

Women in Business & Regional Development Inc.

Strategic, Business, Action Plan Review to December 2017

Prepared June 2015 – Reviewed October 2016

The aim of this document is to bring together all information regarding the WIBRD business plan, strategic plan, actions and objectives to ensure all members of the Board are aware of the details of and thinking behind the strategies that support our actions.

This document will continually change to reflect the strategic direction and needs of the Board and our members; it is being developed to assist with the implementation of strategies and day to day running of Women in Business & Regional Development. It is to be used as a guide only, no plans are set in stone and all are to be discussed between Board members.

WIBRD is a network to support like-minded women to get together in a supportive environment to provide relationships to enhance business, develop friendships and strategic alliances. We endeavour to be an identifiable and respected source of community and regional perspectives, sought by policy makers and drivers.

The Business- WIBRD

Business Name: Women in Business & Regional Development Incorporated

Business Address: PO Box 9432, Mount Gambier West SA 5291

ABN: 45 404 926 425

Website: www.wibrd.org.au

Business Structure: Incorporated Association

Incorporation Number: A40297

Insurance Requirements: (Renewed every January through Jardine Loyde Thompson.)

- Public and Products Liability (Broadform) Insurance-
- Association and Officials Liability
- Personal Accident – Volunteer Workers Insurance

Finance & Finance Requirements

Audited annually with budgets presented at the AGM which is held in October of every year.

WIBRD is funded by membership fees and sponsorship. In the future funding will be sought from external providers (Grants etc) to maintain and expand its operations. Currently WIBRD is operated by a voluntary Board and an Executive Officer on part time service contract.

WIBRD Board & Board Structure:

Position	Board Member	Tenure
Chairman	Di Ind	Oct 2014- Oct 2017
Deputy Chairman	Cathy Lunnay	Oct 2016- Oct 2018
Treasurer	Ali Villani	Oct 2014- Oct 2018
	Tahlia Gabrielli	Oct 2014- Oct 2018
	Fiona Pulford	Oct 2015- Oct 2017
	Judy Mckay	Oct 2014- Oct 2017
	Sam Rothall	Oct 2016- Oct 2018

Public Officer- Non-Board Role	Madelena Velotti	Oct 2016-
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Executive Officer	Lydia Mules	March 2016
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Board members are expected to actively contribute to the operation of the organisation through their involvement in subcommittees and the general running of the organisation. WIBRD has the following positions on the Board and the incumbents of these positions form the executive of WIBRD.

WIBRD executive comprises the Chairman, Deputy Chairman and Treasurer. They are elected by the Board at the first meeting after the AGM on a biannual basis. They are charged with the everyday responsibility of running the organisation. WIBRD operates with a Board and a contract for service Executive Officer (EO).

The Board members have responsibilities for key area of operations and are supported by the executive officer. The Executive and Finance groups comprise only Board members or contractors. The other Subcommittees are led by a Board member and are likely and encouraged to involve non Board members on them. It is anticipated that WIBRD members will also form part of these groups, as either an entry to the Board or as a members wanting to seek experience in these areas.

The Executive Officer is engaged on contract and reports directly to the executive via the Chairperson.

An Executive Assistant is engaged on a casual contract basis and will report directly to the Executive Officer and the Executive Committee.

Sub Committees & Working Parties— All WIBRD Board members will be requested to attend every event possible and help out when required on any committee. The EO will support the working actions of each committee.

- Grants Committee- Fiona Pulford, Cathy Lunnay & Caroline Hill
- Training & Events Committee- Judy Mckay (Chair), Ali Villani, Tahlia Gabrielli
 - IWA Gala Event- Ali Villani (Chair), Tahlia Gabrielli, Judy Mckay
 - IWA Awards- Ali Villani (Chair), Fiona Pulford & Cathy Lunnay
- Finance- Treasurer, Chairman & EO
- Membership & Sponsorship Working Party- Di Ind(Chair), Sam Rothall & Cathy Lunnay
- Media Committee- Tahlia Gabrielli (Chair), Sam Rothall, Astyn Reid, Caitlin Kennedy & Julia Reader

Grants Committee

The grants committee is to continuously strive for future funding for the board and work with the EO when opportunities arise to submit for funding.

