

THE CARAVAN CLUB – SUFFOLK CENTRE
MINUTES OF MEETING HELD AT HINTLESHAM
14th February 2018

The meeting was opened at 7.35 p.m. with Garry Pyett in the chair.

Present:

Chairman	Garry Pyett
Vice Chairman & Newsletter	Peter Wilson
Treasurer & Attendance	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

1. Apologies for absence

All present.

2. Corrections to previous minutes

Amendment to Treasurers Report requested.

3. Signing of previous minutes

Proposed: Chris Stammers

Seconded: Mark Terry

4. Matters Arising

19.2 Plaques and further correspondence.

A reply had been received concerning this item on the agenda which warranted further discussion. Committee felt that the decision made was to stand unchanged, a response to be drawn up in reply.

5. Chairman's Report

I attended two funerals in December with a further one to attend shortly.

First rally chair was at the Burns Supper Rally which was excellent followed by the recent Valentine rally, again with an excellent meal. Due to illness and injury of the lady marshals it was nice to see everyone working together for a good evening, helped by Chris Stammers and music. The Natter and Chatter meeting was well attended, guest was the Anglia Region Chairman and his wife. Thanks to Chris again and family/Juniors for preparing and serving the bacon rolls and refreshments. There is a need to look at the organisation for this event for 2019. I attended the Regional Council meeting in January which included a visit from EGH for a discussion over GDPR. There was a lively discussion, a few committee also attended. I attended a sub committee meeting in January for the 50th celebration rally. There will be a Caravan and Motorhome Club Question Time planned for 24th March – venue to be advised in Norwich.

6. Vice Chairman's Report

I attended the Saxtead Rally in January, lovely pub with a great choice of food. This years marshalls will be unable to run this rally for 2019 so I have offered to take on this venue which has been running since 2003. Thanks to the marshals who have run this for the last 5 years.

7. Other Rally Reports

None to report.

8. Treasurers Report

2017 Accounts presented and approved. Peter Wilson commented that the Club paperwork was still using Hon. Treasurer and Hon. Secretary which the Club had informed us was no longer appropriate.

Funds – end of January

Bank Account	1,339.98
Un-presented Cheques	-160.00
True Balance	1,179.98
Caravan Club	5,500.00
Cash with Treasurer	12.49
Total	6,692.47

Un-presented cheque is for Suffolk Punch Trust.

Deposits for 50th Anniversary Rally stands at £380.80

Fund Balances

Charity Fund of £0.00

Junior Crew £541.04

Special Fund £964.59

Income since Jan – Burns Rally £269.83, 50th Anniversary Rally deposits £320.80, Charity Donation of £12.00 from Chris Stammers, Junior Crew donation of £34.00, Equipment sales of £28.00

Expenditure since Jan – Stationary and Travel expenses £27.14, Plaques for Jan rallies and presentations £33.55, 2018 pointers £29.46

Rally Accounts – All accounts received

Defaulters – One chargeable for Burns, letter sent 7/2/18.

Attendance

January Saxtead Rally list received.

February Burns Rally list received.

9. Secretary's Report

9.1 **Membership** – as at 5th Jan was 1008 and 9th February 1033

Have cleared database to hold current and previous year only. Previous information to be deleted. Have made a note of various statistics and information (not personal) for future reference. Agreement given to write to a longstanding member who has recently retired from caravanning.

9.2 **Correspondence**

- a. Email Club re GDPR and the database.
- b. Comment by member re booking of rallies. Agreed current system of booking to remain unchanged, Janet to reply to member concerned.
- c. Email from Region re National Block Marshal. Mark Terry has put name forward.
- d. Email from Club re Rallies in National Parks for 2019.

9.3 **GDPR – REGIONAL FORUM**

Points picked up from meeting relevant to Centre

From leaflet given out:

1. Restrict access to IT equipment used for Club business. Password protect.
2. Install security software on IT equipment used, antivirus and antimalware.
3. Keep laptop, table and other equipment locked away when not in use
4. Use a strong password
5. Don't collect, store, process or distribute members data without special care or Club authority
6. Manage emails. Do not retain personal data for any longer than is necessary, so we cannot hold onto all emails sent and received if they contain information about individuals. Best approach is to delete an email if you do not need it anymore.
7. Keep paperwork for as long as is necessary

Other information in leaflet – did get some more copies.

Notes taken from meeting have been distributed to committee, waiting for final information from Club offices. Outlined below:

Comes into effect 25th May 18 when we must be compliant. Club is first point for members – they will cover re agreement and if a member decides to join a Centre then permission to send is given. It will be up to Centres to notify their members as to how their data will be used and stored.

Anyone storing any information for the Centre – Committee/Marshals/Other must be made aware that if their computer/laptop etc., is either lost, stolen or believed hacked, this should be reported to the Centre who have to report to the Club a possible data breach.

HOW THIS WILL AFFECT COMMITTEE/MARSHAL ROLES

All Committee:

Centres to look at disclaimers (club may provide) for next year's books, websites, other communications.

Discussion on online training for all Regions and Committees.

Committee to only hold relevant emails – delete when dealt with.

An agreed "password" for protected documents – emails should not name members.

More centres supplying books by pdf. Committees to discuss if way forward.

Specifically:

Secretary

Secretary should only hold relevant information for only as long as needed. Emails and reports delete when dealt with.

Centre database. Attendance database deemed historical. Membership database to follow guidelines.

