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REFERENCE BT17/2104

FINAL

MINUTES OF MEETING #17 OF THE BOARD OF TRUSTEES OF THE RAILWAY CORRESPONDENCE & TRAVEL SOCIETY. Held via Video Conferencing (Zoom) on Saturday 10th April, 2021. Commencing at 1402hrs

TRUSTEES PRESENT AT THE VIDEO CONFERENCING MEETING

ACM	Callum MacLeod	Chairman
ARW	Reg Wood	Treasurer & Finance Group Leader
GTA	Geoff Adams	Secretary & Admin Group Leader
DB	David Bird	Deputy Chairman & Commercial Group Leader
MSR	Mike Robinson	*RO* Managing Editor
DPG	David Goddard	Membership
APD	Andy Davies	Archive & Library
ILR	Irene Rabbitts	Branch Liaison
JM	James Milne	Strategy Group Leader & Trustee Designate
JR	John Redgate	Trustee
DK	David Kelso	Trustee & Imaging Editor
MS	Matthew Shaw	Trustee & Webmaster Designate

INVITED TO THE MEETING

RS	Roger Sandford	Publicity Officer & Trustee Designate

MENTIONED BUT NOT PRESENT AT THE MEETING

DJ	David Jackman	(Webmaster)
SO	Steve Ollive	(Assistant Treasurer, Renewals)
WGD	Gordon Davies	(former Chairman)
JC	John Cowlishaw	(Imaging Editor)

2104.01 CHAIRMAN'S OPENING REMARKS & COI DECLARATION

ACM welcomed the Trustees to this meeting, plus RS who was standing as a Trustee at the forthcoming AGM and had been invited to see how the BoT operates; also noted was the return of GTA from his period of absence. ACM enquired if anything on the agenda was likely to give rise to a Conflict of Interest (COI) for any Trustees – nil declared.

Additionally, all Trustees were reminded for the need for confidentiality regarding the matters discussed at BoT meetings and of the dangers of using the 'reply all' button when responding to emails.

2104.02 APOLOGIES

None

2104.03 TO CONFIRM MINUTES OF MEETINGS BT16/2102 (dated 6th February)

There were no objections from the Trustees, so ACM to sign the last page of BT16, scan and then email to GTA, pending the time when he could hand over the original document for filing. JR pointed out that an Action Point (AP) was missing: under AOB (2102.15, 2nd paragraph) namely 'to advertise the vacancy'; MSR offered to squeeze this into the May *RO*. ***To simplify matters, this is being taken as AP1 to these Minutes.*** **Post Meeting Note: It was subsequently noted that AOB under BT16 should have been numbered 2102.15 as shown here and not 2102.13 (which already existed).**

REDACTED

2104.04 MATTERS ARISING, INCLUDING ACTION POINTS

AP1	Completed.
AP2	To be dealt with under item 2104.05c below.
AP3	Completed.
AP4	Completed.
AP5	On-going.
AP6	Completed; ARW had also refunded the subscription, though the cheque had not yet been cashed.
AP6	Completed.
AP7	Carried Forward to the September meeting.
AP8	ARW confirmed the figures are correct but he would recirculate once the Examiners had signed – **AP3**.
AP9	ARW had confirmed the options but NatWest had withdrawn the bond prior to action being taken; he would look again at options – **AP4**.
AP10	Completed, with APD reported that further discussions with London TravelWatch had taken place; they had received funds to keep their Archive going for a further 12 months, so on back burner though the bus part may end up with the London Bus Museum at Brooklands. The future of the railway part unclear but will be staying put for now.
AP11	To be dealt with under item 2104.07.4 below.
AP12	To be dealt with under item 2104.07.3 below.
AP13	ACM had not yet sent any notes to JM; however, JM had worked up a description of the role of the Strategic Planning Officer (SPO) - Paul Chancellor - and he would circulate to all the Trustees – **AP5**.
AP14	MS reported that this was an on-going long term project.
AP15	Completed.
AP16	On-going.
AP17	To be dealt with under item 2104.08.3 below.
AP18	Completed.

REDACTED

2104.05 ADMIN GROUP UPDATE

.01 2021 AGM Preparation

a) **Rule & Constitutional Amendments:** Prior to the meeting, JR had reminded ACM that Constitutional & Rule amendments, as agreed at BT16, needed to be published in the May *RO* and this was accepted by ACM & GTA. GTA apologised as he had been working, in error, to a deadline of the June *RO*.