Training & Events

Training and events are now facilitated by the training and events committee and executive committee in line with the strategic plan and each event has two allocated 'champions' from the board who organise and implement it. Additional Members from WIBRD will be brought in to help facilitate particular functions. Prior to the end of 2016 all events are to be locked in and venues booked for 2017 with the training and events committee to look at securing speakers for each event, they will then work with the EO in facilitating the event.

Influential Women in Business Awards Event

- Entertainer, tickets, Media , Attendees,
- Help get nominees
- Letters to businesses to support event
- Budget

Influential Women in Business Awards

- Sponsors for awards
- Website set up for nominations
- Calling of all nominees referees
- Judging Sessions and Judging folders
- Media of awards

Finance

The Finance working party comprises the Treasurer, EO and either the Chairperson or Deputy Chairperson. This group is charged with the day to day financial operation of WiBRD. It includes Invoicing, payments, audit and budgeting.

Membership and sponsorship working party

Sponsorship and membership working parties will be developed each year to assist the Executive Committee with the organisation and coordination of all sponsorship and membership.

In 2016/17 WiBRD will target to achieve net \$35,000 (up \$2k from 15/16) in sponsorship and increase membership revenue by 40%. It is the responsibility of the entire Board to achieve this goal or better. Sponsorship will be sought in October with finalisation of 2016 sponsors before December, 2016. The sponsorship year will run from January 1st to December 31st.

Maintaining and increasing membership is an indicator of the health of WiBRD. People should feel it is a valuable organisation to be part of and a cost effective way of spending their time and money. In order to achieve this it is pivotal that events focus on issues facing women in business and provide adequate time for networking.

Roles of the sponsorship & Membership Working party includes but is not limited to;

- Check and develop Prospectus with EO
- Check Letter and member list and help develop prospect lists with EO
- Break down of all target members, sponsors and prospects and make contact with all before Christmas 2016.

Next event- Sponsors get up and talk about what they get out of WIBRD

Membership 2017

WIBRD offers individual and Corporate membership. Membership runs from January 1st to December 31st each year.

General costs of individual membership is \$ 85.00 (inc GST). Corporate membership offers full membership for up to three (3) employees of the Corporate member and the fee is \$200.00 (Inc GST). As from August the 1st each year WIBRD will offer a 40% discount on all current year Memberships.

Sponsorship 2017

- Major Sponsor \$3850- Exclusive Rights
- Platinum Sponsor \$2750
- Gold Sponsor \$1750
- Silver Sponsor \$1100
- Bronze Sponsor \$550

Media Committee

3 objectives

- Build Profile of Organisation
- Build Membership across four key areas
- Create cutting edge marketing

WIBRD will aim to increase its Facebook “likes” from approximately 1400 during 2016 to 2000 in 2017. It will continue the LinkedIn page and post regularly to it. It will aim to have more than 100 LinkedIn connections in 2014/15. WIBRD will aim to have the E Newsletter distribution of 700-800 by the end of 2017. It has slowly decreased in 2016 to 570. The Marketing working party is pushed by the Executive Officer with the support of the Executive Committee, additional Board members or members may be included when required.

Media Release/ Communication Summary to Dec 2017

- November 2016- New Board- new strategy for WIBRD- link to sponsorship and membership drive
 - Community building
- February 2017- Launch- new sponsors
- April/ May 2017- Launch of Awards
- May 2017- Calling for Nominations- – spend money on advertising also
- July 2017- Judging Closed Promo of event and nominees – spend money on advertising also
- August 2017- Winner Announced of IWA-
- November 2017- New Board- new strategy for WIBRD- link to sponsorship and membership drive

Business Networks

WIBRD will run monthly networking events in Mount Gambier between February and November each year. It will aim to run at least one networking event in Portland, Naracoorte/Lucindale, Robe/Kingston and Millicent each year.

It will run at least 2 Major gala events each year. Gala events will cost a significant premium to non-members. Members will be entitled to bring a partner/friend to Gala events at WIBRD member rates.

The primary aim of this group is to build relationships. This will involve network relations and developing tools for increasing membership. This will dove-tail into the work of the other subcommittees, but will work to enhance their achievements and present the value of WIBRD to the community.

Vision

To lead a series of inclusive networks for like-minded women in a supportive and professional environment. Igniting the Potential of Women.

Mission

Women in Business and Regional Development Inc. supports and provides opportunities to:

- enhance business connections
- building skills base
- develop friendships
- support each other in business
- identifiable and respected source of community and regional perspectives

Guiding Principles

- **Inclusive** - *open and encouraging of all by providing a network that is supportive, accessible, flexible, and relevant to members.*
- **Collaborative** – *work with and support all stakeholders*
- **Innovative** – *provide access, network links and opportunities for members to enable innovation.*
- **Professional**– *WiBRD aims to provide a quality program delivered in a professional manner. Expectation that members will conduct themselves with integrity.*
- **Growth** – *build on strong well developed organisation of WiBRD to expand its membership, networks and influence. to expand and develop all network memberships to enhance the potential of all members to grow their businesses and networks. To build on the past and seek ongoing successful rural and regional communities.*
- **Responsive**– *respond to changing needs of women in our rural & regional communities*
- **Lead** - *Identify, facilitate and promote upskilling and leadership opportunities*
- **Voice** – *provide a voice for women*
- **Fun** – *inviting, fun, vibrant*

Strategic Analysis & Plan

Situation, Market & Member Analysis/ Brainstorming

Strengths	Weaknesses
<ul style="list-style-type: none"> - Strong & Cohesive Board - Momentum - Building attendance at events - Established Collaboration - Recognised reputation 	<ul style="list-style-type: none"> - Lack of funds/ grants. - Reputation that WIBRD are only for business owners
Opportunities	Threats
<ul style="list-style-type: none"> - Increase Memberships - Increase Sponsorships - Structured program for training and events. - To stand up and be noticed as the go to group in the area for women. - Empower women in area through training, personal development. - Recognised reputation allowing us to step up with collaboration with networks 	<ul style="list-style-type: none"> - Events can get lost among all other groups in area - Event, time & financial fatigue - Potential members do not see a benefit in becoming a member. - Burn out by Board

What are the WIBRD current critical success factors?

- Member numbers continually growing
- Raise our profile—Facebook, media, website.
- Funding
- Look to stabilise and provide consistency in events through quality and attendance.
- Bring more value to members through opportunity regarding events, speakers etc

Who are our key target members?

- Women
 - Business owners
 - Leaders within organisations
 - Up and coming businesswomen
 - Entrepreneurs
- Owners of businesses whether it be men or women as they need to empower their staff and send them along to our training and networking events.

Hall of Fame

The WIBRD Hall of Fame will be launched at the February Women in Business & Regional Development Launch of 2016 with the first recipient being awarded at the 2016 Gala Event. The Hall of Fame will be a biannual event in opposite years of IWA's.

Identifying organisations/ Service Clubs within the region that WIBRD can collaborate with.

What can we learn from the above organisations/ Service Clubs?

- They are a voice in area- lobby media successfully
- Feature members on website-we could tie in with Breakfast
- Better and consistent graphic presence and website help overall presence
- Quarterly meetings do not help achieve momentum regarding attendance at events.
- Consistency and personalising communication whether it be emails or letters is a priority.

What opportunities are there for WIBRD to stand out?

- Newcomers feel unsupported – we will support and empower existing women and welcome newcomers.
- Professional and personal development at every event.
- Sense of community and collaborating with all stakeholders of the community.
- Collaborate to support the establishment and fostering of entrepreneurs in the area.

Key areas for improvement

- Limited membership
- Lack of government funding
- Mount Gambier focused
- Know we can do so much more but are limited due to lack of EO & Board time and energy
- Need to provide a great opportunity for our members to learn—need to offer the right training
- Creation of mentoring program

What are the benefits & values offered to our members?

- Empowerment of members through a variety of events and training.
- Individual, business and professional development support and guidance from like-minded women.
- Be part of networking group with significant influence in the region.
- Personal & Professional development opportunities & business support
- Access to network events & free training events.
- WIBRD Membership discounts for events.
- Free Training seminars
- Free ticket to the WIBRD Christmas function.
- Access to Network events & free training events
- WIBRD infrastructure and support – Incorporated Body with insurance. (Network meeting groups have the benefit that all corporate governance and BAS, Audits etc are taken care of by the Board)
- Networking ability across the Green Triangle.
- Where possible members and their businesses are promoted on the WIBRD website, Facebook etc.

Funding

To ensure we have clarity in regards to sourcing funding for WIBRD we need to have a clear plan on what the funding would be spent on and possibly have different types of funding applied for. Funding options we can target are;

- Up to \$20k for Member Development and the Empowerment of Women in Business ie pays for training/ skill set development.
- \$40k for Member Development and the Empowerment of Women in Business ie pays for training & EO.
- Staged approach ie \$20k per year for 5 years
- Smaller community based grants such as council/ government/ business grants such as treasurer's award/ strategic plan and leadership these can range from \$2k to \$5k.

Survey—what members want?

To ensure this strategy is in line with the expectations of our members a survey has been conducted and the following points have been identified as what our members see as the most valuable role of our network in order of importance.

1. To provide networking opportunities
2. To provide training and access to new business skills for women
3. Give a regional profile for Women in Business
4. To provide mentoring opportunities for all types of working women
5. To foster leadership opportunities for women
6. Provide a supportive environment and platform for personal & business growth
7. To provide skills development in leadership
8. To bring innovative programs to the Green Triangle so women can develop skills
9. To celebrate and promote awareness of regional women's business achievements
10. To provide information current issues & opportunities for regional women

Moving Forward

Look to implement survey monkey after events in order to receive feedback and recommendations on the continued needs of our members.

Key Strategic Goals

1. Empower Women through Training & Networking Events
2. Build Membership Base
3. Strengthen Core WIBRD Ideals & Functionality
4. Raise the profile of women's achievements in business and regional development & Celebrate Women in the Region. Championing our members.
5. Strengthen Networks—Collaboration Framework

Strategic Goal 1- Empower Women through Training & Networking Events

Objectives to Achieve Goal

- Ensure the provision of relevant and flexible and cost effective training and development programs, assisting women to develop the necessary skills to achieve success
- Implement well organised and relevant training and development programs which build on past successes and utilise diverse modes of delivery
- Empower women to support each other in business

Strategies to achieve objective

- **4 Free Training Events** for Members per calendar year. Look to bring in experienced teachers in these areas.
 1. Customer Service- Retail & Online,
 2. Work Life Balance, Stress, nutrition, exercise, sleep
 3. Improving your bottom line- efficiencies
 4. Branding- How to present yourself
- **6 Empowering Women in Business Networking Events** with proven and experienced guest speakers per calendar year. 4 Breakfasts and 2 Night Panel functions. The breakfast will be held on the 3rd Thursday of the particular month and the cocktail events will be the 3rd Wednesday of the particular month. Possible layout will be set questions that the speaker answers in relation to their area of expertise. The objective of each networking event is to focus on a theme whereby the attendee can learn a valuable skill which will help with their development. Example of themes for networking events are as follows
Professional Development Themes
 - How to present yourself / Responsible Social Media
 - Empowering your staff/ mentoring/ investment in to your staffBreakfasts- Guest speakers across four different sectors
 - Community services
 - Entrepreneur
 - Retail
 - Industry
- **10 'Support Each Other in Business' Lunches** to be held on the 4th Friday of every month at 1pm. The informal lunches are open to all women and will be a set booking at a set sponsors venue such as the Commodore and will provide a forum for those that attend to talk honestly about their business, develop professional relationships to work together to support each other, help each other through obstacles and mentor one another. Each member pays for their individual lunch and drinks and bookings are made as a text message at least a day prior to the lunch to the WIBRD Board Member hosting which will most likely be the Chairman. Once these lunches are established we will look to encourage other areas within our group such as Portland and Naracoorte.
- **3 Social Events**
 1. Sponsors Meet & Greet- 24th Feb 2017
 2. Gala Event- 1st Friday in August- 4th Aug 2017
 3. Christmas drinks- 1st Wednesday in December 2017

Strategic Goal 2- Build Membership Base

Objectives to Achieve Goal

- Improve Communication Lines
- Offer relevant events where members feel they are getting value

Strategies & Actions to achieve objective

- Continual push to improve and expand communication lines
 1. Newsletters
 2. Social Media
 3. Media
 4. Website
- Offer a variety of training and development events where the members are learning from the Guest Speakers.
- Target potential members and approach white collar professional businesses such as lawyer firms, architectural practices, accounting firms etc. and encourage them to empower their female staff by either subsidising their membership, encouraging them to attend events and/ or paying for them to attend events.

Strategic Goal 3- Strengthen Core WIBRD Ideals & Functionality

Objectives to achieve core ideals and functionality

- Ensure effective governance, sufficient revenue and human resources are available to support the organisation to achieve its vision, mission and objectives
- Build on the existing WIBRD database to continue to create an invaluable resource and asset for the organisation.
- Create a volunteer 'Energy Bank' for members to contribute to the work and growth of the organization.

Strategies & Actions to achieve objective

- Secure funding from a variety of sources to sustain and grow the organisation.
- If the EO does not have the time, look in to appointing a member of the board to look in to funding opportunities.

Strategic Goal 4- Raise the profile of women's achievements in business and regional development

Objectives to Achieve Goal

- Acknowledge and celebrate women's achievements in business and regional development.
- Be a voice of all Women in the area.

Strategies to achieve objective

- Conduct bi-annual awards to recognise and celebrate women's achievements.
- Promote board member, member and award winner profiles.
- Actively seek out opportunities to promote and recognise **all Women** & their successes via media releases, newsletter & social media. This includes milestones, awards and much more.
- Actively lobby media and members of parliament on behalf of women.
- Establish Hall of Fame- possibly launch at IWA Awards.
- Establish Scholarship/ Community Program

Strategic Goal 5- Strengthen Networks & Collaborative Frameworks

Objectives to Achieve Goal

- Increase the reach of WIBRD Inc. in the Green Triangle to enhance networking and information-sharing opportunities thereby building business success
- Strengthen government links and build alliances.
- Encourage the development of business networks
- Develop the capacity of the website and e-newsletter to be an effective networking, resource and information resource.
- Develop positive relationships with various organisations to collaborate in seeking funding opportunities to support new initiatives

Strategies to achieve objective

- The website and e-newsletter is further developed as a networking, resource and information resource
- Adopt a strategy where board members look in to memberships with service clubs in order for WIBRD to not only build our relationship with the service clubs but to also learn from what they are doing.
- Collaborate to support the establishment and fostering of entrepreneurs in the area.
- STEM- Science technology engineering maths
- Increased alliances are forged to build sustainability with Service Clubs to look in to opportunities of working together to achieve objectives.
- “Starting the conversation”.
 1. Council- RDA- SELGA- PIRSA- LCC- Library
 2. Service Clubs
 3. Collaboration- Letter from the Chairman on behalf of the Board to reach and say this is who we are our strategy for 2017 and we are reaching out a hand for you to communicate with us regarding your events in our region and – possible dates for 2017

The Future from July 1 2017

6 months

- Clear plan in place for 2017 in regards to sponsors & members
- Clear plan in place for funding
- Training & Events plan in place
- Committees clearly established

12 months

- Membership Increased by
- Sponsorship Increased by
- Conversion of non-members to member
- New Website
- Scholarship/ Community Programs

Key Performance Measures & Targets

Area	Details/ Performance Measures	Target	Timeframe
Financial Performance	Budget	Assumption that we will start making money from events which would provide a profit of \$5k for investment in strategic items ie Website.	June 30 2017
Memberships	Corp memberships 11 in FY15 & 18 in FY16. Indiv memberships 53 in FY15 and 83 in FY16	Up 40% to approx. 115 individual members and 25 corporate members.	2017 Calendar Year
Sponsorships	In FY15 we received \$21k & \$33k in FY16 in Sponsorship funding.	Up 20% 35\$k	2017 Calendar Year
Grant Funding A	Require funding to support member empowerment through development.	\$20k for training development of members.	FY17
Grant Funding B		\$40k	FY17
Grant Funding C		\$40k per year over 5 years	FY17
Internal Efficiencies	Board meetings <2hrs		
Events & Training	Structured program of events.	Clear plan of events 12 months in advance to promote to sponsors and members.	
Training Events	Empower & ignite potential of members through training.	4 free training events per calendar year.	
Attendees at Events	Currently getting approx. 50 to each event.	Consolidate and retention of attendees- conversion to membership	2017 Calendar Year.

