

24th October 2025 Coffee Morning: Report & Recommendations for the Future

Outcomes

1. Around **80 people** attended this, of which about five were prospective members invited at the Winter Warm-Up, held at K2 on Thursday 16th October.
2. The **book stall** took £26, a good result.
3. Invitations for the **New Members Tables** had been sent to 65 New and 10 Rejoining Members, 21 of which responded accepting the invitation and another 7 sent their apologies. On the day 15 turned up. It was unusual for fewer than the number of members accepting to come on the day, normally it is the other way round.
There were 3 New Member tables, hosted by Jim McGough, Graham Friday and John Williams.
4. The Membership Team, Margaret Lloyd & Jean Manuel, hosted a **membership table** which dealt with several renewals and also processed some new members. This had been advertised beforehand both in the October Newsletter and in Beacon e-mails sent to members who had not yet renewed in mid-October.

Recommendations for Future Coffee Mornings

1. Not enough tables and chairs put out – Margaret Lloyd advised Peter Beckley & Isabel on 20th Oct that she estimated attendance of 80 – 100 and Peter informed Stephen Bloy of this. As we have separate tables for each of New Members and Existing Members, and some tables are not always filled before new ones are started, Stephen maybe assumes the number of people per table will be higher than they are in reality.

Recommended that we ask Stephen to put out all circular tables in future.

2. Admittedly it was a cold morning, but the hall was too cold for comfort, particularly at the start of the meeting. Apparently the Friary was waiting for the boiler to be repaired at this point. The repairs were completed by mid-November so this situation should not arise in future.
3. Some members arrived well before 10:00, despite the invitation being very clear it started 10:30 (it has never started at 10:00). The Membership Desk was advertised as operating from 10:00 onwards, but these early arrivals had not come for that. I know people travelling by infrequent buses often arrive very early before events start, and it is tricky to say they cannot come in, but we should try to restrict this to just 30 minutes before-hand, as the hall is only booked from that time.

Recommended that in future the notices in the Newsletter, Facebook and Beacon will remind members not to come too early.

4. There was nobody on the door (we do not have a sign-in desk for Coffee Mornings) to ask those entering whether they were new members or not, consequently many of them wandered over to the Membership Desk.

Recommended that a RUGS member welcomes is based on the door to take new/potential members to the new Members table. It would also be useful if this person could tick off the name of the new member from the invitee list (so Membership know they do not need to be invited another time).

Recommended that in future simple the Membership team use a tri-fold card stand for their desk (*adopted with success at the membership desk at the 14th Nov 2025 AGM*).

5. It was not clear which tables were for New Members

Recommended that Tables for New Members should be clearly labelled as such (by simple tri-fold card stands) so regular Members do not sit on them.

6. **Recommended** that Trustees wear lanyards to help new members identify us.

Margaret Lloyd, Secretary, 27th November 2025.