A Charitable Incorporated Organisation registered with the Charity Commission Registered Number 1169995

REFERENCE T13/2008

FINAL

MINUTES OF MEETING #13 OF THE TRUSTEES OF THE RAILWAY CORRESPONDENCE & TRAVEL SOCIETY. Held via Video Conferencing on Saturday 15th August, 2020. Commencing at 1400hrs

TRUSTEES PRESENT AT VIDEO CONFERENCING MEETING

ACM	Callum MacLeod	(Acting Chairman)
ARW	Reg Wood	(Treasurer)
GTA	Geoff Adams	(Acting Secretary)
MSR	Mike Robinson	
DPG	David Goddard	
APD	Andy Davies	
ILR	Irene Rabbitts	
PC	Paul Chancellor	
JR	John Redgate	
DK	David Kelso	

INVITED TO THE MEETING

DJ	David Jackman	(Webmaster)

MENTIONED BUT NOT PRESENT

BA	Brian Arman	(President)
WGD	Gordon Davies	(Former Chairman)

2008.01 CHAIRMAN'S OPENING REMARKS

ACM welcomed everyone to the meeting and thanked JR for sending out a message on his behalf regarding BA, as he had no email access at the time. Our President remained in a coma in the Bristol Royal Infirmary (BRI) following his severe heart attack on Thursday. Paul Udey (Bristol Branch Secretary) had been contacted at 1330hrs but there was no further news. REDACTED
BA's wife would no doubt be at the BRI. As it was a big agenda, it had already been agreed that some later items may not be dealt with.

2008.02 APOLOGIES

DB, who was attending a wedding in Blackpool.

2008.03 TO CONFIRM MINUTES OF MEETING T12/2006 (dated 13th June 2020)

There were no objections from the Trustees, so ACM to sign the last page, scan and then email to GTA, pending the time when he could hand over the original document for filing. ACM & GTA to liaise regarding any required redactions, prior to posting on the Society website – **see Action Point (AP) 1a & 1b**.

2008.04 MATTERS ARISING, INCLUDING ADDITIONAL 'OUTSTANDING ACTIONS' FROM T11/2004 & ACTION POINTS FROM T12/2006

.01 ADDITIONAL OUTSTANDING ACTIONS FROM T11/2004:

A List had been circulated prior to this meeting and is attached as **Appendix 1**.

All completed, except for the following:-

T11 2004.07.02 Carried Forward as **AP2** to these Minutes. ARW reported the setting up by HMG of a £92m Culture Fund to assist heritage organisations to adapt and reopen following Covid, and he wondered it Leatherhead could be considered. The Transport Trust, of which our Society is a member, are co-ordinating and had approached us and asked if we had anything eligible. Unfortunately, the deadline was next Monday, so ARW doubted he could meet that, but this was also an area where a new volunteer might be deployed to help use our Charitable status to cast the net wider and generate new income streams. He would finalise his thoughts on the role of a new volunteer and the make-up of the new External Funding Think Tank.

T11 2004.09b Carried Forward as **AP3** to these Minutes.

T11 2004.10 (L2) Discussed with WGD, who advised to hold on for now until we were better established, as talking to Sarah Hollingsworth costs us money. WGD has offered to assist, due to his previous contacts. ARW added that the TOCs had enough going on at present without worrying about our rent issue. Carried Forward as **AP4** to these Minutes.

T11 2004.10 (L3) APD reported that the coffee shop was still shut, so Carried Forward as **AP5** to these Minutes.

.02 ACTION POINTS FROM T12/2006:

AP1a & 1b Completed

AP2a Completed

AP2b Carried Forward (as **AP6a** to these Minutes)

AP2c Carried Forward (as **AP6b** to these Minutes)

AP3 See item 2008.05 below

AP4 See item 2008.04.01 above, under T11 2004.07.02, ARW adding he had been giving thought as to possible members and hoped to finalise soon.