A further possible Constitutional &/or Rule change had been suggested by ACM and as a result, GTA had prepared a Discussion Paper which had been circulated with the agenda for the meeting. This was discussed with the conclusion reached that no changes were currently needed, as the Society would be required to follow whatever Government Legislation was issued. Branches would also need to follow whatever requirements their venue(s) imposed before face-to-face meetings could resume; consideration could, however, be given to issuing Branch guidance rather than being prescriptive and this was left to ILR as and when, or if, required – **AP6**. The Discussion paper was consequently withdrawn.

b) **Trustee Appointments / Reappointments:** GTA requested confirmation of proposer and seconder for the following who were standing for Appointment and the following were advised:

- JM: Proposer ACM, Seconder ILR
- MS: Proposer MSR, Seconder DK
- RS: Proposer DK, Seconder ACM

ACM noted that it was perhaps less than ideal for Trustees to be proposing & seconding new Trustees but in the current circumstances, we had little choice. For those standing for re-appointment, it would be best if proposers and seconders could come from Branches; GTA would advise requirements directly to those involved – **AP7**.

c) **AGM Reports & COI Forms:** GTA reminded that Reports for the AGM Supplement were due by 16/04/21 please; it was agreed this would be best done under Groups involved – **AP8**. MSR advised that the deadline for the June *RO* and AGM Supplement was 07/05/21; consequently, GTA agreed that his 16/4 deadline was flexible. In respect of the COI forms, these were due from APD and DB; MS was requested to resubmit please as GTA couldn't find the one already submitted – **AP9 (a & b)**.

d) **Zoom Licence for AGM:** MS queried if a temporary extra licence would again be required; the consensus was that one should again be obtained and MS was asked to take this up with DJ – **AP10**.

.02 Branch Liaison Officer

ILR referred to the Officers Conference (OC), held as part of the Members Weekend, saying she didn't feel they were very productive and wondered if a change was required this year. Running workshops, with a break before reviewing in plenary, could engage the officers and be more productive; the group participants being chosen by the organisers. Possible topics were:

- Finance
- IT / websites
- Publications & Authors
- *RO* contributions
- Branch Committees
- Photographic

Something similar had been tried at the OC held in Bournemouth in 2018 but without much success; Leicester in 2019 was worse. ILR suggested that foregoing the usual reports would allow more time for workshops, though a structure and suggested outcome would need to be considered, with groups swopping over during the break. Monitoring of the workshops by selected Trustees would also be needed. APD added that the lack of Regional Meetings in 2021 meant that the OC should take on more significance. Further discussion followed around the possibility of Regional Meetings being held by Zoom. It was agreed that the 'Open Letter to Branches', due to be discussed under item 2104.08, was probably best dealt with at this juncture – attached to these Minutes as **Appendix 1**.

JM advised that this Open Letter, which he and ILR had prepared, with input from JR and ARW, had been sent to Branches but with limited response to date. From those that have responded thus far, and without naming, the following comments had been received:

- Unaware of online subscription being available
- Use of social media suggested to attract younger members
- Research required into Member's preferences (despite a Members Survey being held in 2020)
- Positive and supportive of initiative but would like to see quicker email responses
- Supportive of centre
- Access to Branch membership records could allow follow up of non-renewals
- IT support and help required (from a Branch that has not held a Zoom meeting to date)
- Concerns expressed over how many members will be attracted to face-to-face meetings when they resume and how many members may have been lost

MSR pointed out that the whilst the focus was on Branches, only about 1/3rd of the members actually attend meetings, so there was now an opportunity to take Branches out to members. JM had put together an article entitled 'Our Society Zooms ahead' which MSR offered to publish in the May *RO* – **AP11**.

ILR added that some Branches were already considering a mix of virtual and face-to-face meetings in the future.