Draft Action Plan

Nov-16			
What	Details	When	Venue
Breakfast	Anelia Blackie	Wed 16 Nov 2016	The Main
Luncheon	"Supporting each other Bus Lunch"	Fri 25th Nov	Commodore 1pm-2pm
Board Meeting	November Board Meeting	Mon 7 Nov	TBC
Newsletter	Monthly Member Newsletter	N/A	
Membership Drive	Letter & invoice sent to all Members		
Sponsorship Drive 2017	Sponsorship Drive		
Dec-16			
What	Details	When	Venue
Night Function	FREE End of Year cocktail event	Thurs 1 Dec	Barry Maney & Beaurepairs
Membership Drive	Membership Drive		
Sponsorship Drive Cont	All past sponsors contacted in person		
Newsletter Christmas	Summary & Membership	TBC	
Jan-17			
What	Details	When	Venue
Membership	Membership Drive		
Sponsorship Drive	Sponsorship Drive		
Feb-17			
What	Details	When	Venue
2017 Launch	Sponsors meet & greet	Fri 17 or 24 Feb	The Commodore
Luncheon	"Supporting each other Bus Lunch"	Fri 24th Feb	Commodore 1pm-2pm
Board Meeting	Board Meeting	Mon Feb 13th	Larnie Room
Newsletter	Monthly Member Newsletter	N/A	

Draft Action Plan Continued

Mar-17			
What	Details	When	Venue
Luncheon	"Supporting each other Bus Lunch"	Fri 31st Mar	Commodore 1pm-2pm
Breakfast	International Womens Day	Wed 8/ fri 10 Mar	The Main
Workshop on Wheels	Barry Maney Ford	Thurs 23rd March	
Board Meeting	Board Meeting	Mon Mar 6th	Larnie Room
IWA	Media Launch for IWA		
Newsletter	Monthly Member Newsletter	N/A	
Apr-17			
What	Details	When	Venue
Luncheon	"Supporting each other Bus Lunch"	Fri 28th April	Commodore 1pm-2pm
Training		Wed 6 Apr	
Night Function	Panel cocktail- mental health	Wed 26 Apr	
Board Meeting	Board Meeting	Mon 10th April	Larnie Room
Newsletter	Monthly Member Newsletter	N/A	
May-17			
What	Details	When	Venue
Luncheon	"Supporting each other Bus Lunch"	Fri 26th May	Commodore 1pm-2pm
Breakfast	IWA - Last Winner	Wed 17 May	Thyme at the Lakes
Board Meeting	Board Meeting	Mon 8th May	Larnie Room
Newsletter	Monthly Member Newsletter	N/A	
Jun-17			
What	Details	When	Venue
Luncheon	"Supporting each other Bus Lunch"	Fri 30 June	Commodore 1pm-2pm
Training		Wed 21 June	
Board Meeting	Board Meeting	Mon June 5th	Larnie Room
Newsletter	Monthly Member Newsletter	N/A	
IWA	Nominations Close	Sun 25th June	

Draft Action Plan Continued

Jul-17			
What	Details	When	Venue
Luncheon	"Supporting each other Bus Lunch"	Fr 28 July	Commodore 1pm-2pm
Night Function	Panel	Wed 19 July	
Board Meeting	Board Meeting	Mon Jul 10th	Larnie Room
Newsletter	Monthly Member Newsletter	N/A	
IWA	Judging for IWA	Sun 2nd July	
Aug-17			
What	Details	When	Venue
Luncheon	"Supporting each other Bus Lunch"	Fri 25th Aug	Commodore 1pm-2pm
Gala	IWA Awards & Gala Dinner	Fri 4th Aug	The Barn
Training		Wed 23rd Aug	
Board Meeting	Board Meeting	Mon Aug 14th	Larnie Room
Newsletter	Monthly Member Newsletter	N/A	
Sep-17			
What	Details	When	Venue
Luncheon	"Supporting each other Bus Lunch"	Fri 29th Sept	Commodore 1pm-2pm
Breakfast		Wed 20th Sept	The Main
Board Meeting	Board Meeting	Mon Sept 11th	TBC
Newsletter	Monthly Member Newsletter	N/A	
Oct-17			
What	Details	When	Venue
Luncheon	"Supporting each other Bus Lunch"	Fri 27th Oct	Commodore 1pm-2pm
Training		Wed 18th Oct	
AGM	AGM & Board	Mon Oct 9th	Larnie Room
Newsletter	Monthly Member Newsletter	N/A	

Draft Action Plan Continued

Nov-17			
What	Details	When	Venue
Luncheon	"Supporting each other Bus Lunch"	Fri 24th Nov	Commodore 1pm-2pm
Breakfast		Wed 15th Nov	Thyme at the Lakes
Board Meeting	Board Meeting	Mon Nov 13th	Larnie Room
Newsletter	Monthly Member Newsletter	N/A	
Dec-17			
What	Details	When	Venue
Night Function	Christmas	Wed 6 Dec	