

THE CARAVAN CLUB – SUFFOLK CENTRE
MINUTES OF MEETING HELD AT HINTLESHAM
08 November 2017

The meeting was opened at 7.30 p.m. with Garry Pyett in the chair.

Present:

Chairman	Gary Pyett
Vice Chairman & eNewsletter	Peter Wilson
Treasurer	Mark Gowers
Secretary	Janet Dobson
Rally Secretary	Alan Dobson
Publicity	Bill Mitchell
Sports/Junior/National	Chris Stammers
Webmaster	Julian Fincham-Jacques
Equipment Officer	Mark Terry
Attendance	

1. **Apologies for absence**

None.

2. **Corrections to previous minutes 11th October 2017**

Correction to put Heritage.

3. **Signing of previous minutes**

Proposed: October meeting PW – after AGM meeting - BM

Seconded: October meeting CS – after AGM meeting - JFJ

4. **Matters Arising**

None recorded.

5. **Chairman's Report**

This being Gary's first meeting he thanked everyone for attending. He appreciated this is a smaller committee but wanted everyone to have a role to play. A discussion took place over the needs of committee members. He had discussed with a centre member the possibility of co-opting them onto committee – to be discussed at December meeting.

6. **Vice Chairman's Report**

None at this time.

6a. **Other Rally Reports**

None at this time.

7. Treasurers Report

Funds – end of October

Bank Account	11,990.74
Un-presented Cheques	(331.00)
True Balance	11,659.74
Caravan Club	5,500.00
Cash with Treasurer	12.49
Total	17,172.23

Balance includes £5,191.00 for Thorpeness Deposits

Fund Balances

Charity Fund of £1,457.51

Junior Crew £550.62

Special Fund £964.59

Income since Oct – Thorpeness Rally £250.00, Thorpeness Charity Donation £85.00, Equipment Sales £15.10, Octoberfest Rally £221.30, AGM Charity Donation £183.80

Expenditure since Oct – Hintlesham Community Council £198.00 (meeting room bookings for 2018), East Anglian Air Ambulance £1,726.31

Rally Accounts – All accounts received, now with Thorpeness accounts processed in November and payment to be made to landowner.

Defaulters – None New.

A letter has been sent to David Kent thanking him for his £10 donation from his prize for winning the front cover photograph of the 2018 Handbook.

Discussion took place over expenses and where in the accounts this is paid from. Confirmed 30p mile expenses for fuel for attending meeting if members wish to claim it and also other sundry expenses such as ink and paper for the roles they undertake. MG to email current expenses claim form to committee. Added to please include all VAT receipts where possible. Expenditure up to £50 can be done but over this must be brought to committee for permission.

8. Secretary's Report

8.1 Membership – as at 8th November 17 stands at 981.

8.2 Correspondence

Public Liability Insurance Nov 17 to Oct 18 received along with an updated Incident Report Form. JD to email copies of both documents to committee.

8.3 Other Points

8.3.1 Discussion took place over the quantity and dates of folders of general correspondence, Centre minutes, AGM minutes, Club information and the weekly/monthly list printouts.

JD has been in touch with the Club re the implications of GDPR (data protection) and has been told that it is up to Centres to decide on these, their concern is how members data is stored – in this case the membership and attendance databases. Agreement given for the following:

AGM minutes – all to be retained

General member correspondence – set up Excel list of what received up to 5 years ago. Any correspondence before that thought to be relevant is also to be recorded. 18 months current will be kept, the rest disposed of.

Club Correspondence – as with General member correspondence.

Print outs of Club membership – As these are received by email, all messages to be kept, only to be printed off and kept for a period of 3 months, the rest to be securely disposed of.

Centre Minutes – held since 1997 – to be retained at this time.

Attendance lists and information – There is a master copy of the rallies for the year showing when lists have been received and entered. The actual rally lists prior to the current year are to be disposed of. MG pointed out that the last 7 years can be found in the accounts boxes if needed.

8.3.2 Discussion took place over the weekly/monthly reports and the difficulty reading them due to size. Extremely small when printed A4, no access to an A3 printer. It was agreed to purchase an A3 printer (from Tesco) at £80 which will remain Centre property.

8.3.3 Discussion took place over the implications of storing data after May 2018 when GDPR is implemented. Currently the whole of the Secretary role/information is stored on a memory stick. JD asked to do some research into a more secure pin coded one. PW offered a hard drive to use as a backup tool if needed which he left with JD.

8.3.4 Polypocket envelopes, as used this year, have been purchased ready for the rally handbook dispatch.

8.3.5 Dates for meetings

8 November 2017

13th December 2017

2018

Feb 14

March 14

April 11

May 9

June 13

July 11

Sept 12

Oct 10
Nov 14
Dec 12

Have booked hall, managed to secure same price of £16.50 per meeting instead of the normal £25 for evening hire. MG confirms bill paid.

9. **Rally Secretary's Report**

Rallies for 2018 – Several items outstanding, one rally entry and two adverts. 4B requests outstanding for Banham Zoo and Wroxham Rallies.

Information from Club - Information gained re GDPR. Attendance lists to be kept by Chairperson and Marshals only – not to go on back of programme or any notice board. A message to members has been inserted in the handbook explaining use of their personal information. Once the book is finished all programme entries will be on laptop and hard copies destroyed.