JM stated that he, DJ, MS and ILR had a MS-Teams meeting recently to discuss the analysis produced by MS which had revealed:

- that the Society had held 101 Zoom meetings with 4,624 attendees
- members of those Branches that do not hold Zoom meetings did not attend as guests at those meetings held by other Branches
- an average of 1/3rd of the attendees at Zoom meetings were guests
- attendance at the only national Zoom meeting held to date included only 10 attendees from the current 15 non-active Branches
- members of the 16 Branches that were holding such meetings, were also empowered to visit meetings held by other Branches

JM also pointed out that not all meeting venues would be suitable for synchronous Zoom / face-to-face Meetings. MSR suggested that the Observers' Diary in future *RO*s should give greater prominence to the date of events rather than the Branch, though it was agreed that hosting Branch details should still be clearly shown. The 15 Branches not running Zoom meetings represented about 1/3rd of the Society membership. In respect of the guidance issued by Jeremy Harrison, ARW accepted that it was good on how to join a Zoom meeting but felt that we had failed to issue proper guidance to Branches on how to set up and run such meetings. JM undertook to take this forward as part of the Strategy Group remit – **AP12**.

JR suggested guidance on how to join a meeting, including screen shots on what to expect when registering, etc., could also appear in the *RO.* In response to JR's enquiry as to online donations, DPG advised that up to the end of March, £1186 had been donated and this was periodically paid out to the host Branches.

In response to a query from DK, JM advised that there had been 16 visitors from Europe and 10 from the rest of the world and no overseas visitors to the one national meeting.

To conclude this item, it was **agreed that the OC would proceed along the lines suggested by ILR and that Regional Meetings would not be held in 2021.**

03 Membership Officer

DPG had produced membership figures and these had been circulated prior to the meeting – attached to these Minutes as **Appendix 2**. He advised that as at 31/03 we had a total of 2,668 members, 34 down from the same time last year. 16 new members had joined thus far in April, giving a total of 2684 as at 1530hrs that day. Renewals had not yet been closed off but resignations stood at 5% and non-renewals at 6%. His 'chasing activity' had worked well and this would be started even earlier next year.

MS added that his 'meeting analysis' also showed that of those new members who had joined during the pandemic in 2020, 85% had renewed for 2021.

ARW advised that challenges with renewals had been encountered, with 29 Direct Debits bouncing, chiefly with Barclays; neither he nor Barclays knew why but we are charged for each, so our bank charges will be more this year. Additionally, SO encountered problems paying in, due to our bankers not setting up the direct debit service correctly; in relation to this, nearly £300 had been received in compensation, but it had taken a great deal of effort from both SO and himself to sort out.

In response to a query from MSR, DPG advised that 36 members had switched from online to print, and 47 the other way; the approximate 10% increase in online membership was mainly down to new members.

JM added that the recruitment figures supplied by AC, obtained and circulated by GTA the previous day, following a request for such information from a Trustee – attached to these Minutes as **Appendix 3** – were supplied monthly to the Strategy Group by AC. It was currently difficult to obtain a meaningful analysis of the sources of new members joining via the website site, though ACM pointed out such information was required to help justify the monies spent on the advertising campaign; see also 2104.08.08a below.

2104.06 FINANCE GROUP UPDATE

.01 Annual Accounts and Audit 2019/20 Finalisation

ARW advised that that the Independent Examiners had finished their examination, and no changes were required; he had signed the final Audit Certificate on behalf of the Trustees and it now just remained for them to add their final signature. The finalised accounts would be sent to GTA for inclusion in the AGM Supplement – **AP13**.

.02 Budgetary Control Reports 2020/21 First Quarter

ARW's Report had been circulated prior to the meeting and is attached to these Minutes as **Appendix 4**. These were produced in line with the Quarterly Budget Control set up by WGD. In respect of the Budget Commentary, under 'Commentary – Budget', the figures given in item 3 had inadvertently been transposed: Publications promotion should be £2,300 and New Membership £6,000.
Points to note were:

- Publications sales better than last year
- Cost of Publications sold calculated at 63% against 73% last year
- Stock of old A5 binders had been written off, so any future sales would be 100% profit
- Donations were £20,300, which included the £20,000 from Ron Gammage
- Gift Aid increased by £5,000 with the Ron Gammage bequest
- New column at far right to show budget spend to date; this should assist budget holders with the seasonal trends
- Admin spend tiny against budget, thanks to use of zoom for meetings
- Capital Expenditure rarely featured in meeting debates but £4,800 spend for new book plus provision for MSR's IT requirements
- 1st three months = £9,000 surplus against a forecast of a £3,000 deficit

.03 Progress Report on Bank Signatories and Direct Debit Problems

The Direct Debit problems had been dealt with under 2104.06.01 above.

