

SUFFOLK CENTRE WORKSHOP MEETING AGENDA
COMMUNICATION TO CENTRE MEMBERS BY EMAIL

Time / Date: 1500 - 1700 Sunday 18th January 2015

Location: Nigel Berry's home address, Colchester

Attendees:

Janice Kent Lady Chairman

Nigel Berry Vice Chairman & Newsletter

Trevor Smith Vice Chairman & Webmaster

Diane Preston Hon Secretary & Centre Register

Max Berry Junior Crew

BACKGROUND

Following recent discussion at Centre Committee it has been identified that only a small percentage of Centre Members currently come out on the rally field. Committee have tried to identify ways of encouraging new and existing members to book onto rallies and communication via email was one initiative that was agreed.

PURPOSE OF WORKSHOP

Selected Committee members to explore the reason, method, feasibility and content of communication by email to Centre Members.

AGENDA

1. Review of the purpose of email (Why?)
2. What messages to we wish to communicate (What?)
3. Who will receive the communication (Mailing List?)
4. Explore the tools we have to enable us to achieve this (How?)
5. Next steps and timeline (When?)
6. Summary and Minutes for Committee and Members
7. Close