AP5a Completed

AP5b Carried Forward (as **AP7** to these Minutes)

AP6a, 6b & 6c Completed, with discussion regarding possible, omissions, etc.

AP7a Completed – see also Additional Comments below

AP7b Completed (and on-going, as required)

AP7c Completed

AP8 Completed

AP9a Completed and see Additional Comments below

AP9b Carried Forward (as **AP8** to these Minutes but on hold pending results of discussions between APD and Matthew Shaw)

AP10 Carried Forward (as **AP9** to these Minutes)

AP11 Completed

AP12 Completed

AP13 See item 2008.11 (Benefits for Trustees) below

Additional Comments on AP7a: The Survey had been sent out electronically to 'e-members', the printed version was due to be with the August *RO*, though this needed to be confirmed with Amadeus (see **AP10** to these Minutes). Lawrence Bindley was assisting and would send regular updates to PC, who had an analysis programme ready. PC would keep the Trustees updated and should be able to report his findings to the November Trustee meeting; he would circulate to those Trustees having questions in the Survey, prior to that meeting.

Additional Comments on AP9a: APD said it was okay to reproduce Network Rail's **public** timetables but **working** timetables (WTT) needed separate approval. He had arranged a meeting with Mathew Shaw, in Leatherhead, on 26th of this month and would report back. Pre-1970s WTT were still with Rodger Green and would pose a storage problem at Leatherhead, as there is said to be a Transit-van load. Crown Copyright was either 50 or 80 years, the latter thought to be an EU requirement.

2008.05 AGM DATE AND ARRANGEMENTS

ACM felt we should go for Saturday 24th October, as this had already been picked for the Members' Weekend (and thus in members' diaries), and the AGM to be held via Zoom, starting at 1400hrs. He added that even if a face to face meeting could be organised, there was no hope we would get a quorum. DJ queried if sufficient notice could be given to the members. MSR stated that his target date for getting the September *RO* to the printers was 31/08, and thus not on doorsteps until 15/09 at the earliest. DG advised that the required notification was for the date to appear in the *RO* prior to the month of the meeting. The AGM Supplement didn't need to be published with the September *RO*; it would normally have been issued with the April *RO*, so could now appear with the October *RO*.

The Trustees agreed that the AGM would be held on 24/10/2020, starting at 1400hrs, and via Zoom.

Whether there would be a programme to accompany could be decided by ACM/MSR/GTA – **AP11a** – with possibly a PowerPoint presentation, as per Croydon & South London Branch's recent events. Voting could be arranged via Zoom, though a normal show of hands would probably suffice. Members without internet could dial-up to join the meeting. DJ was asked to provide details to MSR, for publication in the *RO*, on how to join the meeting and the need to register before they could do so – **AP11b**. There would also be a requirement to check those registering to join the meeting were members – **AP11c**. Members would also need to be advised of the minor changes to paragraph 5c & 5d, where the word 'auditors' was to be replaced by 'examiners'– see **AP14** (part); possibly changing the section dealing with AVR arrangements at the same time was considered inadvisable *(this was later reversed by the discussions under 2008.13, see below).*

2008.06 FINANCE UPDATE AND PROPOSED 2021 SUBSCRIPTION RATES

.01 Finance Update.

Prior to the meeting, ARW had circulated his latest Finance Report and an explanatory email, attached here as **Appendices 2** & **3** respectively. He emphasised the difficulties in preparing these documents, with HMRC frequently changing the operation of the rules. Some of the figures, as of the end of July, may have moved on, and individual officers may have a better view on some of them, and were free to say if that was the case. Taking the overview, his figures included green and blue highlighted vertical bars, with the green being the budget for the year and to the right, in white and black were the actual figures to the end of July, then another column to the right with his forecast, rather uninformed, for the final quarter of the year to give the forecasted figure for the year in the blue column. On the left of these figures, a grey highlighted column showed the final figures from the previous year. The following income streams were highlighted by ARW:-

