

LTPA Agenda for meeting on 22nd September 2020

Formal Agenda items

- Meeting opened at:
- Any apologies for today
- Accept that the minutes from our previous (formal) association meeting (18 August 2020) are a true & accurate record.

1. Follow up on action points arising from the previous minutes.

- We need more website content to make the website useful - thanks to Rae for her recent contribution. All practical suggestions are welcome. Please send suggested website content directly to the President and after moderation we will arrange to have it published.
- An update from John, our Secretary, on progress with the membership database. Progress on the handover of membership management from Kevin to John.
- As we now have full access to the ASB accounts, updates on the ASB account balances from Kevin please. Progress report from Kevin on finding a bookkeeper to get the now overdue end-of-year accounts ratified and submitted.
- Report back from Kevin on pricing and availability of the quality window sticker (logo to be included) as part of the membership, as well as pricing for additional stickers (at additional cost).
- An update from Kevin our Treasurer on the association's address change (and progress on the name change) with the Companies Office. How is progress, have we submitted another application?
- The association's constitution needs updating once the name change has been processed. Who would be the best person to go through this and get it up to date?
- Any update from John on a proposed new website - some options along with pricing for initial build, hosting and ongoing security maintenance.
- Last meeting we discussed that the association could sponsor (refund) a portion of a consultation with Rae. The refund would be subject to approval by the association's executive. Details are to be worked through and finalised at a later date, but this is a great potential incentive for becoming a member. Anyone want to work with Rae on putting together a detailed proposal?
- Rae has offered to do a training session over Zoom - a session on the commerce act, price fixing and the fact that you should never discuss pricing with your competitors. This could be of potential benefit to all members. Could we have some details please Rae, how much time do you think you will need and practically how many members would be able to attend?

2. We need to set a date for our next meeting.

3. Housekeeping

4. General Business

Meeting closed: