



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

REFERENCE BT24-1009

Final

**MINUTES OF MEETING BT24 OF THE BOARD OF TRUSTEES
OF THE RAILWAY CORRESPONDENCE & TRAVEL SOCIETY**

**Held at Somers Town Coffee House
on Saturday 10th September 2022**

TRUSTEES PRESENT AT THE MEETING

ACM	Callum MacLeod	Chairman – via Zoom
MSR	Mike Robinson	RO Managing Editor – via Zoom
DPG	David Goddard	Membership Secretary
JM	James Milne	Strategy Group Leader
MS	Matthew Shaw	Digital Officer – via Zoom
AD	Andy Davies	Archivist
ILR	Irene Rabbitts	Branch Liaison Officer
JR	John Redgate	Trustee – via Zoom

Others present

PJC	Paul Chancellor	Minute Taker
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1009.01 – CHAIRMAN'S OPENING REMARKS & COI DECLARATION

The meeting commenced at 11.05 with the Chairman welcoming those present and apologising for his use of Zoom on this occasion. ACM enquired if anything on the agenda was likely to give rise to a Conflict of Interest (COI) for anyone. None was advised.

The Trustees wished to record, on behalf of the Society, their condolences following the passing of Queen Elizabeth II. An appropriate photograph had been posted on the Society website and it was agreed it should remain in place until after the funeral, advised as being on 19th September.

1009.02 APOLOGIES FOR ABSENCE. Canon Brian Arman, Reg Wood (ARW), David Bird (DBB), Richard Morris (RLM).

1009.03 Confirmation of the Minutes of BT23 of 11th June 2022

The minutes of BT23 were accepted as a correct record of the meeting and approved.

1009.04 Matters arising not Covered elsewhere in the agenda

None

1009.05 Updates from Action points from BT23

AP1 Send Copies of signed BoT minutes since 2020 to RLM. A new action agreed was that ACM would now bring these to the Officers' Conference for RLM **New AP1 ACM**

AP2 Terminate Page Suite contract – complete.

AP3 Organise further meeting of the Photo archive group and seek a volunteer. The meeting had been held. JM advised that one volunteer had come forward but was thought not suitable for the advertised role. Further discussion at BT24a.

AP4 Submit new proposals for the scope of the commercial group – complete.

AP5a Send Photo competition information to MSR – complete.

AP5b ACM to send congratulatory e-mail to the winner of the RO photo competition, Ongoing **New AP2 ACM**

AP6 Advise updates to the Society Diary to ACM. Ongoing. **New AP3 All**

AP7 Contact Paul Treeby to organise MNW regional meeting. Done but the meeting could not be organised and this was discussed as part of Agenda item 1009.14.

AP8 Membership process review – complete.

AP9 Send 'thank you letter' to Geoff Adams. Done.

AP10 ARW to include length of time to complete the financial information on renewals in finance team meeting agenda. The status of this action was not known at this meeting – ongoing and carried forward. **New AP4 ARW**

AP11 Circulate 2021/22 budget proposals to the Trustees for retrospective approval. Done

AP12 Contact Mortons concerning a photography competition. Done.

AP13 Re-arrange Zoom meeting re Barrow Hill. Done.

AP14 Review membership resignations and send analysis to ACM. Done.

AP15 Contact Sir Peter Hendy re the RCTS nameplate. Done

AP16 Disposal of the pre 1970 WTT collection. See agenda item 1009.13

AP17 Contact Kurt Sickelmore concerning ownership of the Society WTT collection. See agenda item 1009.06.

AP18 Confirm decision on Railway Club directory to R Bowry – done. It was agreed that information about this publication would be included in the November *Running Lines*. **New AP5 JM**

AP19 Submit report to the Charities Commission. Done.

AP20 Arrange equipment for hybrid BT24 meeting. Done.

1009.06 Administration Group Report

Attached document 06 refers. It was confirmed that Kurt Sickelmore had signed a declaration that the WTTs held by him were the property of the RCTS.

