



# Stevenage Grange Rotary Club

## The Rotary Ophthalmoscope Initiative (ROI)

Sub Committee Meeting,  
Standing Order 7pm, 6<sup>th</sup> February 2006

### Agenda

#### 1, Review of progress notes

- a) 26<sup>th</sup> January 2006
- b) 4<sup>th</sup> February 2006

#### 2. Matters arising not on the Agenda

#### 3. Approvals & actions required:

##### a) Constitutional

- i) Confirmation of EGM date 27<sup>th</sup> March 2006
- II) Make up of Sub-Committee
- iii) Interim working approvals by Club 6<sup>th</sup> February

##### b) Legal matters

- i) Signing of Letter of Understanding (Intent) BY IB as Treasurer ? Despatch costs
- ii) To note the Statement of Indemnity – circulated earlier
- iii) To authorise the Secretary to conclude a distribution agreement with SSI and Ophthalmos Ltd, subject to a legal overview and reference back..
- iv) To approve the appointment of Ian Hamilton as Hon Solicitor, should he formally agree

##### c) Budget matters

- i) To acknowledge that the Charity Account will hold any surplus on sales of the 1<sup>st</sup> 1,000 units, and consider the use thereof in 4 below

##### c) Sponsorship

- i) To agree to seek sponsorship of RO(I) material and costs
- ii) To note that feelers have been put out with MBDA and generally through Herts Chamber
- iii) To note that a sponsorship form has been placed on the web site

##### d) Marketing & distribution

- i) Endorse links with & formal acknowledgement of V2020 and SSI in RO material
- II) To agree RO(I) being referred to in SSI / V2020 publications and web site
- III) To note that SSI has signalled a willingness to enter into a non-exclusive use agreement
- iv) To confirm the Initiative's target of 25,000 within 5 years.
- v) To confirm a standard pricing tariff of £25, to include engraving
- vi) To confirm in retrospect, the 3 proposed objectives of the 'Initiative'
- vii) To note the revised order form, available for the web, and confirm bank details (IB)

#### 4. Other matters for determination

- a) To consider the matter of despatch costs, referred to in the Letter of Intent
- b) Conference (Exhibition) attendance. - Whether to attend, which ones and who?
- c) Budget matters. To consider how any surplus arising from the sale of the 1<sup>st</sup> 1,000 units shall be applied in principle.
- d) To determine how necessary marketing and other costs are to be funded.
- e) Representative roles with regard to ROI

SMS6/2/06