

# **Suffolk Centre Committee Meeting Minutes**

## **Post AGM Committee Meeting**

**9<sup>th</sup> 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 31<sup>st</sup> 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. (31<sup>st</sup> Dec 2011)

## **Committee Meeting Schedule**

The next committee meeting will be held on Wed 9<sup>th</sup> 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