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

REFERENCE T14/2010

FINAL

MINUTES OF MEETING #14 OF THE TRUSTEES OF THE RAILWAY CORRESPONDENCE & TRAVEL SOCIETY. Held via Video Conferencing on Saturday 10th October, 2020. Commencing at 1400hrs

TRUSTEES PRESENT AT VIDEO CONFERENCING MEETING

ACM	Callum MacLeod	(Acting Chairman)
GTA	Geoff Adams	(Acting Secretary)
DB	David Bird	
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)
JM	James Milne	
MS	Matthew Shaw	

MENTIONED BUT NOT PRESENT

ARW	Reg Wood	(Treasurer)
KS	Kurt Sickelmore	(Member storing WTTs)
RG	Rodger Green	(Member storing WTTs)
RS	Roger Sandford	(Publicity Officer)
WGD	Gordon Davies	(Former Chairman)
WRG	Bob Green	(Former Secretary)

2010.01 CHAIRMAN'S OPENING REMARKS

ACM welcomed everyone to the meeting and especially JM, as a potential candidate for the Chair of the Development Committee (DC) vacancy and MS, as a potential replacement for DJ when he departs. There had been a flurry of late emails concerning the new Governance proposals and it was ACM's intention, if queried, to confirm that Clause 26 of the Constitution allowed the Trustees to make the Rules, rather than the AGM. PC had requested that there be a discussion on his November expenditure, and ACM agreed this could be covered under Finance; agenda items 9a, 9b & 9c would **not** be discussed today but it was agreed that they could be addressed at a future meeting, designated T14A, on 11/11/2020 at 1900 hrs, with ACM to host (if DJ unavailable) – **AP1**.

2010.02 APOLOGIES

ARW	Reg Wood	(Treasurer)

2010.03 TO CONFIRM MINUTES OF MEETING T13/2008 (dated 15th August, 2020)

There were no requests for amendments from the Trustees, so ACM would sign and scan the last page, 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 – **(new) Action Point (AP) 2a & b to these Minutes**.

2010.04 MATTERS ARISING & ACTION POINTS FROM T13/2008

AP1a Completed

AP1b Part completed – GTA yet to post redacted T12 Minutes to website (now as **part AP2b** to these Minutes

AP2 Carried Forward (as **AP3** to these Minutes)

AP3 Carried Forward (as **AP4** to these Minutes)

AP4 Carried Forward (as **AP5** to these Minutes)

AP5 APD reported that he had spoken to the operator of the Leatherhead Station Café but he confirmed it was a franchise and he didn't even know who the landlord was. At APD's suggestion, it was agreed that this item be Discharged.

[ACM explained for JM & MS's benefit, that the landlord (Network Rail, or Go Via) of the Leatherhead Archive & Library had yet to conduct an Environmental Assessment prior to signing the lease, and for that reason no rent had yet been paid, though the money had been put aside.]

AP6a through to AP21b inclusive of the APs from the T13/2008 Minutes had either been completed or appeared on the T14/2010 meeting agenda (except AP19 which was on going).

2010.05 AGM PREPARATION, etc.

.01 Proposal & Motion for AGM Agenda item 6

With reference to AGM Agenda item 5, ACM advised that he had run his AGM PowerPoint presentation past the Governance Committee the previous Wednesday (07/10/2020), and some changes were made. This AGM item will run directly into agenda item 6, which is the Motion to change from a two-tier management structure into a single one – the Motion is attached as **Appendix 1** to these Minutes. Since the publication of the new Rules in the Supplement issued with the March 2020 *RO*, the requirement for 7 minor amendments had been identified, and ACM explained what they were and the reason for them. Some of these had not had the normal month's statutory notification but Constitution Clause 26 allows us to do this. ILR proposed and MSR seconded that this Motion be put to the members at the AGM.

