REFERENCE T14A/2011

FINAL

MINUTES OF MEETING #14A OF THE TRUSTEES OF THE RAILWAY CORRESPONDENCE & TRAVEL SOCIETY. Held via Video Conferencing on Wednesday 11th November, 2020. Commencing at 1910hrs

This extra meeting was held as a continuation of Trustee Meeting T14, held on 10/10/2020

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	
DK	David Kelso	
JM	James Milne	

INVITED TO THE MEETING

DJ	David Jackman
MS	Matthew Shaw

MENTIONED BUT NOT PRESENT AT THE MEETING

WGD	Gordon Davies	(former Chairman)
WRG	Bob Green	(former Secretary)

2011.01 CHAIRMAN'S OPENING REMARKS

ACM welcomed everyone to the meeting and reminded them that this was a follow on from the last Trustee meeting, T14 on 10/10/2020, to discuss the 3 items left over from that meeting (agenda items 9a, 9b & 9c) but including an extra item regarding Society Governance.

2011.02 APOLOGIES

JR	John Redgate

2011.03 TO CONTINUE DISCUSSION ON DEVELOPMENT COMMITTEE UPDATE

This item was carried forward from Trustee Meeting T14, on 10/10/2020, item 2010.09.

.01 Member Survey & Analysis

This document had been circulated prior to Trustee meeting T14 and is attached here as **Appendix 1** to these Minutes. PC began by stating that further completed surveys had been received beyond the deadline for responses, making the total now 620, representing 23% of the membership. Branch responses varied from above 30% from Sheffield and Chichester to about 11% from Furness and West of England. He had also circulated a Section Document – attached as **Appendix 2** to these Minutes – and proposed running through the Sections for Trustees to comment on as required. Those individual Trustees shown were requested to present their responses to the next Trustee meeting; some recommendations from the Development Committee also included. PC also mentioned that Appendix 1 (photocopy of additional written notes received) with Appendix 2 (copy of follow-up letter sent to the 50 respondents offering help) were added to his report but did not feature in his Analysis. Consequently, they have not been added to Appendix 1 of these Minutes, but will be filed by the Society Secretary with the certified copy of these Minutes.

PC spoke to the document, with Trustees discussing at some length and resulting in Action Points (AP) as shown for the Sections as follows:-

Section #	Title	Trustee	AP #	Comment
1	The *RO*	**MSR**	**1a**	Volunteers to submit articles, including Freight, etc', the perennial problem.
2	Archive	**APD**	**1b**	Advising what was available to be reviewed. Strategy Group's new 'Running Lines' monthly column to include an item from APD.
3	Benefits	---	**1c**	**Strategy Group** to take forward
4	Publications	**DB & DJ**	**1d**	Modern traction highlighted & hard copy; 'Harris' project to be progressed, or abandoned?
5	Visits	---	**1e**	**Strategy Group** to take forward
6	Website	**(DJ & MS)**	**1f**	Lower usage than expected; 11+% members don't have internet access. Older material may be a problem.
7	AGM	**(ALL)**	---	Requirement to 'market' it more – consider naming it a 'Members Day' perhaps? Include a Zoom feed when face-to-face resumes?
8	Branches	**ILR**	**1g**	Findings to be discussed with Branches
9	Volunteers	**As Advised / Required**	---	50 said they would volunteer but few responded to follow up letters; individual Trustees to follow up as appropriate.
10	Society Name	---	**1h**	Referred back to the **Strategy Group** to propose options and ideas to BoT

PC enquired as to how the 620 Surveys might now be dealt with and it was agreed that, provided any names were redacted, they could be sent to Leatherhead for scanning and then binning; similarly, PC would contact Laurence Bindley (who had input all the data) on how those Surveys submitted electronically could be dealt with – **AP2a & b**.

Three underlying issues had been identified, namely:

- **Communication from the centre:** it was noted that when information was sent out, not all members read it; Leatherhead details were included in every edition of the *RO* for instance.
- **Members not on the internet:** Agreed on the need to ensure what appeared on the website also featured, where possible, in the *RO* but some information (e.g. Library Catalogues and photo archive) would only be available online.
- **Contact from members unanswered:** MSR made the point that it wasn't always possible to acknowledge receipt of submissions in his area of responsibility. The need to include SAEs with enquiries had now been dropped from the 'Welcome' letter sent to new members by DPG. Society Officers should be ensuring they respond promptly to correspondence.

ACM commented that the more specific comments in the Report **should** have been seen by all.
In relation to Section 2 (Archive), APD pointed out that he already had an A5 leaflet about the Library and another about the Photographic Archive and these could be sent out with the new member welcome letter; APD & DPG to liaise – **AP3**; JM & DB asked to be involved in this. MS enquired if any feedback on the Survey would be given to the members and ACM responded that he hoped an article could be produced in due course; PC pointed out that an interim response, written by him, had appeared under 'Talking Points' in the November *RO* but agreed a fuller report, including actions taken should appear at a later date.

.02 Strategic Action Plan

PC advised that this had been submitted to the Trustees somewhile ago but it hadn't been discussed in detail; a simple answer would be for the Trustees to accept it. ARW suggested development of the website should be added, and this could be done along with the ideas MS had raised about the use of social media. PC to add this as item 6 of the Plan along with detail on how that could be achieved – **AP4**. JM felt a review of the Plan was required in early 2021. ARW suggested the Society should consider having a 3-year plan. JM's proposal was that the Trustees should adopt the Strategic Action Plan as it now stands, then look at it again early in 2021 with the aim of perhaps producing 3-year strategy in early 2022.

.03 Strategy

PC had nothing further to say at this stage under this heading but reminded the Trustees that he still had a £10,000 advertising budget request outstanding. A final DC meeting is due to be held on 21/11/2020, when how the advertising budget may be spent would be discussed.

