

Suffolk Centre Committee Meeting Minutes

Post AGM Committee Meeting

9th October 2011 Sutton Village Hall

Meeting Called By: Brian Southgate, Suffolk Centre Chairman

Note Taker: Diane Preston

Attendees: Brian Southgate, Paul Fitch, Denis Mattocks, Janet Dobson, Nigel Berry, Colin Clarke, Christopher Stammers, Daryl Syrett, Katie Gothard, Diane Preston

Apologies for Absence: Trevor Smith, Alan Green, John Payne, Janice Kent

Committee Role Allocation

Discussion: Brian offered his congratulations to Paul Fitch and Denis Mattocks in their new roles as Vice Chairmen.

Brian had spoken to most committee members to understand which roles they would be happy to undertake. Below is a list of the allocations (subject to final agreement with missing committee members).

Chairman – Brian Southgate
Vice Chairmen – Denis Mattocks & Paul Fitch
Hon Treasurer – Janet Dobson
Hon Secretary - Janice Kent
Rally Secretary – Alan Green (TBC)
Equipment – Colin Clarke
Publicity – Nigel Berry
Plaque Officer – Katie Gothard
Daryl Syrett – Junior Crew
Sports Officer – Christopher Stammers
Registration Secretary – Diane Preston
Equipment Sales – John Payne
Webmaster – Trevor Smith
Newsletter – Trevor Smith

Action: Brian Southgate to confirm with Alan Green that he is happy to undertake the role of Rally Secretary

Requirement for Minute Secretary

Discussion: Possible need to have a person to take minutes at the committee meetings.

Action: Brian Southgate to speak to Janice Kent.

Requirement for someone to understand the Treasurer Role

Discussion: It would make sense for someone other than Janet to understand the Treasurer Role. Janet will inform the committee by 31st December 2011 (end of the financial year) whether she will be continuing on in the role.

Conclusion: If Janet decides not to continue in the role then someone will need to shadow her in the role in order to have a smooth transition.

Action: Janet to make a decision the end of the financial year. (31st Dec 2011)

Committee Meeting Schedule

The next committee meeting will be held on Wed 9th November at Hintlesham Village Hall at 7.30pm. Subsequent meetings will be held on the second Wednesday of each month with the exception of January and August.

New Style Plaques

Raised by: Brian Southgate

Discussion: It was brought up by Derek whether we will continue to use the new style plaques.

Conclusions: The new plaques will continue to be used. The First Rally plaques will continue to be the traditional triangular plaques until these are used up and then these will be reviewed. It is not possible to produce the traditional year pointers with the new system. A decision has been made to purchase the pointers from the previous supplier in order to maintain consistency with previous years pointers.

It was also noted that the amount of plaques being ordered for rallies does not tally with the actual number of attendees on the rallies. Rally marshals need to order plaques 2 weeks prior to the rally and should not over order. It is easier to print a few more if required rather than have wastage.

Rally Book On-Line

Raised by: Brian Southgate

Discussion: The South Essex centre suggested that the rally book could be managed on-line and would save the need for printing a rally book.

Conclusions: The committee members felt that many members use the paper copy of the rally book and this suggestion would not be appropriate for the Suffolk Centre.

Chairing of Rallies in the next few weeks

Raised by: Brian Southgate

Discussion: As Brian's caravan is being repaired over the next few weeks. Cover is required to chair rallies while this takes place.

Conclusions:

Denis Mattocks will chair Tangham
Trevor Smith will chair White Horse
Janice Kent will chair Crowfield
Paul Fitch will chair Halloween