.02 Voting

DJ stated that it would be possible to utilise the Zoom voting facility at the AGM and he would be able to advise GTA of both number of votes and the percentage (75% required for the Motion under AGM Agenda item 6 to be carried). Care would need to be taken to ensure the votes of those members phoning in were captured – those doing so would appear as a phone symbol on the zoom screen and could hear and speak only – and also the extra votes of husbands & wives taking part via the same screen. For the benefit of the Minutes, GTA asked the Trustees to confirm that they were happy for electronic voting be used at the AGM, and all agreed. DJ suggested that questions should be allowable and this was agreed, with the electronic raised hand symbol to be utilised to signify those wishing to pose a question.

.03 Finalisation

GTA confirmed that he had added this in case there were any loose ends but he thought everything had now been covered – **see also item 2010.22.03 (AGM Additional) below**. ACM mentioned that raising items under AOB may be trickier using zoom, as normally people were asked to advise the Chair if they had any items under AOB when they came into the room. It was under AOB that ACM planned to announce the 5 HLM awards, though the recipients had already been told.

2010.06 PROPOSED MANAGEMENT COMMITTEE MEETING (24/10/2020)

This MC meeting was due to take place immediately after the AGM. GTA had produced Agenda A and Agenda B for use at this meeting, dependant on the outcome of the vote on AGM Agenda item 6 – attached as **Appendix 2 and 3** respectively to these Minutes – whereby Agenda A would be used to wind up the MC and Agenda B to carry its business forward if the members voted against. DJ pointed out that by the time his post-AGM presentation had finished, all participants were likely to be 'cream crackered' and suggested holding this MC meeting at the start of the newly arranged T14A meeting, on 11/11/2020. This was agreed with GTA being advised not to bother to amend the date shown on Agenda A & B. The Draft Motion (attached as **Appendix 4** to these Minutes) could still be utilised, as it only instructed "the MC to reconvene following the Society AGM on 24/10/2020" without specifying exactly when. ACM put this Motion to the Trustees and it was agreed, with ILR proposing and MSR seconding.

2010.07 FINANCE UPDATE

ARW sent apologies for absence but had sent an email entitled 'Financial Issues' to the Trustees prior to the meeting – attached as **Appendix 5** to these Minutes. Trustees observed that some decisions were made at the T13 meeting, which ARW attended, and they felt that these should be stuck to. In respect to the B5 proposal, MSR would be making a presentation at the AGM, with only a 50+% vote being required to approve. If it was approved, MSR confirmed it would be a simple case of his telling printers Amadeus to 'print at B5', as all preparatory work had been done, and no further action was needed from him or the editorial team. JR asked MSR to confirm with Amadeus the quoted increased cost and to notify the Trustees – GTA to add as a post-meeting note – **AP6a & b**.

***<u>Post Meeting Note:</u>* MSR has confirmed with Amadeus their Quote 118665 for printing the RO at B5 size - £2,655 per month, excluding postage (no increase at current Royal Mail rates).**

Concerns were raised from amongst the Trustees at having to revisit previously agreed decisions. ILR observed that the ARW would not be doing his job if he didn't raise his concerns but there was perhaps a need to be more explicit as to where these agreed additional funds for 2020/2021 were to come from, the Reserves or the Revenue account?

ARW's final emailed remarks were in relation to Charity Commission (CC) expectations. ACM felt that the CC were being quite flexible about finances and would accept losses, provided the Charity could still keep its head above water. The record of these discussions would note that the Trustees were aware and that losses were to come from Reserves.

Whilst agenda items 9a, 9b & 9c had been postponed (see 2010.01 above), PC had a particular financial requirement for November. He explained that he had submitted to ARW a budget request for the 2020/2021 financial year comprising £1,000 DC costs, £1,500 exhibitions and £10,000 for advertising. ARW had responded by enquiring where this money was to come from but PC felt that was beyond the DC remit. Even if his financial request was put aside for now, there was a urgent need for £800 to run an advertising campaign during November. ACM proposed that the requested £800 be approved now, with the rest of PC's budget to be discussed at the T14A meeting, and DK seconded. This was approved, and PC is to advise RS to go ahead and place the adverts as soon as possible – **AP7**. Discussion ensued as to the effectiveness of placing adverts during November and announcing the change to B5 size, if approval was given at the AGM. It was suggested that RS could book space for such an announcement.

