Tab 2

###

**Framlingham Business Association Committee Meeting**

**Attendees Apologies**

Lily Jenny

Lisa Danny

Paul

Steve

Dawn

### **Notes/actions**

**Date:** 15th January 2025
**Time:** 5:30pm - 7pm
**Venue:** The Crown, Framlingham

**1. Welcome and Apologies**

* Chairperson's welcome.
* Note apologies received
* Actioned reviewed at length - see separate spreadsheet

**2. GDPR Compliance**

* **Review:** LH to assess the security of member personal data to ensure compliance with GDPR **ACTION**  **LH** To review annually **PB** to put onto website **DJ** email privacy document link out to all members as soon as completed.
* **ACTION** - **LH has two historic folders to be reviewed and destroyed** howeverkeepingthe last 6 years bank statements.

**3. FBA Constitution**

* **Annual Review**: **ACTION - LB** to update 2023 constitution adding a clause requiring all GC members to be fully paid members of the FBA before standing for election or being nominated Draft Doc - **ACTION - ALL** to check LB email 24/11/24 proposed changes  **- Once updated to V2024/25 PB to upload onto website and DJ to email link out to all members.**

**4. Strategy for Increasing Membership**

* **Objective:** Develop a written strategy with SMART objectives for membership growth. FBA needs a multifaceted approach including a relaunch and representations to large businesses such as Fram Farmers as an example. Following DB’s meeting with ESC there needs to be a joined up approach including a showcase event in the new year. **ACTION DB to go back to ESC to firm up details along with MENTA for possible funding streams. ACTION - DJ** to find a possible venue for a high profile business showcase event ie Fram Tech Centre - possible date now moved forward to AGM 17th Sept 2025 2-6pm **ACTION DJ to contact Nick Pandolfi of the East Anglia Growth fund ACTION - ALL** high profile guest speaker ideas.H & J - **SC**  2Magpies Steve Magnall - Pumpstreet Chocolate **DJ** Eula Andrews Pop Chorus - Sizewell C !
* DB introduced Nicola Lynch as a possible GC member coming with a wealth of knowledge from a project management background **- meeting to be set up to discuss ACTION LB & DB** ongoing
* **Leadership:** Nominate a lead for this project to form a Task & Finish group.
* **Objectives:**
	+ Membership growth with on-the-spot sign-ups and payments.
	+ Member appreciation (guest speaker, food/drink).
	+ Business showcase opportunity with discounted table-top marketplace rates for members (£5) and non-members (£20).
* **Updates:** Regular progress updates to the General Committee.

**5. AOB (Any Other Business)**

* Use of promotional video - **ACTION PB** takes an ipad or similar to show at next monthly networking event.
* MP meeting is proving difficult to arrange a convenient date so - **ACTION DJ** to liaise with MP Secretary Sharon Earp for a list of possible questions and queries he needs to understand of current issues facing businesses and email all members and FTC contacts for feedback.
* Two letters to be collected from Tech Centre - LB/LH

**9. Date of Next Meeting**

Wednesday 19th March 2025 at 5.30pm

Network (last Wed of the month - guest speaker)

| January 29th | Andrew Knowles | Fram Farmers |
| --- | --- | --- |
| Feb 26th |  |  |
| March 26th | Tony Stockman | Fram Tec Centre (still tbc) |
| April 30th | Steve Magnell | 2 Magpies |
| May 28th | Suffolk | Show |
| June 25th |  |  |
| July 30th |  |  |
| August 27th |  |  |
| September 24th |  |  |
| October 29th |  |  |
| November 26th |  |  |
| December | Christmas | Lunch |