBC		January?
Mailing list - requests to be added passed to Simon.	Simon	18 Nov	Done	Same process for next two markets?
Community meeting – start planning for January meeting at Chat's Palace. Suggested dates were 18/19/20 January 2011, starting at 730pm as per previous.	Diane	26 Nov	Holding 18/19 January at Chat's Palace – 95pax. £100 spend at the bar, it will be free. CP can provide projector and screen	Confirm date and start promoting