

THE CARAVAN CLUB – SUFFOLK CENTRE

MINUTES OF MEETING HELD AT HINTLESHAM

WEDNESDAY 11th November 2015 at 7.30pm

The Meeting was opened at 19:35 with Janice Kent (Lady Chairman) in the Chair.

Those Present:

Lady Chairman	Janice Kent	JK
Vice Chairman	Nigel Berry	NB
Secretary	Diane Preston	DP
Treasurer	Mark Gowers	MG
Rally Secretary	Alan Dobson	AD
Attendance Officer	Carole Harbottle	CH
Equipment Officer	Chris Stammers	CS
Junior Crew Liaison	Mandi Syrett	MS
Minutes Secretary	Peter Wilson	PW
Committee Member	Bill Mitchell	BM

1.0 Apologies for Absence

Vice Chairman	Trevor Smith	TS
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2.0 Signing of Previous Minutes:

a. Meeting of 9th September 2015:

Proposed Nigel Berry

Seconded Mandi Syrett

b. Meeting of 13th October 2015:

Proposed Mark Gowers

Seconded Peter Wilson

3.0 Matters Arising

There were no matters arising from the previous meetings

4.0 Lady Chairman's Report

JK chaired the Stratford St Mary rally but arrived a little late on the Friday evening and then had an early start to drive to Birmingham for the Caravan Club AGM on the Saturday. All the ralliers got together for a pub meal on the Saturday evening and had a good time. The weather was wet and windy on Saturday but there was good weather on Sunday. Many thanks to the Rally marshals.

The Caravan Club AGM was held at the Motor Cycle Museum at Bickenhill, Solihull. An interesting event, but quite a way to go.

JK is currently planning the Anglia Regional Rally with the marshals. A little disappointing that no other Committee members are on the Rally, but several Suffolk members are attending. It would be helpful if more Committee Members could give their support to the Region, which is part of the Caravan Club structure. During the event on Friday night, fundraising is being arranged by the Regional Committee and Mick Threadgold (North Essex member) is giving a First Aid Demonstration on defibrillation. Mike is a First Responder and feels that we should have this equipment on the rally field. The Marshals are preparing and serving a three course meal for 98 on the Saturday evening, with the Regional AGM on Sunday morning.

5.0 Vice Chairman's Report

a. Nigel Berry:

Chaired the Halloween Rally. This went well and all enjoyed themselves. Apart from Suffolk Members, there were members from Norfolk and Bedfordshire. A total of 34 members attended.

b. Trevor Smith:

Along with our membership, Sue & I am deeply saddened by the loss of Derek Stammers on 1st November. He will be greatly missed by our membership; he was Centre Chairman from 2002 to 2005.

6.0 Hon Treasurer's Report

6.1 Current Finances to the end of October 2015:

Bank Account	£14,085.47
Un-Presented Cheques	(£25.00)
True Balance	£14,060.47
Caravan Club	£7,500.00
Cash with Treasurer	££27.48
Total	£21,587.95

Note: Balance includes rally deposits less expenses of £4,720.62 for Thorpeness 2015

6.2 Fund Balances:

Charity Fund	£3,479.71
Junior Crew	£647.48
Special Fund	£284.19

Note: Charity Fund balance to be split £1,265.10 for East Anglian Children's Hospices and £2,214.61 for East Anglian Air Ambulance.

6.3 Income since October **2015**

Halloween Rally £191.22

6.4 Expenditure since October 2015

- Panda Plaques – October Statement £42.10
- Trinity Park – AGM Rally £1,000.50

6.5 Rally Accounts

- Outstanding – Thorpeness (deposits received)

6.6 Defaulters

None

6.8 Equipment Sales

- A stocktake is required before year end. For those with equipment boxes can you please count your contents ASAP after the Anglian Regional AGM and send me the details of what you have.
- 2016 pointers have been ordered from Baypress and will be with us before the end of the month.

6.9 Advertising Income

Not known.

7.0 Hon. Secretary's Report

7.1 Membership

- 1134 members currently as of last Friday (6th November)
- Reminders of lapse of membership of Suffolk Centre is running at 60 per month. A generic email is currently being sent to remind those who have not renewed.
- CS stated that the Caravan Club is looking at changing the system to an 'Opt Out' system, where once registered with a Centre, you are automatically renewed to the same Centre, until you Opt Out. This is still a 'work in progress'.