2010.08 *RO* UPDATE & NEW PRODUCTION LAPTOP

MSR reported that he was continuing to have problems with his laptop, especially when trying to run Quark. DK suggested a service might help, which MSR said could be arranged but that speaking to DJ, offline, might also help identify the problem(s). DJ pointed out that a new laptop would still have a similar specification as his existing one and a PC might be better, ruled out by MSR due to space restraints. The Trustees gave MSR their backing to get the matter sorted, and he would liaise with DJ, and DB, as required – **AP8**.

2010.09 DEVELOPMENT COMMITTEE UPDATE

ACM confirmed that agenda items 9a (Strategic Plan), 9b (Member Survey) & 9c (Budget 2020/2021) would not be discussed today but would be dealt with at the T14A meeting – apart from the November advertising budget request dealt with under Finance – but one item from the agenda still remained outstanding, namely item **9d New DC Chair**. PC was intending to step down as the current DC Chair at a Trustee meeting after the AGM and also step down from his role as Preservation Editor, after a number of years fulfilling these roles. MSR had someone in mind as the next Preservation Editor but a replacement DC Chair was required. PC & ACM had discussed at length and the recommendation is that JM be asked to take on the role. JM confirmed he would be happy to do this and that the timing suited his personal plans. ACM proposed that the existing Trustee vacancy be filled through co-option by James, in an Acting capacity (until it can be confirmed at the 2021 AGM) and ILR seconded; agreed by all. GTA would need to advise the CC of JM's co-option, so he should expect to receive emailed information from them – **AP9**. At ACM's request, JM would prepare and circulate a resume of his experience – **AP10**. PC confirmed that he would also be stepping down as a Trustee and ACM thanked him for all his work during that time, though he needed to remain in that role until at least the T14A meeting (on 11/11/2020). GTA queried if ACM's proposal to co-opt JM as a Trustee, also covered the position of DC Chair, and it was confirmed that JM would take over that role, also on an Acting basis, when PC stepped down after the T14A meeting. JM advised that he had asked PC to remain on the DC and ACM added that if the new Governance proposals were accepted at the AGM, we would have a vacancy for a Strategic Planning Officer, so PC could perhaps fulfil that role but without needing to be a Trustee.

<u>2010.10 BRANCH LIAISON UPDATE / AVR NOMINATIONS</u>

ILR had issued a spreadsheet listing AVR nominations well ahead of this meeting and no objections were raised – attached as **Appendix 6** to these Minutes. As the list had to go to the Renewals Team well ahead of this meeting, Approval was given retrospectively, with ACM proposing, APD seconding and all agreeing. ACM briefly explained AVR to JM & MS, and ILR offered to send additional AVR information to them both – **AP11**.

Also, ILR advised under this agenda item that the Officers' Handbook would not be re-written until after the AGM and similarly, the Officers' Directory, which was due to appear with the January RO; MSR added that the deadline for the January RO was 21/11/2020.

Stuart Warr had stepped down as South Wales Branch Secretary and Eric Willis was taking over, wef 01/10/2020. ACM added that the Scottish Branch needed a new Chairman, Treasurer and Publications Officer and all Branch members had been advised of the situation; he and MSR had been invited to take over the running of the Branch but had declined.

<u>2010.11 PUBLICATIONS UPDATE</u>

DB stated that there had been 48 sales of the 300 produced of the new Stuart Warr book ('The Journey'), with the last batch now delivered to Booklaw. He hoped for more as advertising was now beginning to appear. The next one would be the Brush book, which was almost finalised; it would not now appear before Christmas, as originally planned. The following publication would be the Mensing book (volume 1 of his pictures), and that was now 85% finished. In 2021, another book in the LMS series would appear, the 'Royal Scots', currently 80% finished and they were still working on a book on the '8Fs', jointly with the 8F Society. If sales of the Warr and Mensing books justify it, they will look at issuing more quality photographic, well captioned books, as we had plenty to choose from – 5,000 odd from Mensing alone. MSR suggested it might be worthwhile setting up a small project team, under APD perhaps, to look at what we had and what we could do with it, for instance matching photographs with data we held.

