

NOTES FROM A MEETING OF THE CROMWELL PROBUS (LUNCHEON) CLUB STEERING GROUP ON 14 SEP 21

In attendance: Gordon Steptoe (Chair), Peter Baker (Vice Chair), Ros Townsend (1st meeting), Dave Mack (Sec)

Apologies: Alf Beazeley, Roger Bruce (Retiring Treasurer), Chris Leah (Ex-Officio, Convalescing)

Lunch Organisation – The Evolving System

Background. Gordon provided the Group with a summary of responses for the Lunch on 16th September that he had sent out using his personal email address to which many had responded by hitting the 'Reply' button to send back to his personal Inbox, instead of sending to Lunch@CromwellProbusClub.org.uk. This had highlighted that, if the organiser suddenly became unavailable, then the SG had no access to those returned private emails to successfully take the lunch forward as a Group.

In Future. Dave has created a Pop3 and SMTP account on the Club website such that future Lunch Menu Choice letters – sent as an attachment or even integrated into the email itself - can be customised with the Organiser's details, and sent by him primarily from Lunch@CromwellProbusClub.org.uk. However, in the event Dave is suddenly not available the letters can still be sent out using access by any of the Group to the webmail account via the internet or even by reverting to a private email address. Postal invites will be sent by the Organiser.

On Return of Emails. Menu Choice Emails/Forms returned to Lunch@ by the Friday before the Lunch, will be forwarded automatically to all 4 active members of the SG. Then, primarily Dave will collate these on an SG-shared web-form with the Organising member keeping an eye on accuracy and proper progress. An auto-acknowledgement will also be set to assure diners their emails have been received. If Organisers are phoned, or otherwise contacted with Choices, then they will be able to update the webform or Dave can do it for them.

Slepe Hall Management also has access to this web-Form to allow it to monitor menu selections and is happy not to receive separate copies from the Group. However, the Group has now decided to meet at Slepe Hall on the Tuesday before the Lunch (19 Oct 21 is the next), to hand over Group-generated copies of the web-form (simplified by Dave) for the tables and to make sure all is set for the lunch.

October Lunch. Dave will assist Gordon to follow this KISS mechanism for the October 21st lunch where any post-lunch feedback on possible improvements would be appreciated.

Administration of Diners' Email/Contact Details. An SG-shared master list of diners has been created by Dave on the web – separate to the Lunch returns forms - along with a distribution list that can be copied for a one way INFO mailshot by any member of the Group wishing to address the full membership.

New Diners/Existing Diners. Also, if a new or existing diner wishes to receive Menu Choice emails in their own right, then forms are available (from Dave or the Organiser) to harvest their contact details that need to be added to the master list of diners and their emails on the web. Dave can do that quickly if handed to him.

Entertainment at a Meeting. Gordon felt that it would be good for volunteer diners to give a short 5-10 min talk about themselves, a life experience or a subject dear to their heart. Peter volunteered to do the 'talk' at the 16th Sep lunch.

Christmas Dinner on 16th December 2021. This will be a KISS event with no entertainment this year with Ros volunteering to do the table centre-pieces in liaison with Roger who has kindly volunteered to organise this self-funding event. The SG awaits his Menu, Plan and Price per Head to discuss at its October meeting, if possible.

Dave Mack

SG & Meetings/Lunch Sec & PA to Organisers

16 Sep 21