- Publication sales: £23,000 budget and forecast sales £6,000, a major shortfall; this also assumed our new book is not issued until November. DK interjected to say that the new Stuart Warr book would be issued in the next two weeks; this might help these figures. ARW then pointed out that we do not benefit from sales on publication date but when the book is promoted. The combined 'book and membership offer' is being advertised in September, so sales might help the £1,500 ARW had shown for Q4. DK added that if DB were present, he would point out that this is the first digitally printed book and that we can order a limited quantity, and repeat as required. Therefore, no major stock holding is required, nor for the second (the Brush book) also digitally produced and due possibly in September. JR asked how many branches had submitted returns and ARW advised about half, figures for which were included in his Finance Report. Branch and Exhibition sales could be safely regarded as nil for the remainder of the Financial Year.
- Membership Subscriptions & Magazine Fees: These were over budget but ARW did not have any particular analysis as to why but the financial facts were good ones.
- Image Sales: Have grown and are £1,000 over at £5,000.
- Leatherhead Sales: Only half of budget, due to closure.
- Gift Aid: Had done well at £4,000, £1,000 over budget; it was not to be forgotten that a couple of years ago we were getting nothing.
- General Donations: Cautiously budgeted as £5,000 but only around £4,000 received; last year was £10,000. This emphasised the need for the right subject to appeal for donations, rather than a general appeal, and if presented well, we could do better.

Total income last year was £88,000, this year's budget was £85,000 although only £73,000 to £74,000 anticipated, a shortfall of £11,000 to £12,000. Compared with other similar organisations, it was not too bad but still a serious shortfall.

Expenses:

- *RO* had done well.
- Society Administration costs had gone down quite considerably.
- Image cost of sales had been looked at closely with DJ, but not to increase any more, as we are at the top of the range.
- Library costs still do not include any rent, rates or utilities, which have not been paid since we got the key to the door in 2018. Consequently, we now have over £30,000 in the accounts that is 'ring-fenced' until such time that Govia presents its invoice.
- Exhibitions have not taken place this year.
- Depreciation is to be included as a theoretical expense, at £5,900 against a budget of £4,200. The web redevelopment cost has been capitalised and is therefore included in this depreciation figure.

Overall, the expenses had been budgeted at over £87,000, but have come in at £77,000. The Income shortfall of about £11,000 can be offset by a reduction in expenditure of £10,000. ARW budgeted for a deficit of £3,000 (the yellow horizontal bar in his Finance Report) and he was now forecasting slightly more, at £4,000. However, most of this would be recovered by not holding a physical AGM, though the cost of the *RO* supplement, which is included with the AGM figures, would still need to be met. Following a query from JR, ARW agreed that he needed to fine tune the figures in respect of HLMs. For cash flow, the balance sheet expenditure is also looked at and includes budgeted money for the Image Library, which is going ahead every month with John Broughton continuing to do new images for the Library. Also included is £1,500 for the first of the new books, against a budget of £28,000. Some money has also been spent on the new website. Therefore, it has been a very good year so far for cash flow, with subscriptions above budget, publication sales seriously below, but the big outgoings for Administration had been reduced and hardly any capital expenditure, so the overall situation, where he had to planned to use £33,000 of our bank assets to run the Society this year, ARW was anticipating an outflow of £7,000.

.02 2021 Subscription Rates.

ARW stated that it was important to review the situation at the end of the year, as we couldn't keep dipping into the reserves when we were running deficits. Another danger was that if we forfeited an increase of £1 in year one, would the market stand a £2 increase the following year, to return you to the level he wanted? HM Treasury was forecasting 2.5% inflation for next year, and this was included in his cost figures, and would require a subscription increase of £1.65, so his recommendation was for an increase of £1.50. If no increase were made, we would have to find this from reserves and would members face a 'double-VAT' increase the following year? ARW explained that the VAT on knowledge was zero rated (e.g. books and magazines), but media was classified as entertainment (e.g. cinema, etc.) and is VATable. The conventional *RO* member paid VAT on 10% on his membership; a digital member paid VAT on all of his membership. The recent change, as a concession, is that the digital *RO* is now being considered as educational, therefore attracting VAT on 10% rather than 100%. A £19.00 digital membership had attracted VAT of £3.17 but it is now 32p, giving us a part benefit this year, and an estimated £1,500 in a full year.

