

Minutes of Greenport Growth Programme Board

1800 19 September 2012

Present: Tim Rix (TR), Alan Menzies (AM), Mark Jones (MJo), Bill Walker (BW),

In attendance: Claire Watts (CW), Paul Bell (PB)

		Action
1.	Apologies	
1.1	Apologies had been received from Matt Jukes (MJu)	
2.	Minutes of last meeting	
2.1	The minutes were approved as a correct record.	
3.	Matters arising from the minutes	
3.1	MJo gave an update on the current position with Siemens CW reported that the Year One delivery plan had been approved by BIS and an amended offer letter detailing the permitted due diligence costs was expected soon.	
4.	Inward Investment Exhibition Attendance	
4.1	A report was tabled on the 6 exhibitions that the Inward Investment strand intends to support businesses to attend through RGF funding. The Board approved attendance at the 4 planned exhibitions in the UK, but asked that a report should be submitted to them after each event giving details of attendees and successful outcomes. The Board require a stronger rationale before approving attendance at overseas exhibitions and asked that this be provided for the next Board meeting.	Helen Stinson (HS)
5	Proposal for Sirius Marketing Suite	
5.1	The Board agreed that it was not appropriate to progress exploration of such a proposal until after the Siemens investment decision	
6	Communications & Marketing	
6.1	CW asked for the Board's opinion on whether the Programme should carry out any marketing activity prior to the Siemens investment decision given the delay to the decision. The Board agreed that as the soft launch approach taken so far had succeeded in generating interest for the operational elements of the Programme, this should be continued until after the investment decision. The Board agreed that fact sheet inserts for each strand to include within the Green Port information pack and presence on the Green Port website should be progressed.	DK/HS & strand leads to progress
8	AOB	
	There were no items of other business	
9	Date and time of next meeting 17.00 Wed 24 October 2012	