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| **TITLE:** | Management Meeting | **DATE:** | 11 March 2012 | **TIME:** | 0930 hours |
| **PRESENT:** | Mrs Brown (Chairwoman), C Black (Secretary), W Sherman, J Brown, L Whyte, M Gow, J Roberts | | | | |
| 1. APOLOGIES: | Apologies from O Poulson and S Franks | | | | |
| **AGENDA ITEM** | **DISCUSSION/DECISION** | | **ACTION REQUIRED/DATE FOR COMPLETION** | | **PERSON RESPONSIBLE** |
| 2 Minutes of Last  Meeting | These were read out and approved. | | None | |  |
| 3 Matters Arising | Discussion on Bowling night out. J Brown had done nothing about it | | List of venues, dates and prices to be produced for the next meeting | | J Brown |
| 4 Appointment of  Sales Executive | Each of the candidates were discussed at length and a decision was made on who should be interviewed | | Letters inviting the best candidates to be sent out by the end of the week | | C Black |
| 5 Exhibition –  Aberdeen  5.1 Representatives | The Exhibition is not far away and it was decided that 3 representatives will be sent to it. | | Booking of Places and Accommodation this week | | C Black |
| 5.2 Publicity Material | This was discussed at length and it was decided that a group would be set up to deal with this | | Publicity Group to be set up and meet as soon as possible | | Mrs Brown |
| 6 Retiral of Henry  Davidson, Works  Manager | A lot of good ideas were put forward as to how we should go forward with this. Everyone to think about this for the next meeting. | | Prices to be obtained from various venues for next meeting. | | M Gow |
| 7 A0CB | Mr Roberts said that he was concerned about the canteen facilities as the food was not up to the usual standards. | | A meeting to be arranged with the kitchen staff as soon as possible. | | Mrs Brown |
| 8 Date and Time of  next meeting | It was agreed that the next meeting would be on 12 April at 10 am. | |  | |  |