

## 20/7/11 Meeting

### S Bruce, I Lavrie, A Fair and G Brown

#### **Web:**

The Milngavie My Theme is to be adopted for the web during the ballot. The art work needs forwarded to Alan Fair.

Action-

Gordon/Alan

The latest Newsletter needs placed on the website along with a news release announcing the agreed funding from EDC.

Action- Gordon

The URL's for Milngaviemyway need pointed at the existing site. Alan to send instructions to Gordon.

Action-

Gordon/Alan

#### **Technical:**

Suzanne is waiting for the final sign off from the council re the Operating Agreement.

Action -

Suzanne

A copy of the East Renfrewshire Council acceptance letter from Clarkston is to be sent to Suzanne to allow EDC to formally accept the proposal.

Action-

Gordon/Suzanne

#### **Business Plan:**

The Business Plan was discussed and changes suggested. Gordon to have the plan updated and circulated to the Steering Group for final comment.

Action- Gordon

400 copies of the Business Plan will be printed for the 5th of August. It was agreed to use Print Force for the job and Ian is to contact them and pass on the details to Gordon.

Action-

Gordon/Ian

The list of eligible businesses and their levy's will be printed on separate sheets and included with the plan and ballot paper when sent out to the businesses. A template for this is required and Suzanne will transfer the information to the template and have them printed.

Action-

Gordon/Suzanne

**Ballot Activity:**

4 banners will be produced for the ballot and placed around the Town Centre. The rough draft of the banner was discussed and amends made. Ian will find out if these can be printed by Print Force.

Action-

Gordon/Ian

A PR shot will be taken at the next Steering Group with the banner and used for the PR release pre the ballot.

Action-

Gordon/Ian

EDC will distribute the PR to the various media.

Action- Suzanne

Gordon and Ian will use the 10th and 11th of August to visit all 'maybe' businesses in the area.

Action-

Gordon/Ian

Contact is required with the head offices of the nationals where

possible.

Action - Gordon

**Scribbles:**

A meeting will be arranged with EDC to discuss the logistics of Scribbles. However approval has been given by EDC and notification sent to all schools.

Action -

Suzanne