<u>2010.12 WEBMASTER UPDATE</u>

.01 Role & Replacement

DJ reported that MS was a potential replacement, with discussions needed on how it would happen over the next few months. MS confirmed that it was correct he'd expressed an interest in DJ's job but being such a new Society member, there was a process to go through to ensure he/we were happy about this, and that he understood the culture, so some caveats applied. Discussions between DJ and MS are to continue and ACM added that MS would be invited to all meetings. DJ confirmed he would reduce his role as from the 2021 AGM. MS said he did not see it as a like-for-like swop with DJ, as defining the role would involve everyone. ACM thought MS's presence at Strategy Group meetings, for instance, would be very useful, when they are set up, adding that guidance to the new Groups would need to be looked at during the next full Trustee meeting after the AGM, and how they would function in the future. DK enquired if MS saw the role as 'designer' or 'developer' and he said neither but more a 'digital person' helping to achieve a digital transformation for the Society. JM suggested that the results of the Members Survey, due to be discussed at T14A, might produce some offers of IT assistance.

.02 Website Update

DJ advised the website had been kept up to date and patch was being worked out to allow members to link to meetings without having to go via the Branch Secretary. He hoped the 'Old Members' menu could soon be deleted to leave just the 'New Members' one.

.03 WTT Proposal Update

APD had issued a paper prior to the meeting from MS, entitled 'Notes Regarding Digitisation of Working Timetables' – attached as **Appendix 7** to these Minutes. MS explained that he had been running a website called 'Timetable World' for about 11 years and it had a significant revamp in the last 3 months. He was keen to add a selection of Working Timetables (WTT) and thought it worth looking at what was available from the RCTS Archive, and he had met with APD & GTA in Leatherhead. Even if he could obtain a licence from Network Rail to reproduce their material, it would not be easy due to the way it was stored. As his paper (Appendix 7) shows, other sites also have WTT collections and he is therefore seeking permission from the Trustees to at least start a conversation with the Bus Archive, who have plenty of storage available, and possibly also the National Railway Museum (NRM), to see if there is an opportunity to rationalise collections.

APD noted that with RG storing the earlier WTTs and KS the later ones, he doubted there would ever be enough space in Leatherhead for all of these. KS seems happy dealing with the small but regular stream of borrowing requests, whereas RG is heavily involved with the Epping Ongar Railway and doesn't have time to deal with his WTTs, which are the ones of interest to MS. However, it would be a Trustee decision to combine collections, especially those held by RG. He added that the WTTs in Leatherhead were largely duplicates of those held by the Kithead Trust / Bus Archive, ex Rowland Pittard. MS offered to temporarily store the WTTs held by RG, provided there was a route map as to where they were going over the longer term. ACM pointed out that these were an archive that belonged to the Society and he didn't want to lose them to say the NRM. MS added that it didn't follow that having conversations with these other organisations would result in the material being lost and a joint digitisation project might be possible. What he wanted was authorisation to have conversations with those organisations, and this was proposed by GTA and seconded by ACM, who suggested the Minutes reflect that MS had been given authorisation to speak to these bodies but no plans as to disposal of our assets should be made. Also, that attempts be made to recover the material held by RG when we can, taking up MS's offer to provide temporary storage, then looking at the long term plans for these. DK added that we have a Constitutional obligation to make historical railway material available to the public and digitisation was the way to do it. JR suggested funding might be available, in conjunction with the NRM, for a project. MSR was particularly impressed with MS's 'Timetable World' but didn't want our material prematurely disposed of. JM suggested that MS aim to produce a 'position paper' to present to the Trustees, including what, where, format and plans these organisations have, and how often assessed, and bring this back to the Trustees, so it can inform the Society about a strategy as to what it should do with its collections; MS agreed with this approach. JR also suggested MS consider putting an item in the *RO*, referring to his 'Timetable World' and to see if other members will offer support. MS added that the NRM and Bus Archive had access to grants not available to us, so working with them was a good idea. DK suggested MS also explore the National Archives at Kew.

ACM confirmed that MS was so authorised to talk and asked if a 'position paper' could be presented to the Trustees at their February meeting – **AP12**.