ACM stated that he was very nervous about any increases this year, as no hard copy *RO*s had been sent out for two and a half months and the Society had hardly functioned – as a result, we could lose members. MSR agreed, adding this is the rainy day the reserves were for; DK supported this. ARW suggested that if rates were unchanged, we should consider copying the steam railways, who are keeping fares unchanged but are asking for donations to meet their costs. We could do the same, to meet our costs and lost income, as part of the renewals process and also remind members to sign-up to Gift Aid. PC added that it costs us at least £30 to replace a lost member, so we should be looking at ways to encourage renewal, such as a 3-year deal, generating income in other areas, such as the returned Geoff Corner slides that could generate £3,000+, and also items to go to auction from David Pick. These could wipe out the increased costs in one hit, rather than asking members to cover them. The current rates are £19 digital and £31 written, leading to discussion concerning the differentiation between rates versus relevant costs. JR suggested a £2 discount for anyone paying by direct debit, as opposed to the current £1, and this was agreed by all as it would assist retention, as well as investing in future years. JR also enquired about possibly reinstating a 3-year deal but this was countered by DPG, who stated that it was much more difficult to manage and the original offer had been prior to the introduction of direct debits.

The Trustees agreed that there would be no subscription increase in 2021 and Direct Debit discount would be doubled to £2.

2008.07 *RO* UPDATE & DEVELOPMENT

MSR had circulated a paper concerning this topic prior to the meeting, and this is attached as **Appendix 4** to these Minutes; he started by saying that due to the lockdown, the editorial and imaging team's effort had increased by between 30% to 50% a month to ensure material was included, to cover the absence of reports being received. Consequently, it was taking longer to produce the *RO* and, as was the case this month, they were running behind schedule. He felt that this additional effort and commitment should be recognised by the Trustees, as well as by the rest of the Society.

In respect of the resizing, increasing by 20% from the current A5 to the larger B5, was something the editorial team had long aspired to. A proposal had been submitted about 4 years ago to do this but was turned down, largely on grounds of cost. MSR had revisited the subject recently and had approached the printers and received a quote, considerably cheaper than the one 4 years ago, which would add about 20p to a copy of the *RO*. He went on to explain that his paper included the extra 20% comparative illustrations, plus the financial breakdown of the *RO* production costs over the years. This would give benefits to the membership without any additional effort by the editorial team, increase image size and the text would go from 8 to 10 point - with two thirds of the members being 65+, this would no doubt be appreciated. He confirmed that digital members will see no difference (they can already manipulate the size of the image they see), so the only benefit was to the members receiving a printed copy. Total cost of the increase in size, MSR said would be just under £3,000, confirmed by a fixed quote from Amadeus.