2011.04 POST NOVEMBER GOVERNANCE

ACM introduced this additional topic to the meeting, as the latest version of the Officers' Directory needed to be agreed prior to the deadline for circulating with the December *RO* – the document was circulated prior to the meeting but as it was in draft form and contained errors, etc., it is **not** attached to these Minutes. It was set out in the form of the new Society Governance, with 6 'named' Trustees (with stated roles) plus 6 'other' Trustees; the jobs of the 'other' Trustees were listed under the Governance Groups. ACM enquired who was to be the named Commercial Officer and DB confirmed it would be himself for the first year, then MSR for the next, the intention being to job share. In the Rules, the Commercial Group was shown as #3 but in the draft Officers' Directory, ACM had shown it as #4, to allow for the large number of editors to appear on the same page. ILR was to add email addresses, etc., with MSR to also add details of 2 new

Editors that he hoped had been very recently recruited. ILR & MSR to liaise and finalise as required – **AP5**.

ACM advised that an informal paper had been submitted to him by JM that morning concerning the possible role of a Conformance Officer (CO) and also proposing that such an Officer would sit better as part of the Administration Group, rather than within Strategy. JM explained that during the handover from PC, the role of a Strategic Planning Officer (SPO) had been mentioned within the Strategy Group, possibly including a Conformance element. PC added that there had never been any specific discussion about the SPO role and it was currently shown as "assisting the Development Officer and deputising for him when necessary" and that was fine, without any Conformance included. ACM agreed with JM that such a CO was not proper to the Strategy Group and pointed out that the Trustees could appoint a SPO, under Strategy, and combine that role with Conformance, under Admin; there were already some roles that were split between Groups, such as his own as Chairman and where he was also shown as part of the Commercial Group by being an editor under MSR. If we were to have a CO, and a volunteer found, it would be an additional post under Admin. ACM added that at present, GTA was the CO as far as the Charity Commission was concerned and he was the only link with them; ARW added that he was in effect the Financial CO, and it came with the role. ILR requested that if a CO was to be appointed, then a proper discussion be held before agreement was given – ACM added that there was no need to have it operational straight away.

ACM asked that for the next meeting there was a need to draw up remits for the Groups and the new positions, so a few ideas would be useful; GTA to add to the agenda – **AP6**. He further suggested that he would get the ball rolling by circulating a few ideas ahead of the meeting to get an email discussion going and maybe to include SPO & CO positions. ARW suggested that WRG be contacted, to make a contribution regarding past cases of non-compliance, as he had had the job of conducting investigations under WGD and pulling it together; he added that each Officer had a responsibility for compliance in their own area(s). DPG agreed that each Group Leader was responsible for compliance in their own area, as they were best placed to do so. JM clarified that his paper to ACM was not about whether the Society should have a CO post – a decision perhaps taken before his time – rather that any such post should not be under his Strategy Group. GTA suggested Compliance should be the preferred term, rather than Conformance.

MSR queried the amount of space this Officers' Directory would require, as it still had to fit within 4 pages, even accounting for the increase to B5 size. ARW wondered if space would allow for the inclusion of the President; it was pointed out that he was listed, with all the Vice-Presidents, at the top of the inside cover of every copy of the *RO.* On the practical side, MSR asked ILR to submit to him in pdf format.

[<u>Post Meeting Note:</u> ILR completed the new Officers' Directory ready for inclusion with the January 2021 RO and a copy of this document is attached as Appendix 3.]

<u>2011.05 AOB</u>

DKs commented that he was unhappy with Draft Minutes, etc., being circulated in pdf format and he'd prefer a return to Word, so that he could show his alterations. It was pointed out that this could still be achieved by copying and pasting from the pdf; GTA added he preferred the original not to be altered. ACM & GTA to discuss – **AP7**.

ACM advised that he would host the next meeting on 05/12/2020 – the first meeting of the Board of Trustees) – **AP8** – and that he would draft and circulate a report on the 'Coxon affair' prior to that meeting; the report to be reviewed at the meeting and recorded in the Minutes but redacted before being made available more widely. A response would be sent to Mr Coxon afterwards.

As there were no other items for discussion the meeting concluded at 2110hrs.

G T Adams – Society Secretary

APPENDICES ATTACHED TO THESE MINUTES

1. **2020 Members' Survey – Analysis and Report**
2. **Section Document (Members' Survey)**
3. **Revised Officers' Directory (January 2021)**

SUMMARY OF ACTION POINTS

(2011.03.01 for 1a to 3 inclusive)

AP1a. Responses required to Members' Survey, Section 1 (The *RO*) – MSR

AP1b. as above Section 2 (Archive) – APD

AP1c. as above Section 3 (Benefits) – Strategy Group

AP1d. as above Section 4 (Publications) – DB & DJ

AP1e. as above Section 5 (Visits) – Strategy Group

AP1f. as above Section 6 (Website) – DJ & MS

AP1g. as above Section 7 (Branches) – ILR

AP1h. as above Section 10 (Society Name) – Strategy Group

AP2a. PC & APD to arrange for surveys to be sent to Leatherhead for scanning, etc.

AP2b. PC to liaise with Lawrence Bindley re disposal of electronic surveys

AP3. APD & DPG to liaise re additional content with new member welcome letter

AP4. PC to add new Section 6 (website development) to the Strategic Action Plan (2011.03.02)

AP5. ILR & MSR to liaise & finalise Officers' Directory (2011.04)

AP6. GTA to add Group Remits to the BT15 agenda (2011.04)

AP7. ACM & GTA to liaise re format of Draft Minutes, etc (2011.05)

AP8. ACM to arrange to host the BT15 meeting (2011.05)