2010.13 2021 AGM

ACM explained that whilst the Constitution states that the AGM is normally held in April, it doesn't say it has to be held then. He and GTA suggested that the 2021 AGM be held toward the end of June, when Covid restrictions will hopefully have been relaxed, and in the Welcome Centre at Coventry, not via Zoom. This will also allow a greater period of time to have passed since the 2020 AGM. DPG pointed out that the Rules refer to a 1st June implementation date but ACM said we could again change that, using Clause 26 of the Constitution. JR noted a delayed AGM would also help ARW in getting the Accounts examined. It was agreed by all that the 2021 AGM be held on 19/06/2021, with 20/07/2021 as the implementation date for any decisions made. Decisions as to who would need to stand for appointment / reappointment as Trustees to be taken in due course – **AP13** and ACM would contact WGD to obtain Welcome Centre contact details – **AP14**.

2010.14 NATIONAL ZOOM MEETINGS

MSR had suggested these might be held, but there had been a lack of interest. GTA advised that Jeremy Harrison (C&SL Branch) had been in touch on this topic as had some other Branches via ILR, who offered to remind members in a Newsletter – **AP15**; PC advised it had been added for discussion to the Strategy Plan and will be covered in T14A. DJ advised that there were around 10 Zoom meetings a month on the website for members to choose from but if additionally, someone wanted to volunteer to set up and run a national zoom meeting, all well and good. JM added that it was obvious to him that some Branches were not holding any zoom meetings and maybe a lack of technical knowledge was the reason, so perhaps there was a place for national meetings, which might also attract a larger audience and higher status speaker. DJ confirmed he was happy to host the Branch meetings at the moment, with help from Jeremy as required. ACM will host the T14A meeting – see **AP1**.

2010.15 MEMBERSHIP UPDATE

Prior to this meeting, DPG had issued his latest Membership Statistics & Breakdown, as at 30/09/2020 – attached as **Appendix 8** to these Minutes. Since then, another 10 new members had joined but sadly 2 had been lost. 2,711 Renewal letters had been sent out and had started arriving with members from 06/10 onward, with the first renewal just after 1000 that day, via PayPal. As of the day of the meeting, there had been 49 renewals via the website and 100+ postal.

2010.16 ARCHIVE / LIBRARY UPDATE

APD reported that the photographic investigation, to see what we hold, is still on-going. He hoped to have an updated list of Archive content available before the end of the year. Also, it had been established that a goodly proportion of the originals are held for those images that appear on the website. APD had made a 35-minute presentation on Leatherhead Stations and the RCTS Archive to Leatherhead & District Local History Society, as part of the (virtual) 2020 Heritage Open Days weekend, and it's hoped a visit can be arranged for them in the not too distant future. This also involved an interview with Surrey Hills Radio, providing good publicity for the Society. Two visits by a member resulted in £900 to the Society for surplus prints, mostly the Ken Fairey ones but including some other B&W, avoiding auction and transport costs. Two visits to Terry Silcock collected more material that was stored in his loft. Also, two visits were made to Rosemary Pick in Northampton, to collect all the photographs that were in her garage. Unfortunately, they were also given several large boxes of bound magazines, that are now piled up in Leatherhead and these need to be sold.

2010.17 MENSING COLLECTION / LEATHERHEAD TRANSFER

MSR had not had time to action this item, nor to prepare the paper he had anticipated circulating prior to the T13 Trustee meeting, and it was agreed that this should now be carried forward to the T15 Meeting – **AP16a**. Only notebooks were now held by MSR, with photos having been sent to Leatherhead and slides to John Broughton. APD asked if the notebooks could please be sent to him, along with the digital versions, which MSR agreed to do, though he did add that not all the notebooks had yet been digitised – **AP16b**.