ACM supported the proposal but was concerned about the extra costs when we had just decided not to increase the subs; DJ suggested the VAT alterations would almost cover these. APD pointed out that the stock of A5 binders was a consideration, with DK suggesting any remaining stock could be sold at cost. ARW asked if we could explore additional marketing possibilities and also if we had considered going from A5 to A4; MSR advised that he had looked at increasing to A4 four years ago but the costs were unsustainable, plus a complete restructuring of the production would be required. It was the printers who had suggested that going from A5 to B5 would give a 20% increase in size for far less of a cost increase. GTA asked if B5 was the largest we could go to without incurring any increased postage costs, but we are already in the 'large letter' category apparently. The question was raised as to whether to put this to the membership at the AGM, and MSR said that if the AGM vote was in favour, he would still be able to produce a B5-sized *RO* as from January, adding that he expected the Amadeus quote could be locked in until the end of the year. This was considered to be a consultative issue and therefore did not need the 90-day notification that a constitutional change would require. JR asked if any negotiation had taken place with Amadeus – MSR confirmed none had taken place as yet, but he would include with the forthcoming 2021 contract talks. JR offered to ask around to validate the quoted increase. PC enquired about the inclusion of a quarterly Members' Newsletter and the cost implications. MSR said that editorially, he could incorporate a 4-page newsletter if required but offered instead to allocate one page, 850 words, at the rear of the *RO* each month for this, and to do so from January; ARW suggested that this 'one page a month in the *RO*' idea would be far more cost effective. PC stated that this would need to be discussed by the Development Committee.

An agreement in principle needed to be taken today and ACM asked for a vote; all but ARW, who wished to abstain, were in favour. It was agreed to seek membership approval at the AGM, and this would be an agenda item to be shown in the October *RO*, with ACM adding a Chairman's letter in the September *RO* indicating the Trustees' recommendation to approve this proposal – **AP12a** & **12b**.

2008.08 MENSING COLLECTION TRANSFER TO LEATHERHEAD

MSR had been unable to prepare and circulate his intended paper on this subject, so it was agreed that the item be carried forward to the next meeting – **AP13**.

2008.09 BRANCH LIAISON

.01 'Branch Best Practice Guide' Update

ILR advised that the closing date for the consultation was the end of July, by which time responses from 14 Branches had been received, some individually, some collectively. A few replies were negative, the majority positive. Quite a bit of criticism, not unexpected, overall impression was that it is too long, the tone could be improved and this she accepted. Suggestions and corrections have been made, such as a checklist format, inclusion into the Officers' Handbook and emphasis on available resources. A rewrite is now required and it will then be recirculated. ACM passed on his congratulations to all involved. PC pointed out that it was disappointing that only half the Branches had replied; however, it had been the original intention to discuss the matter at the Regional Meetings.

.02 Branch Meetings

ILR reported that at least five Branches had held Zoom meetings, four of whom (Croydon & South London (C&SL), Chichester, South Essex & Watford) were advertising them on the Society website; DJ added that six Branches were planning meetings next month. Bristol were also planning a meeting but BA had been due to be the speaker; Surrey were meeting soon to discuss. Several Branches are producing Newsletters, which MSR said he was keen to see and he hoped Branches would send to him, as he might be able to use some of the material for the *RO*. Questions had been raised about national Zoom meetings and MSR had put a piece, under Talking Points, in the August *RO* on this topic. No Branches were holding physical meetings yet, though Geoff Brockett had listed fixtures in the *RO*, suggesting that normal meetings were to be held by several Branches. MSR would ask Geoff B to phone round Branches to check, as only East Midlands were known to be looking at possibly holding a physical meeting in October, all others were via Zoom as far as was known. DJ advised that he was hosting 5 out of the 6 Branches that were holding Zoom meetings and this was getting to be too much. He suggested opening a second account, and C&SL's Jeremy Harrison had offered to host some of these; cost was about £100 pa. ACM advised that he was a Zoom account holder but would not want to host a Branch meeting, though might be willing to host a national one.

.03 AVR Nominations

ILR requested that these be sent to her asap please, and it was agreed that Trustee approval could be dealt with by email.

2008.10 PUBLICATIONS UPDATE

DB had circulated a Publications Update to the Trustees prior to the meeting and this is attached as **Appendix 5** to these Minutes. In the absence of DB, ACM drew attention to the two decisions made by the Publications Committee, using their own authority, namely:

a. To offer a 20% discount to members on new publications, and

b. To alter the overseas postage rates, from 20% of the overall costs to 40%, to more accurately reflect the actual costs.