ARW thanked those involved for their help with the bank signatories and JR confirmed that the finalised papers had been sent to our bank about two weeks ago; to date, nothing heard back.

2104.07 COMMERCIAL GROUP UPDATE

.01 Archive Library

APD advised that the first 2021 visitors to the Library would be on the 21st of April, when a couple were due to visit to research Irish Railways. Libraries were allowed to open as from the 12th of April (in England) but he anticipated opening by arrangement only for the time being. He would discuss with Geoff Brockett what would go into the *RO* regarding opening days – **AP14**.
In regard to the roof leak, exterior scaffolding had been erected but nothing else done as yet. And still no news on the Lease and its associated payments.

.02 Publications

DB had issued a Report that had been circulated prior to the meeting – attached to these Minutes as **Appendix 5**. The previous day, a quantity of the new B5 Binders had been delivered to his home but he did not yet know how many of the 250 ordered had been supplied – the printers had advised that shortages of cloth could mean they may have difficulties in fulfilling the order in full straight away. Pricing yet to be decided but would be shown on the website first, then in the *RO*; ARW confirmed the price would be subject to the addition of 20% VAT. The reduced £5 cost of the old A5 binders was VAT-inclusive and ARW accounted for this when making returns to HMR&C.

Publication of the Mensing Album expected to be in June or July, once Imaging Editors DK & JC had finalised the photographs. Three printers had been approached but all were expensive, quoting around £10+ per album. A number of people had also approached the Society to see if we were interested in publishing their photographs. DB considered the Publications team needed to discuss the way forward – did we want to enter the ‘picture album’ market (to perhaps make money) or stick with our traditional informative books? ACM felt that the latter met our objectives, as an educational Charity, to inform. DB suggested a Policy re-think was needed to decide our Strategy – **AP15**. In the foreseeable future, there are two LMS books to come, then only picture albums, and DB added that there were lessons to be learnt from producing the Mensing book, namely a need for a project leader or overall co-ordinator.

The discussion switched to payments to authors and ARW confirmed royalties had been paid to two authors. It was noted that John Jennison had been a gratis member, having been allocated a membership number in the past to allow access to the website, but without him paying a subscription.

ARW reminded the meeting that the long-standing strategy was to have a surplus from a balanced portfolio of publications. In response to a query from ACM, DB advised that 112 (out of 300) copies of the Stuart Warr book had been sold to date. Discussion ensued about using different printers but with no firm conclusions.

DB also advised that they were looking at the possibility of reprints, digital printing and with softback covers. Additionally, looking also at the Society’s back- catalogue – scanning out-of-print items and then printing digitally in small numbers.

.03 Minutes of Commercial Group Meeting (24th February) and Editorial Conference (17th March)

Both sets of Minutes had been circulated prior to the meeting and are attached here as **Appendices 6 & 7** to these BT17 Minutes. ACM applauded the Commercial Group appointing someone (Denis Horsman) to keep an eye on the Group Finances, and not just leaving it to the Group Leader, and he commended this to the other Groups.

JR commended MSR on the increase in words per page, by about 15% more (to about 150 words a page), thus giving members not only a larger font and pictures but also increased content from the switch to B5.

.04 *RO* Update

MSR reported that he had had IT problems again but his new machine was said to now be undergoing testing. He had contacted Quark for assistance, as he was having to move his programme between machines, only to be told they no longer supported his version. He would attempt to move it across to his new machine but there may be a need to purchase a new version if this was not possible. Also, Quark are moving to a new pricing system – instead of purchasing a one-off perpetual licence they are now moving to charging annually.

Consequently, MSR asked ARW to note a possible bill of circa £350 for new software in the near future.

In view of the recent problems, MSR was considering setting up a stand-by system somewhere, for use in an emergency by a deputy or assistant editor; if necessary, he would discuss this within the Editorial Team.

.05 *RO* Copyright Issues on Photographic Submissions

MSR had asked for this item to be included on the agenda but handed over to DK to explain. The issue had arisen because MS had asked DK for access to *RO* digital images that he held, for possible use on the website. Copyright remains with the photographer for any images submitted for possible publication in the *RO*, so If DK receives a request to use such an image for any other purpose, then he contacted the photographer to seek permission – freely given in 99% of the cases. MS explained that his request for access to these photographs was to firstly, help in his building of a new website and secondly, to archive all images held by DK to cloud-storage. DK was quite happy with the second use but had concerns about the amount of work involved in relation to the first use; he also advised MS of the existence of images within the RO folder on the server.