Following enquiry to Club, via question from Julian, confirmation received that minutes do not have to be password protected as long as no member mentioned or identifiable, any document showing personal information has to be. Password agreed by committee for this.

Secretary to provide committee with Club agreement form re photographs showing 18 years and younger if to be used on website/publications such as the Newsletter.

Rally Marshals

Rally Marshals – advise to delete old rally details when finished with. To advise Centre Secretary if they suspect they have been hacked or have lost equipment as a possible data breach. Secretary has process to follow with Club.

Attendance lists – full list made available for Rally Chairman and to go with accounts. If added to rally programme use only member name and car reg as identification.

Rally form to hold disclaimer about using their information. Dummy email addresses to be offered as a contact. Minimum information in the rally book. Possibly to look at online booking. Committees to discuss.

Webmaster

Centre Websites. Some concern over their operation – some are member password to certain areas, some are totally open. Items such as pictures should be in a password protected area. Committees to discuss.

Newsletter

When sending emails with personal details i.e. email addresses for newsletter, then documents must be password protected. Be aware of personal information/photographs being published. Password agreed by committee.

Rally Secretary

Centres to look at disclaimers (club may provide) for next year's books, websites, other communications.

Future rally books. Ask printer if they are GDPR compliant. All documents sent to printer to be password protected. Same goes for sending round pdf to committee for the rally programme.

- 9.4 Rally books/pdf. Interesting content from other Centres books received. One Centre decided to split the annually repeated information into a Ralliers Handbook issued every 4-6 years, minimising Rally Book. Handbook done inhouse, rally book professionally printed.

10. Rally Secretary's Report

Few rallies in for 2019, AGM date reserved. Need to encourage new marshals, have lost 27 rallies in the last 6 years. Concern over contact for marshal for Thorpeness Holiday rally, seems to have sorted itself out. Thorpeness May Bank Holiday rally now taken over by Mark and Rachel Gowers. When contacting printers for 2019 handbook, need to make sure they can confirm they are GDPR compliant. Club looking at providing Centres with disclaimer for handbooks re data protection. Rally

marshal sheet updated to reflect this. Still working through any implications of GDPR for the book, pdf copy to be sent to printer and committee under password protection. To use agreed committee password. New marshals needed for Easter Debenham Rally, understand some interested, awaiting confirmation. Need to look at online booking for the future. To also look at preparing a pdf copy of book, minus addresses, for distribution to other Centres and late year new members. May be able to lower book numbers to save money on printing. Marshals should be aware that they can contact committee for support and assistance, either financial or physical, if required.

11. 50th Anniversary Plans

Booking forms now available and sent to those who have asked. So far there is a band for Saturday evening, barn dance Friday, afternoon tea Sunday. Also booked archery and shooting for Saturday by local Scout group. Site visit planned for May, progressing well, committee roles within this to be discussed.

12. Publicity

Invoices, a copy of the handbook and a letter regarding the 50th Anniversary rally, have gone to all advertisers for the 2018 handbook, other than the Club – Mark Gowers to deal with that.

13. Rally Equipment

Gas urns serviced – one faulty to be disposed of. Now have 3 gas and 2 electric, marshals to book in advance please. List of all equipment updated and ready to go onto website. One large Suffolk Centre banner appears to be missing.

14. Sports and National Liaison

Mark Terry has offered to do the role of Regional Block Marshal at the National. No news out yet of any competitions, this has been brought up at Regional Meeting. A few members have contacted Chris with their intention of attending the rally. Chris to let Mark G know what sports equipment may be available for the 50th Celebration Rally.

15. Webmaster

Handover from webmaster is now complete. Few software issues have been sorted out. May need to look at upgrading/renewing for the future. Julian to follow up possible contact and costs. Cannot password protect on current programme. Still working on updating various pages within the site – such as For Sale etc.

16. Newsletter

Next edition due mid-March. Can committee check if any of their items are to stay/be removed, further content much appreciated. If a committee member chairs a rally can they do a short report for the newsletter. To be aware of publishing photographs – under 18 must have signed consent (Janet to provide committee with appropriate forms) and others must be made aware that photographs may be published. When sending to members to also include Regional Chairman/Secretary and Secretaries of other Anglia Centres.

17. Junior Liaison

Chris with the help of some of the Juniors did the bacon butties at the Natter and Chatter raising £34. Chris to sort out the Junior Passports. Junior Trophy winners due at rally in March, Garry to look at presenting this to them there.

18. Regional Meeting

Pointed out that marshals/rally chair can use the St John Ambulance website to locate the nearest defibrillator (if required).

Hoping to have Centre lines within the Regional area at the National Rally.

Looking for marshals for the 2019 National Rally to arrive beforehand to set up.

19. Any Other Business

19.1 **Franking Machine.** To hold over to another meeting later in the year.

19.2 **Valentine – P Wilson.** Peter has offered to take on the Valentine Rally for 2019 and 2020, dates passed to Alan for diary, to be confirmed. Question over why the rally was not advertised in the 2018 handbook for 2019, answer was that no-one had come forward to offer to run it. Agreement that Peter may take slips for the 2019 rally now, to be advertised on website and in newsletter.

19.3 **Rally Marshal Rally.** T. To go on a future agenda.

19.4 **March meeting.** To be brought forward one week as 2 committee unable to attend.

Date of next meeting - Wednesday 7TH March 2018 – agreed

Venue next meeting – Hintlesham Community Centre

Meeting closed at: 10.20 p.m.

DISCLAIMER: All those mentioned in these minutes have given their permission for their data to be used.