

BRANCH LIAISON OFFICER

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Officers' Newsletter 210

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Dear All

It will be 2022 by the time you read this newsletter so I wish you a very happy, healthy and prosperous New Year for 2022.

Society Insurance for 2022

The new Policy Schedule and Public Liability Certificate for 2022 is now available and a copy of either or both can be provided on request. As for last year, there is an excess of £250.00 on any claims for branch digital equipment such as digital projectors, laptops, PA systems etc, and provisions are on the basis of 'new for old'. Items are 'All Risks' and are covered for anywhere in the country.

Branch assets

Digital

Thank you to everyone who has let me know as soon as they have changed or added to their branch digital equipment over the last year as this means that I can update the digital asset list as soon as there is a change. Please remember that if you do not let me know of any changes, your equipment may not be covered by the Society's Insurance Policy as I have to provide the list of digital equipment for the Policy renewal each year in December. Please do not forget to let me know of any updates as they happen and note that I will be asking again later in the year for confirmation of exactly what you have.

All Branch Equipment

This is a request for help from the branches.

The Society Secretary has taken on the task of listing everything owned by the Society and this includes by the branches. Nationally, this is already pretty much complete. However, while branches are generally up to date with notification about digital equipment, we know that many, if not most, branches also own other items such as exhibition equipment, books, stands, projection screens etc. It is good practice for every branch to have an Asset Register of everything they own so I hope that providing a copy of that list will not be too onerous a task. If the branch list includes digital equipment, that is fine and those items do not need to be removed from the list. Electronic or scanned copies attached to an email are probably the easiest way to provide the list.

The information contained in this newsletter is for use of RCTS Officers and Members only and should not be communicated outside of the Society

Website

You will have noticed that Matthew has successfully updated the Society's website and we now have a fresh new format that is much more compatible with modern devices. So this is a reminder for any branch that has not yet nominated someone to be the designated person as liaison regarding your branch pages – please see Officers Newsletter 208 for more details. Although the idea is for branches to take responsibility for their own pages wherever possible, there is help available and all you have to do is ask webmaster@rcts.org.uk.

For members on email who have not opted out, Matthew has already used Mailjet to circulate Society Newsletters and it is intended that future Officers Newsletters will also use this platform. I will be asking for Matthew's help until I have learned how to do it on my own, and if I should make a mess of it, so please do not hesitate to ask for help if you too would like to try Mailjet for your branch membership.

South East Branch – Closure

Unfortunately, I have to report the sad news that South East Branch of the RCTS has now closed because there was insufficient support from the branch membership for it to continue when the majority of the remaining committee members, for various perfectly good reasons, were stepping down. It is now only a matter of completing the final formalities which includes disposing of the branch assets. The following is a list of branch assets:

- 2 x digital projectors
- 1 x analogue projector
- Sound system with integral speakers, 2 handheld microphones (different frequencies), 1 lapel mic and headset mic
- Second-hand books
- 2 wooden folding bookcases for displaying books at exhibitions
- RCTS tablecloth – also for exhibitions
- RCTS plastic bags

RCTS publications are, of course, being returned to national stocks. If any branch is interested in acquiring any of the branch assets listed above, please let me know so that the necessary arrangements can be made. Assets will be distributed on a 'first come, first served' basis.

AGM minutes from the branches

This is a quick note to remind branches that they need to send in their Branch AGM minutes for 2021. Thank you to those branches that have already done so without a reminder. This not only saves me a task, it also means that you can ignore this item!

I do not mind what format you use to send them but if you are not sure what is acceptable, please ask. Electronic or scanned copies attached to an email are acceptable and, as it is appreciated that they are only draft until approved at the next AGM, I do not mind if they are still in draft form as the next year's draft will confirm that they have been approved or amended accordingly. However you provide them, the Branch AGM minutes are important and are a record of the year's activities. Although you do not need to provide the branch reports that go with the AGM minutes, these too are an important part of branch records and help me to understand how the branch is doing so I would welcome these as well.

Publications Listings

This is a message from Alan Cooke with no need for me to rewrite it as it is simple and clear. So please see below what he has written and take action accordingly.

An updated version of the publications listing is now available. This includes the new Michael Mensing book which is now selling fast. Branches that regularly put out Society publicity at branch meetings and exhibitions can request copies from Alan Cooke who can be contacted on addresses@rcts.org.uk

And finally...

The last year has been another difficult one but we have survived in pretty good shape largely thanks to all the efforts of the Society officers and members both at Branch and National level. The *RO* has continued in publication in the new B5 size for 2021 so thank you to the team that works tirelessly every month to ensure publication. Branch meetings have continued with a mix of Zoom, physical and hybrid formats thanks to the efforts of branch officers and others who help out with the arrangements.

The Society would not run without all the work that you all put in so this is greatly appreciated and I wish you all the best for the coming year.

Kind regards

Irene