

	debriefing on the results of the questionnaire. AM would email WGs to find out what data they had already collected.	AM
4.	<p>Summer public engagement</p> <p>JT was thanked for producing the draft distribution plan for the questionnaire. This was discussed and various modifications were made. A3 posters were dropped from the plan. The use of social media was highlighted, as was the opportunity to use various email lists e.g for members clubs. RK would continue to chase the cost of direct mail to residents. It was too late to seek to insert flyers in the Soho Clarion. Ballot boxes to collect questionnaires would be placed at St Anne's, the Health Centre, Marshall Street Leisure Centre and at Soho Dairy's stall on Berwick Street market.</p> <p>JM agreed to draw up a timetable for the pop up stalls. She also offered 2 theatre tickets from Nimax for the prize draw, gratefully accepted.</p> <p>A target of 1,000 responses was set, aiming for 400 residents, 400 workers/businesses and 200 visitors.</p>	<p>RK</p> <p>JM</p>
5.	<p>Fund raising and admin recruitment</p> <p>MB noted that there had been a positive response to his request for donations from key businesses. Nimax, New West End Company and Shaftesbury had donated, while Soho Housing were likely to. This enabled the Forum to go forward with plans to recruit a part time administrator. (It was noted that the Forum did not want to depend on larger businesses for funding and would seek to widen the range of donors to achieve a larger number of small donations.)</p> <p>It was agreed that MB would finalise the job description for the post and circulate to FSG members, for comments by 29 June. The post would be based at Soho Housing or the House of St Barnabas, and paid at £12 per hour on a self-employed basis. When details were confirmed by the progress group, the post would be advertised via the website and social media, through email to members, through Steve Chambers and AK, and through other networks where possible.</p>	<p>MB</p> <p>Progress group</p>
6.	<p>Annual General Meeting</p> <p>Election: nominations had been received from all existing FSG members, including co-opted members, except for CL, MF-B and RS. Also VK had replaced DM. MB thanked them for their contributions and was glad that they would continue to play a part in the Forum's work where possible. Only one new nomination had been received, from Tim Lord.</p> <p>This made a total of 17 nominations, including 7 from residents and 9 from businesses. It was agreed that the FSG should co-opt MF-B (resident) for the time being. MB agreed to see whether a nominated business member would agree to co-option instead of election. MB would then propose the nominated group as a whole to be elected by the AGM.</p>	MB

	<p>Publicity: LH had prepared a plan for distribution of flyers advertising the AGM, and these were allocated to FSG members to distribute.</p> <p>Programme: various aspects of the draft programme were discussed. Members could be invited to suggest how policy issues from the questionnaire could actually be delivered as an introductory discussion activity. Possible 'showcase' ideas, illustrating potential improvements, were green roofs; anaerobic digester; Soho loyalty card; and a central delivery hub. AM would consider these and the progress group would finalise next week.</p> <p>Task allocation: FSG members were encouraged to arrive at the AGM as soon as possible after 5pm to help set up. RK would organise printing documents. SS would lead the event (with AM deputising if necessary). MB would chair formal business meeting. RK agreed to provide people to staff the reception desk, registering attendees. JM agreed to organise soft drinks, LuH agreed to provide 6 jugs. CL would ask Soho Radio if they can provide amplification. Drinks afterwards would be at the House of St Barnabas.</p>	<p>FSG</p> <p>AM/Progress group</p> <p>FSG</p> <p>RK</p> <p>JM/LuH</p> <p>CL</p>
<p>7.</p>	<p>Any Other Business</p> <p>NWEC had kindly organised an evening reception for the West End's Neighbourhood Forums with local councillors, etc, on 7 July, all invited.</p> <p>There was a Neighbourhood Planners event on 21 July.</p> <p>LuH raised the issue of wording of the questionnaire, on behalf of the Commercial WG. There was some support for the idea that it could be more 'neutral'. However, since MC had had to leave, it was agreed that he should be consulted and the progress group should make a decision on this.</p>	<p>Progress group</p>