7.2 Correspondence:

A lengthy email from BM regarding a role on the Committee. He suggested that a liaison with the Marshals and the Committee to create a reception and welcome protocol for first time ralliers'.

After a long discussion, it was decided that the present position of the Rally Chair (whenever possible) should continue to be responsible for meeting and greeting, together with any Committee Member present, to make sure that a welcome visit/contact is made to new members rallying with us for the first time, be continued; but BM's suggestion was worthy of consideration and will be reviewed during the year.

A reprint of the Suffolk Centre 'Flyer' is to be printed. AD stated he would ensure this was done.

7.3 Register:

CH was assisting DP with the Attendance Register, which was proving very helpful.

8.0 Rally Secretary's Report.

- a. It was felt by all that the font used was not appropriate and needed to be change to Calibri.
- b. Consistency of font size was needed throughout the Hand book
- c. Rally Slips are to be included.
- d. FlyerPress was selected as the preferred printer for the Handbook
- e. Several samples from other Centres were passed round by DP
- f. An Adobe pdf version will not be available for the Website, due to Data Protection.
- g. Number of Handbooks to be printed to be reduced to 1800 as 250-300 are thrown away at the end of the year.
- h. DP stated that after October, any new enquiries for a Handbook was held over until the new book was available in the new year
- i. The AGM for 2016 was to be at Trinity Park
- j. CS asked if the AGM date could be changed so that members could attend the Fishing Rally? JK stated this to go with planned dates for 2016
- k. Thanks to ND and TS for the proof reading the Draft Handbook.

9.0 Publicity

CS stated: The adverts have been received, but still say 2015, so this needs to be changed to 2016. All on track, but need to contact the advertisers re any changes needed. Currently in excess of £1,000 of adverts booked and Sharman Caravans want 3 adverts in the Rally Book, so I have offered a 10% discount on the second and third advert placed.

10.0 Equipment Sales

None.

11.0 Equipment Officer

We have 4 boxes, three in general circulation and one for holiday rallies. We need to have them all returned for late December to prepare them for the new season.

- a. Flags: We need to either replace the existing flags, which deteriorate quickly at the point, or replace them with an alternative. After a discussion of the pros and cons, it was decided to replace the current large, bulky and heavy flag pole et al with a 'Feather Flag with White water parasol base'. The artwork needs to be approved by the Caravan Club, but several potential designs were shown by CS
- b. Suffolk wording to be written down the flag, not across.
- c. CS will replace the Water, Elson et al signs with new aluminium backed ones.

12.0 Sports Officer

No Report

13.0 Webmaster

Following the AGM, TS has completed the following on the Website:

- a. Changes to the Committee photos with names, jobs and email addresses.
- b. Updated the Contact Us page
- c. Removed the 2015 programme (except rallies after the AGM)
- d. Added the full 2016 programme as presented at the AGM
- e. Created a page per rally (without Marshals' phone numbers or addresses)
- f. Added details of the Handbook Cover Competition

14.0 Newsletter

- a. NB would start the New Year with a Newsletter via email to all members to pre-empt the Rally Book, covering January and February.
- b. In February another Newsletter would be emailed out covering March and April; and so on.

15.0 Junior Crew Liaison Officer

- a. Photo's used for last year's Handbook to be used again.
- b. The JC will be working on fund raising this coming year
- c. Will be selling sweets at the Natter & Chatter at the Valentines Rally in February

16.0 Regional Meeting

CS will:

- a. update Centre Membership
- b. Move date of Fishing Rally
- c. Produce a Welcome Pack for Marshals
- d. There is a decline in the number of Traders at National Events; the CC is considering giving 'free' days to encourage more Traders to exhibit.

17.0 Any Other Business

- a. DP raised a list of Rallies where there had been more than 2 Marshals. When closely compared with the Rally Book, where there had been more than 2 Marshals' there were >50 units allowed or the Handbook had stated that there were to be more than 2 Marshals; therefore, no problem perceived.
- b. MG clarified that Marshals don't pay the £1.00 Admin Fee
- c. CS stated that the Debenham Country & Western Rally seems to clash with too many other rallies.
- d. DP stated that we could produce an Adobe pdf of the Flyer, but the phone numbers need to be removed.
- e. MS suggested that a donation to charity be made, rather than sending out Christmas Cards.

18.0 Date of Next Meeting - 9th December 2015

18.1 Place of Next Meeting – Hintlesham Community Hall

Meeting Closed at 21:52