JR queried if such financial decisions could be made by Trustee(s) without being formally ratified by all the Trustees. ACM stated that he had assumed such authority had been given but if not, he asked if the Trustees accepted DB's decisions a. & b. There were no objections but the position of those books in stock was referred to, as well as the second-hand books sold from the Library. Agreement was given to APD to reduce prices on the latter as he saw fit and DB was to be asked about possibly extending the discount to old stock but to ask the Trustees first – **AP14**. With regard to the increase in postage costs, ARW made the point that we were actually incurring these costs and the change was to pass these on to those few members purchasing books from abroad. The increased postage to be added after the members' discount had been applied.

2008.11 BENEFITS FOR TRUSTEES

Prior to the meeting, DK had circulated a paper, attached as **Appendix 6** to these Minutes, in response to AP13 from Trustee Meeting T13 (2006.25). DK explained that the HMRS had written to the Charity Commission (CC) and asked for permission to allow their CIO Trustees to be given these benefits and the CC had agreed. He also suggested that if the RCTS were to do this, we should contact the HMRS officer who had composed the letter to the CC. ACM pointed out that in the new Rules to be put to the members at the AGM, clause 6h stated Trustees were not to benefit from AVR and perhaps the members could be notified that we were proposing to change the wording of the Rules for clauses 5c, 5d & 6h; the AGM Agenda to be published in the October *RO* to include the new wording – **AP15** – this reversed the decision made earlier *(see 2008.05 above)*. It was agreed that we still needed to contact the

CC over this matter, which it was agreed GTA should do this – **AP16**. DK offered to assist as required.

2008.12 MEMBERSHIP UPDATE

Prior to the meeting, DPG had circulated a combined Membership Statistics and Breakdown, as at 31/07/20, and this is attached as **Appendix 7**; we had only one more new member joining since those figures had been prepared.

REDACTED

– **AP17**.

2008.13 WEBSITE UPDATE

DJ had nothing to add.

2008.14 ARCHIVE / LIBRARY UPDATE

APD had nothing to add.

2008.15 SUCCESSION PLANNING

DJ confirmed that it was his intention to stand down in 2021, so a new Webmaster was required. A note to this effect was included in the August *RO*. MSR suggested we needed to consider having an IT Officer as well. Increasingly, those Society Officer's with IT equipment were very much on their own when anything went wrong, software problems, etc., and someone to offer advice was required. MSR, DK & John Cowlishaw had discussed in the past, and MSR was happy to discuss further with them and put something together for insertion in the *RO*, specifying the role perceived as being required – **AP18** – this was agreed and would go into the September *RO*.

2008.16 POSSIBLE RE-ESTABLISHMENT OF THE PHOTOGRAPHIC ARCHIVE WORKING GROUP

DK had circulated a proposal to re-establish this Working Group. PC advised that he understood that it had been previously agreed that APD would take this forward. APD confirmed that all the photographic work was now being done by the Archive Group, so a Photographic Archive Working Group was not required. DK asked who the Archive Group were and was advised it consisted of APD, John Broughton, Peter King, DJ & ARW. ACM agreed that an additional group was therefore not required. APD was asked to provide details of the work, etc., of this Group to the Trustees – **AP19** – but warned that this would take time, as he was currently very busy.

2008.17 ADMIN MATTERS & 2008.18 CORRESPONDENCE

GTA advised that he was happy to carry these items forward and/or deal with via email – **AP20.**

2008.19 DATE OF NEXT MEETING

ACM stated that the Somers Town Coffee House was still booked for 05/12/2020 and he intended keeping that booking for the time being; WGD had offered to cancel this booking if/when required. JR suggested we continue to meet every two months and this was agreed, and would also allow a meeting before the AGM. 1400 hours on the 10th October, via Zoom, was suggested and agreed, with DJ to host – **AP21a & 21b**.

2008.20 ANY OTHER BUSINESS

As there were no other items for discussion the meeting concluded at 1736hrs.