2010.18 BENEFITS FOR TRUSTEES

Prior to this meeting, GTA had circulated an extract from the Society Constitution – Clause 6 'Benefits & Payments to Charity Trustees & Connected Persons' – attached as **Appendix 9** to these Minutes – to assist discussion on this item. This had originally been raised by DK in respect of an affiliated Society, the Historical Model Railway Society (HMRS), from whom GTA had now heard. ACM explained that we had assumed that the HMRS had gone to the CC to ask for Clause 6(a) to be removed but no, they instead had asked that the last word of 6(f) to be changed from "public" to "CIO". ACM suggested GTA ask the CC to amend 6(a) to read that all Trustees can benefit from (the rather minor) AVR. DK suggested GTA contact (again) Alan Rhodes, a member of both the HMRS & RCTS, and/or the HMRS' John Hancock, to ascertain how they saw their amendments to allow AVR – **AP17**. DJ suggested the HMRS action would, however, allow Trustees to receive members benefits. GTA added his thanks to DK for his initial help with this matter.

2010.19 ADMIN MATTERS

.01 Document submissions and format

GTA had previously noted that the old requirements for circulating documents prior to meetings was in need of amendment and suggested that it should now be 7 calendar days prior to **all** meetings. This was agreed, though certain exceptions could apply, such as PCs documentation prior to this meeting. As far as format was concerned, ACM requested that for his benefit could they all be in Portrait format, as Landscape was a nightmare to get into the

Minutes as Appendices.

.02 2021 Society Diary

ACM said that WGD used to choose all the dates and he would continue this and put dates in prior to circulating, starting with the February meeting, and with other Committees contributing. He would circulate prior to discussion at the T15 meeting – **AP18a & b**. He added that a resumption of face to face meetings may be possible, but he would assume they will continue to be Zoom for the time being.

.03 Correspondence

GTA wanted to know what the Trustees needed from him, in respect of the correspondence he dealt with, some of which was quite interesting, though the majority wasn't. The advice was that unless something required a Trustee decision, etc., then GTA will be left to get on with it. DB added that the document circulated as part of item 2010.20 was just the sort of thing they needed to see.

2010.20 CHARITY COMMISSION ANNUAL PUBLIC MEETING

GTA had attended this online Public Meeting and circulated a brief resume – attached as **Appendix 10** to these Minutes. One highlighted topic was that it was the responsibility of **all** Trustees to understand the financial position of their Charity – ACM felt that this was the position with us, as we regularly reviewed ARW's reports, but well worth noting that it was a key Trustee responsibility.

2010.21 DATE OF NEXT MEETING

Saturday 5th December had already been booked by WGD, now commencing at 1400 hours, and this was confirmed as the date for the next full Trustee meeting, T15, with DJ to host – **AP19a**.

JR asked for his apologies be noted for the 05/12/2020 T15 meeting please – **AP19b**.

The 11/11/2020 meeting was to be a continuation of this one, designated T14A, dealing only with agenda items 9a, 9b & 9c carried forward from this T14 meeting. **JM added that he hoped that this would give the Trustees sufficient time to read PC's report in detail.**

2010.22 ANY OTHER BUSINESS

.01 Headboards

Headboards are now stored in Leatherhead, from RCTS Tours, and ACM suggested they could perhaps be offered to members. Steve Ollive holds the one from the "Heart of Wales Observer", and will possibly be loaned another one. However, it was suggested that a letter be obtained from Steve to acknowledge that he holds some of the Society's historic assets, in the same way as locomotive nameplates are dealt with – **AP20**.

.02 President Brian Arman

Brian had actually phoned ACM just as the Governance meeting on 07/10/2020 was starting and also managed to also briefly speak with GTA. He was now back home but not very strong, and it will be 6-months before he is back to normal.

.03 AGM Additional

GTA explained that while discussing the forthcoming AGM (2010.05 above), he had neglected to ask if the Trustees were happy for those outstanding Trustee nominations for appointment and reappointment (ACM & GTA) plus (APD & MSR) to be dealt with by email, so that agreement to that procedure being used could be recorded in the Minutes. ACM explained that WRG used to ensure nominations for the Management Committee had been dealt with well in advance of the AGM but Trustee nominations were obtained on the actual day of the AGM, asking likely people as they came through the door of the Welcome Centre. Approval was given by the Trustees to accept electronic nominations – ACM & GTA's completed, so APD & MSR to action – **AP21a & b**.

.04 Railway Timetable Print – Middleton Press

DB had received no comments against his proposed action, so he would now write to Middleton Press politely declining the opportunity to publish the Timetable for Great Britain – **AP22**.