MSR suggested the guidance on submitting photographs perhaps needed amending to include 'use within the RCTS (website and publications)' as well as in the *RO*. For archived photographs, it was agreed that this would be progressed offline – **AP16**.

2104.08 STRATEGY GROUP UPDATE

.01 Updated 2021 Strategic Action Plan

JM had circulated this document prior to the meeting and it is attached as **Appendix 9** to these Minutes. No questions arising. This would be updated quarterly.

.02 Updating Advertising Flyers

A paper had been issued on this topic but new information had been received which overtook some of the content. The topic was ongoing.

.03 Branch Liaison Update – Open Letter

Dealt with under 2104.05.02 above (q.v.).

.04 Members Logo Proposal (ex BT16)

Item postponed from BT16 meeting. JM had circulated this document prior to the meeting and it is attached as **Appendix 8** to these Minutes. MS said that for his own website, he would prefer to use the word 'partner' rather than 'member' against any RCTS logo that might appear. However, ARW pointed out that he would encourage stating "a member of RCTS" but the use of "RCTS member" or just "RCTS" could suggest the Society was happy with the content, so we may need to do screening of the website(s) involved, which we are not resourced to do. Further discussion raised similar concerns but JM said the idea was simply to get our logo to appear more widely; he would expect a reciprocal link to be provided on our website to those members' websites involved. GTA suggested the addition of a 'disclaimer' against such links would avoid the need for vetting. ACM suggested we shouldn't be seen to be connecting / endorsing commercial websites, only those that are not selling anything; he felt the proposal was alright in principle but more work was needed. JM undertook to reflect and report back – **AP17**.

.05 Branch Zoom Meeting Analysis

Also dealt with as part of 2104.05.02 above (q.v.).

.06 Updating of Society Privacy Policy & GDPR

The Branch Zoom Meeting Analysis referred to above, also brought MS, DJ & JM into conflict with one or two Branch Chairman, where they had used their own private or Branch Zoom licences to host a meeting. Requests for details of email addresses of guests (to track if they become members) were refused, citing GDPR. The Society Privacy Policy does allow us to contact members in relation to membership services but

JM felt this was too narrow, as other railway societies quote ‘and for other purposes, such as communication, etc.’, so ours needed looking at. However, guests are not covered, so perhaps the pre-registration process should include a message with the joining instructions to say we may collect some private data and use it for membership, marketing or other purposes. ACM warned that we should not be quoting ‘for marketing’ at all; JM added that we could also confirm that the Society would not be selling any data to third parties. Some Branches, with their own Zoom licence, have not been requiring attendees to register at all, so no audit trail exists. JM also said this may all change if the recommendation was to move to Microsoft Teams, as part of a central licensing agreement for holding web-based meetings, as we could then insist that Branches use that. That apart, JM asked that the Privacy Policy be reviewed, which ACM said he and GTA would do – **AP18a** and JM would forward a copy of the Severn Valley Railway’s (SVR) policy to inform this process – **AP18b**.

.07 Strategy for Publications Group

This item had largely been dealt with by DB under 2104.07.02 above. The benefits of the Brush book, in terms of new membership, had been seen by the Strategy Group so, without wishing to dictate, JM suggested to DB that his Group look at the back-catalogue and try and have something happening all the time, which DB is doing; JM added his thanks to DB for that.

.08 Other Strategy Group Updates

- **a) Advertising:** Thanks to RS, advertising spend to date was £2,338.50 with another £500 planned, which was just under half of the £6,000 budget. JM felt that the advertising was working but he admitted he didn’t know what part(s); like all advertising, half of it worked but you didn’t know which half. ACM requested that as advertising is so new, if possible, a set of stats be brought to the next meeting – **AP19**.
- **b) RCTS Member Discount with Morton’s Magazine Subscriptions:** SVR members receive a discount from Morton’s for their magazine subscriptions, so RS is currently discussing possibilities with Morton’s for RCTS members.
- **c) Railway Touring Company (RTC):** Tom Kolisch, the Surrey Branch Chairman, had brought to JM’s attention the possibility that discounts could be available from the RTC in exchange for full page adverts in the *RO.* JM felt there was quite a high level of administration involved, and he advised Tom accordingly, as well as posing some queries. DPG pointed out that**, also** at Tom’s request, he had taken this proposal to the MC about five years ago and it had been rejected, largely on the grounds that the maximum discount (5%) on offer wasn’t really worth having.
  However, discussions would continue.
- d) **Nameplate Administrator:** Dealt with during BT16.
- e) **Society Diary and meeting proximities:** JM pointed out that some meetings were being called on either consecutive days, or in close proximity, so Group leaders should consult the Society Diary to try and avoid this.