G T Adams – Acting Society Secretary

APPENDICES ATTACHED TO THESE MINUTES

1. **Additional 'Outstanding Action's from Trustee Meeting T11**
2. **Finance Report**
3. **Explanatory Email to Finance Report**
4. ***RO* Future Development, Proposed Resizing of Print Edition**
5. **Publications Update**
6. **Benefits to Trustees Report**
7. **Membership Report (to 31/07/20)**

Minutes signed on 10 October 2020 by:

Callum MacLeod

Acting Chairman

SUMMARY OF ACTION POINTS

AP1a **ACM to sign last page of T12 Minutes, scan and send to GTA. (2008.03)**

AP1b **ACM & GTA to liaise re redactions to T12 Minutes, then GTA to post to \ the Society website (2008.03)**

AP2 **ARW to seek new volunteer to assist with Gift Aid, etc. (2008.04.01, \ item 1)**

AP3 **ILR to progress Branch Working Group (2008.04.01, item 2)**

AP4 **ACM to discuss legal matters with WGD & Sarah Hollingsworth, when required (2008.04.01, item 3)**

AP5 **APD to discuss rent-holiday with Govia tenants at Leatherhead Station (when outlets reopen) (2008.04.01, item 4)**

AP6a **REDACTED (2008.04.02, ex T12, AP2b)**

AP6b **ACM to advise DPG when AP6a completed (2008.04.02, ex T12, AP2c)**

AP7 **APD to consider placing *RO* advert for Archive Volunteers**

AP8 **MSR to consult Terence Jenner re Matthew Shaw proposals (after APD meeting(s) (2008.04.02, ex T12, AP9b)**

AP9 **ACM to recirculate 'new Governance volunteer' papers (2008.04.02, ex T12, AP10)**

AP10 **MSR to verify with Amadeus that Members Survey has been included with mailing of August *RO*. (2008.04.02)**

AP11a **ACM/MSR/GTA to prepare the AGM Programme (2008.05)**

AP11b **DJ to advise MSR of AGM joining and registering requirements for publication in the *RO* (2008.05)**

AP11c **ACM/GTA/DJ/DPG (as required) to arrange for membership checks when registering to take part in the AGM – (2008.05)**

AP12a **ACM/GTA to add details re *RO* size increase on the AGM agenda (2008.07)**

AP12b **ACM to add a Chairman's letter in the September *RO* supporting the increase in size (2008.07)**

AP13 **MSR & GTA to include 'Mensing Collection Transfer to Leatherhead' to the agenda for Trustee Meeting T14 (10/10/20) (2008.08)**

AP14 **ACM/GTA to contact DB re possibly extending the '20% member Discount' to existing stock, subject to the prior approval of the \ Trustees (2008.10)**

AP15 **Members to be notified in October *RO* of the intention to slightly change the wording of clauses 5c, 5d & 6h (ACM/GTA/MSR) (2008.11)**

AP16 **GTA to contact Charity Commission re CIO Trustees receiving \ benefits (2008.11)**

AP17 **REDACTED (2008.12)**

AP18 **MSR to prepare details of the role of a Society IT Officer and advertise for a volunteer in the September *RO* (2008.15)**

<u>Summary of Action Points, continued:</u>

AP19 **<u>APD</u> to circulate details of the Archive Group, in due course (2008.16)**

AP20 **<u>GTA</u> to add 'Admin Matters' and 'Correspondence' to the agenda for Trustee Meeting T14 (10/10/20), if required (2008.17)**

AP21a **<u>GTA/ACM</u> to prepare agenda, etc., for Trustee Meeting T14 (10/10/20) (2008.19)**

AP21b **<u>DJ</u> to arrange the Zoom requirements for Trustee Meeting T14 on (10/10/20) (2008.19)**

NB: Due to the size of the Appendices they are not published along with these minutes. Copies can be provided, on application, to the Secretary but will only be supplied subject to any redactions that might apply