.05 Members' Survey

PC advised that from the Members' Survey, some 50 volunteers had offered to help the Society and that he had acknowledged their offers, saying that individual officers would respond. He felt it important that these be followed up, so he would send a list of the volunteers to each of the Trustees involved and asked that these be actioned. These will be sorted into 'Trustee categories' and on password-protected spreadsheets – **AP23**.

As there were no other items for discussion the meeting concluded at 1719hrs.

G T Adams – Acting Society Secretary

APPENDICES ATTACHED TO THESE MINUTES

1. **Motion for Presentation as Agenda item 6 of the 2020 AGM**
2. **Agenda A for next Management Committee Meeting**
3. **Agenda B for next Management Committee Meeting**
4. **Motion to reconvene the Management Committee, post the AGM**
5. **ARW 'Financial Issues' email, dated 04/10/2020**
6. **REDACTED**
7. **Note regarding Digitisation of Working Timetables**
8. **Membership Report (to 30/09/2020)**
9. **Constitution Clause 6 extract**
10. **Report on Charity Commission Annual Public Meeting**

SUMMARY OF ACTION POINTS

AP1 **ACM (or DJ) to host the T14A meeting on 11/11/2020 (2010.01)**

AP2a **ACM to sign last page of T13 Minutes, scan and send to GTA (2010.03)**

AP2b **ACM & GTA to liaise re redactions to T13 Minutes, then GTA to post to the Society website (along with the redacted T12 Minutes) (2010.03)**

AP3 **ARW to seek new volunteer to assist with Gift Aid, etc. (2010.04)**

AP4 **ILR to progress Branch Working Group, in due course (2010.04)**

AP5 **ACM to discuss legal matters with WGD & Sarah Hollingsworth, when required (2010.04)**

AP6a **MSR to confirm B5 cost with Amadeus and advise Trustees (2010.07)**

AP6b **GTA to add AP6a result as a 'post meeting note' to these Minutes (2010.07)**

AP7 **PC to advise RS to place adverts, etc., as required (2010.07)**

AP8 **MSR to service / replace the *RO* production laptop as necessary, in consultation with DB & DJ if necessary (2010.08)**

AP9 **GTA to advise the Charity Commission of JM's co-option as a Trustee, etc. (2010.09)**

AP10 **JM to prepare and circulate a resumé of his experience (2010.09)**

AP11 **ILR to send AVR background information to JM & MS (2010.10)**

AP12 **MS to produce a 'Position Paper' on the WTT Proposal at the first 2021 Trustee meeting (2010.13)**

AP13 **GTA to advise details of 2021 Appointments / reappointments of Trustees (2010.13)**

AP14 **ACM to contact WGD for contact details at Coventry's Welcome Centre (2010.13)**

AP15 **ILR to remind members re volunteers for hosting / helping with National Zoom meetings, via a Newsletter (2010.14)**

AP16a **MSR/GTA to liaise re need to add Mensing Collection (& transfer) on agenda for T15 meeting (2010.17)**

AP16b **MSR to forward Mensing notebooks to APD (2010.17)**

AP17 **GTA to follow up as required on AVR for Trustees (2010.18)**

AP18a **ACM to prepare a draft 2021 Society Diary for discussion at the T15 meeting (2010.19.02)**

AP18b **GTA to add 2021 Society Diary to T15 meeting agenda (2010.19.02)**

AP19a **DJ to arrange the Zoom requirements for the T15 Trustee meeting, on 05/12/2020 (2010.21)**

AP19b **GTA to note JR's apologies for T15 meeting agenda (2010.21)**

AP20 **GTA to ask Steve Ollive to confirm his holding of Society headboards (2010.22.01)**

AP21a **APD to arrange to email his Trustee reappointment nominations to GTA (2010.22.03)**

Summary of Action Points, continued:

AP21b **MSR to arrange to email his Trustee reappointment nominations to GTA (2010.22.03)**

AP22 **DB to write to Middleton Press declining the opportunity to publish the Timetable for Great Britain (2010.22.04)**

AP23 **Trustees to respond, as required, to the volunteers identified from the Members' Survey (notified by PC) (2010.22.05)**