

# *The Sheffield Whisky Society*

## Founding Members

Adam Hathcock Luke Richardson Kevin Mowatt

Founders Meeting: Date?

## Agenda

1. Establishment of Society
2. Division of Roles
3. Website Layout & Information Generation
4. Society Meeting Formatting & Timings
5. Society Membership Rules
6. Society Goals
7. AOB & Action Items

## Agenda Item 1: Establishment of Society

Formal Naming of Society  
Purpose of Society and mission statement

## Agenda Item 2: Division of Roles

Adam - CTO (Website Creation/Maintenance & Whatsapp/Communication)  
Luke - CFO (Bank Account, Bottle Sourcing & Whisky Liaison)  
Kev - COO (Meetings, Venues, Events, Trips, Social Gatherings, Artwork)

## Agenda Item 3: Website Layout & Information Generation

What is the purpose of the website?  
What information should be stored/emparted there? (Mission Statement etc)  
Hosting the domain information

## Agenda Item 4: Society Meeting Formatting & Timings

Timings for Society Meetings  
Format of Meetings (Society fees used to buy bottle sourced by CFO)

## Agenda Item 5: Society Membership Rules

Membership Rules  
Membership Fees

Agenda Item 6: Society Goals

Year 1  
Achieve 10 Members  
First Quarterly Society Meeting

Year 2  
Achieve 20 Members  
First Annual Distillery Visit  
First Annual Summer Social

Year 3-5  
Achieve 30 Members  
Bi-Annual Whisky Region Trip 1

Years 5 - 12  
Dram Lines  
Cask Ownership  
Whisky Region Trips 2-5

Agenda Item 7: AOB & Action Items

AOB  
Date & Timing of 2nd Founders Meeting?

*Action Items (to be actioned prior to 2nd founders meeting)*

- Website Creation - CDO
- Society Meeting Venue Sourcing - COO
- Bank Account Information Gather - CFO