

NOTES FROM A MEETING OF THE CROMWELL PROBUS (LUNCHEON) CLUB STEERING GROUP (SG)

HELD ON 18TH OCTOBER 2022

1. **The meeting was opened** at 1430 by Chris Leah. Members in attendance were Ros Townsend, Gorgon Steptoe, Dave Mack. Apologies were received from Peter Horrocks.
2. **Condolences were offered to Lorna Baker** who, having volunteered to take Peter Baker's place on the SG, was welcomed by all. Lorna thanked the SG and the Club for their kind support and their card.
3. **Diners Annual Survey**. After suggestions being submitted by Ros (modified by Dave), Gordon and Chris it was agreed that Dave would merge/consolidate the survey into 10 Questions that would permit useful comments to be made in response to justify or expand on responses to questions. On completion Dave would distribute to the SG for final tweaks/approval before sending out **to regular diners**. It was hoped to have consolidated the responses by the 13th December meeting of the SG.
4. **Future of the Club**. Dave pointed out that whilst not begrudging the small amount of time spent on administering the Lunches using online Google spreadsheets (to which Maria had access to print off) and the website, there was no **Deputy** Admin to ensure continuity should he become 'unavailable'. Chris will ask for an IT-savvy volunteer at Lunches as well as requesting current diners to encourage others to join.
5. **Composition of the SG**. It was agreed that the SG membership – currently running at 5 = 15% of average 30 diners + Dave (as Admin and default Chair) - could stretch to 20% = 6+1 if anyone was really keen to be a part of it.
6. **Future SG Meetings**. On the basis that most of the Policy and Routine for Lunches has been established and is running like clockwork, It was agreed that monthly meetings/exchanges between the Chair and Admin as well as Admin and Slepe Hall would still take place with full SG meetings being called by the Chair only when there were serious or wide-ranging matters to discuss possibly even only once every 3-4 months.
7. **SG Meeting Location/Time**. With Slepe Hall being currently closed Mondays and Tuesday mornings till 2pm, it was agreed that until its staff shortages allowed it to open Tuesday mornings, any SG meetings would continue to be held on the Tuesday before the lunch at Slepe Hall at 2.30pm.
8. **Christmas Lunch**.
 - a. **Menu**. It was agreed that Dave would ask Maria if she could provide a simple 3-course Christmas Lunch Menu – currently costed at £17 for 2 Courses – for £25/head with a £5/head subsidy making it £20/head to diners. Also agreed that, unless a simple infallible way of administering it could be found, it would be fixed at 3-courses (not a choice of 2 **or** 3 courses).
 - b. **Raffle**. It was agreed that there would be a '**Bring Your Own**' Raffle and advice on running that would be sought for our own Raffle-Master. Admin still has the Raffle barrel and Tickets.
 - c. **Table Decorations** for 6 tables would be created by Ros and it was agreed that £30 be refunded to her.
9. **Next Meeting** of the SG would be Tuesday 15 December 2022 at 1430 at Slepe Hall to discuss implementation of Annual Diners' Survey suggestions and Finalisation of Christmas Lunch.

Dave Mack
Club Admin