<u>2104.09 DATE OF NEXT MEETING</u>

ACM confirmed that the next BoT meeting was on the 22nd May, on Zoom again rather than the STCH as shown.

<u>2104.10 AOB</u>

GTA enquired, in the light of MSR’s offer to JM earlier to add a feature into the next *RO*, if there might after all be space to squeeze in the missed Rule and Constitutional change agreed at BT16? MSR explained that his offer to JM was for a like-for-like replacement, so no other space was available. ACM added that it may be necessary to make a Trustee ruling again in relation to Branch Meetings.

Post Meeting note: MSR was able to include the agreed wording and it appeared in the May *RO*.

As there were no other items for discussion, ACM concluded the meeting at 1730hrs.

G T Adams – Society Secretary

APPENDICES ATTACHED TO THESE MINUTES

1. **Open Letter to Branches**
2. **Membership Statistics (as at 31/03/2021)**
3. **Membership Recruitment Statistics**
   The figures (kindly supplied by Alan Cooke) are in an Excel document, which is not possible to include here as a hard copy. However, an electronic copy will be filed by the Society Secretary with these Minutes**.**
4. **Budgetary Control Report – Summary.**
   NB: The actual **figures** appear in an Excel document, which is not possible to include here as a hard copy. However, an electronic copy will be filed by the Society Secretary with these Minutes.
5. **Publications Report**
6. **Commercial Group Meeting Minutes (24/02/2021)**
7. **Editorial Conference Minutes (17/03/2021)**
8. **Member's Logo Proposal**
9. **Updated 2021 Strategic Action Plan**

SUMMARY OF ACTION POINTS

AP1. **MSR to add advert to April *RO* (2104.03 & BT16 2102.13)**

AP2a. **ACM to sign last page of BT16 Minutes, scan and send to GTA (2104.03)**

AP2b. **ACM & GTA to liaise re redactions then GTA to arrange posting to the Society website (2104.03)**

REDACTED

AP3. **ARW to re-circulate examined accounts (2104.04)**

AP4. **ARW to revisit investment options (2104.04)**

AP5. **JM to circulate SPO job description (2104.04)**

AP6. **ILR to consider issuing revised guidance to Branches re resumption of face-to-face meetings (2104.05.01a)**

AP7. **GTA to advise requirements to Trustees due for re-appointment (2104.05.01b)**

AP8. **Trustee Reports for inclusion in AGM Supplement to be sent to GTA (2104.05.01c)**

AP9a. **APD & DB to send completed COI forms to GTA (2104.05.01c)**

AP9b. **MS to resend completed COI form to GTA (2104.05.01c)**

AP10 **MS to discuss with DJ requirement for a temporary Zoom Licence for the AGM (2104.05.01d)**

AP11. **MSR to publish JM's "Our Society Zooms Ahead" article in the April *RO* (2104.05.02)**

AP12. **JM/Strategy Group to draft guidance for Branches on how to set up an host Zoom meetings (2104.05.02)**

AP13. **ARW to send finalised Accounts to GTA, for inclusion in the AGM Supplement (2104.06.01)**

AP14. **APD to discuss with Geoff Brocket what to show in the *RO* concerning Library opening days (2104.07.01)**

AP15. **DB & Publications Team to review Publications strategy**

AP16. **DK, MS & MSR to progress photographic copyright issues (2104.07.05)**

AP17. **JM to revisit Member's Logo Proposal and re-submit (2104.08.04)**

AP18a. **ACM & GTA to Review Society's Privacy Policy (2104.08.06)**

AP18b. **JM to forward SVR Privacy Policy to ACM & GTA (2104.08.06)**

AP19. **JM to produce advertising statistics for the next BoT meeting (2104.08.08a)**

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