

Notes from a Meeting of Cromwell Probus SG held on 14 Oct 21

SG Members In Attendance:

Gordon Steptoe (GS) – Chair & Oct Organiser
Roger Bruce (RB) – Nov + Dec Organiser
Ros Townsend (RT)
Peter Baker (PB)
Dave Mack (DM) – **Secretary & Author of these Notes**

Co-opted in Attendance:

Verena Bruce (VB) to assist RB with Dec luncheon

Matters from Previous Meeting.

SG Meetings. Confirmed as the Tuesday just prior to each Lunch, so 16 Nov and 14 Dec 21 to discuss any last minute problems with Slepe Hall Management that had Internet access to the Lunch returns.

Lunch Reminders. GS questioned the need for reminders but the SG felt that for the small effort required and DM's willingness to send them 1 week before the Friday Deadline ahead of the Thursday lunch, they could still be useful. Decision: DM to send generic reminders.

Luncheon Notifications. GS thanked DM for setting up the online system of Lunch and Diners administration portals for the SG and for publishing the menu as soon as notified by Slepe Hall on the Club's website www.CromwellProbusClub.org.uk for public viewing. However, whilst these systems did 99% of the hard work for organisers, not all members of the SG were as IT-conversant with them such that they would be confident enough to step into the breach should DM not be available.

Consequently, DM agreed to:

- (1) Poll diners for an IT-savvy deputy who would be co-opted onto the SG if DM ever became unavailable, just as DM was Alf's deputy (shadow) but thankfully was never needed.
- (2) Document these ADMIN processes with screenshots.
- (3) Bring along a laptop to the next SG meeting (Tue Nov 16th) for a 15 min 'teach-in'.

Christmas Lunch.

Menu + Costs. RB, as SG Chair and organiser for the December lunch, advised that he was negotiating the Menu and costs with Slepe Hall including the need for a £10 deposit. Results to be announced when available.

Poll for Numbers RB also requested a Poll be made of those who could attend to determine if the Brunel Suit could be justified based on numbers. PB advised that the hotel's COVID regulations also played a part in the room allocated.

Decision: It was agreed that DM would send out a Poll from the SG by email - with RB polling those without an email address - about their intentions for attending the Christmas Luncheon.

Christmas Lunch Raffle. VB suggested a self-funding small raffle be held – Agreed that it would enhance the Lunch especially as this year no entertainment could be afforded. VB to organise.

Signatory to Cheques. – GS, RT and DM volunteered to be signatories to Cheques.

President's Fund. RB advised that £315.50 had been Paid to The Prostate Charity – his nominated Charity for his 2-year stint as President of the Old Club .

Next Meeting: Tuesday 16th Nov 2021.