50th Anniversary Rally – Updated flyer received and rally entry. Some clipart for this page provided by Trevor Smith.

Printers for 2018 – contact made. All adverts received have been forwarded. Front cover has been done, all accepted. Now waiting for final entries and adverts, hope to go to printer's pdf early next week.

Rallies for 2019 – In the past there has been a proposed rally programme list on the website. Following discussion with some members would like to not have this for 2019 programme. This will mean marshals having to contact to discuss the dates they want and there have been indications this is why a low AGM turnout because you can get the details online prior to the meeting. Can have this ready in the background for Julian to put up after the meeting. Agreed to do this for one year and then re-assess.

Passing rally slips before AGM – This was brought up and discussed. The rules are clear that marshals should not accept rally slips prior to the AGM and if they are given or posted before then that they go to the bottom of the pile after those given at the meeting. Was agreed that this has gone on in the past. Marshals notes to be re-written to emphasize this.

10. **50th Anniversary Plans**

A meeting is planned for next week. Some sponsors may be interested. Janice Kent has offered to remain part of the working party for this rally – agreed. GP and MG to discuss this further and bring back information to committee in December.

11. **Publicity**

BM stated his disappointment in fewer adverts this year, a lot of advertisers are cutting back. It has been very hard work plus some have indicated costs against the circulation of books. He is waiting for the last two adverts to come through for the handbook. BM is hopeful for next year with some new leads and possible return of those not advertising this year. JFJ asked how much we charge - £150 Full Colour, £100 Full B/W, £50 Half Page B/W and £80 for Half Page Colour. Approach is usually started late February with invoices. Discussion over approaching services outside of the normal –

BM has asked members via Facebook and e-Newsletter, no response. Possibility of ¼ page adverts? Discuss further over the next months.

12. **Rally Equipment**

MT in contact with CS re handover and working through boxes and process. All equipment to be brought in and examined/repared/replaced. He is also working through the list of "other" equipment contacting those holding it to check, will liaise with GP what the Centre holds. Will prepare the rally list for the marshal's packs, AD to forward spreadsheet with fuller marshal information. Re last meeting what was outcome of rubber hoses – all sorted. MG to carry on looking after the tea urns.

13. **Sports and National Liaison**

CS understands sport at next year's National will be spread over 2 days with children sports on the Saturday. Asked if possible for a sponge ball to go into the equipment bags or perhaps add a note to marshals that this is available.

14. **Attendance**

Both PW and MG offered to take on this role in the interim. As MG gets the attendance lists with the accounts, this would avoid undue postage and possible loss of information, plus the lists are stored with the accounts. A trial run has taken place which was successful.

The issue over how the attendance at the National is dealt with needs to be addressed. PW, after receiving some membership data from Diane, had gone through the list to identify possible Centre members. A list handed to JD to update the Attendance database.

15. **Webmaster**

Trevor Smith is currently keeping this up to date, liaising with JFJ for the handover once the rally book has been produced and the site updated. JFJ indicated he will carry on the site as it is at present and look again in the future.

16. **e-Newsletter**

PW brought along a data edition for September showing that 43% of recipients opened it with a click rate of 20.2% for following further links in the document. There was some puzzlement over recipient being 35.8% UK, 5.7% USA and 1% other. Next edition mid-January 2018 and PW asked for chairman's blog or report, rally sec report, any other, if wanted. Other editions aimed for March/May/July and September.

17. **Junior Liaison**

Junior passports are to continue, CS liaising with previous Junior Liaison Officer for handover. Put forward the idea, as other centres, of perhaps awarding a voucher (£5) if children attend enough rallies. To discuss further. At Regional level they are looking at mobile internet, charging availability on rallies etc. To be followed up.

18. **Regional Meeting**

Next meeting Sunday 19th November. Chris to take several points to the meeting – one being the extremely short date given to Centres to get their information on for the magazine in January. 17th November is too soon considering books are still being worked on.

19. **Any Other Business**

19.1 **Natter and Chatter** – JD discussed about the meeting being more structured. To discuss December meeting.

19.2 **Postage (general and rally books)** - Discussion had taken place previously re any alternative to using the Drop and Go system currently in use. The Drop and Go card was passed to JD at the meeting. JD has visited local post office where given reassurance they would be able to handle post, especially the bulk mailing in December. PW had been asked to look into alternative and brought details to the meeting of renting a small franking machine. Prices and comparisons on pricing for this year was passed amongst committee. After discussion various question put forward – will it frank the polypocket envelopes we use – are there sticky labels to use – will the handbook fit into it if we went back to envelopes. PW asked to gain this information. Due to the limited time before the books come in decided to carry on as we are but look into this for the future. We would also need to consider the extra work/space required for the Secretary.

19.3 Discussion over purchase of the Suffolk Horse (500 rallies). Supplier has kiln problems, has two, will probably be the last ones. Agreed to purchase them and store until required.

19.4 Agreed fellowship plaques to remain at 15 rallies – AD confirmed this is in the handbook.

19.5 GP asked re access to the “Box” where Club paperwork and information is stored. This is accessible by Chairman and Secretary only. JD to forward access information.

Date of next meeting – Wednesday 13th December 2017 at 7.30 p.m.

Venue next meeting – Hintlesham Community Centre

Meeting closed at: 10.22 p.m.