1009.06a Renewals process review. (Doc 06a) The withdrawal by Lloyds Bank of the current process for administering Direct Debits was discussed. In order to action 2023 renewals ahead of the change, the date for taking DDs has been brought forward to 15th December. A notice to that effect is to appear in the November RO. **AP6 MSR**

JR questioned the success of the drive to move more members to use DD. DG advised that around 100 new DDs had been registered and approximately one third of members now renewed via that route.

1009.06b Membership update. (Doc 06b x 2) Following the Crewe and Barrow Hill events membership totalled 2742.

1009.6c Revised Wills & Bequest leaflet (Doc 06c)

ILR had completed the update of this leaflet. None of the clauses having legal implications had been amended.

It was agreed that a copy be sent with each renewal, digital via e-mail and hard copy for postal renewals. **AP7 DG**

1009.07 Commercial Group Report

1009.07a Terms of Reference. MSR had circulated Doc 07a in which the key proposal was that the website and associated digital activities be moved to the Strategy Group. Whilst the

Trustees agreed that moving this function away from Commercial should be implemented, there was debate as to whether this should be to Strategy or Administration. As RLM was not present, it was agreed that this should be discussed at BT24A **AP8 ACM**

MS suggested that the current structure of the Society did not have any Governance group responsible for the discharge of its educational objectives. It was agreed that a paper on this be prepared for BT25, the content of which might further affect the scope of the Commercial group. **AP9 JM**

With respect to the *RO* being part of the Commercial group and published on the website, it was confirmed that digital channels unconnected to the *RO* were not subordinate to it.

Commercial group would also have input into the way that commercially originated products were displayed on the website.

1009.07b 2023 RO printing contract.

MSR presented figures on current costs and probable 2023 figures from the existing printer and another. It was likely that these would rise by £6500 if the contract remained with Amadeus or possibly £2000 lower than this at an alternative printer. Options to reduce pagination and the number of editions were discussed but it was agreed not to pursue these at present, in part because there was insufficient information on postage costs which may rise in April. It was agreed a 72-page *RO* would be retained but the *RO* Editor will monitor emerging costs, hopefully with a monthly expenditure feed, and examine reduction in the number of pages, if emerging figures suggests remedial action is necessary. ACM agreed to discuss with MSR outside the meeting. **AP10 MSR/ACM**

1009.7c Publications Report

DBB had submitted Doc 07c which showed good publication sales in August following the publication of the *Royal Scot* book. Next would be the John Cowlshaw book followed by a DMU album. It was questioned if these would be in hardback. [\(It was confirmed after the meeting that this would be the case\).](#)

1009.08 Digital Services Report

MS advised that he had renewed contracts for Zoom (seven licences), Mailjet, and web site plug ins. A discussion on Zoom licencing concluded that there was no cheaper alternative than to have the seven 100 attendee licences, six of which were for branch use.

Fifteen editions of the Society e-mail newsletter have been issued over twelve months. The website now has eight photo portfolios displayed following the Barrow Hill event.

The website will also be used to access the new Yearbook publication. MS showed some of the images. A link for Trustee use is to be supplied. **AP11 MS**

Plans for the publication of the LNER series were advised and a publicity plan is in place.

People will, after registration, be able to submit updates and comments. These will be moderated in respect of style etc. but would not change any technical content.

Following projects will be the availability of all issues of the *RO* and possibly the release of other company histories already published by the Society.

Some of the older *RO*s had been converted to Word format and should be available at Leatherhead. Copies to be sent to AD. **AP12 JR**

1009.08a Zenfolio (Doc 08a) Increased charges from Zenfolio will render small orders for images extremely expensive. Ways forward were suggested but it was agreed that they should not be actioned until discussed BT24a. Carry forward. **AP13 ACM**

JR suggested that current prices for digital prints were already too high and that whatever option is adopted that there must be continuity between images via Zenfolio and any switch to a new system.

1009.09 Finance Report

REDACTED

MSR commented that despite many previous requests the flow of expenditure information was still limited to what is provided at Trustee meetings rather than hopefully in a more meaningful form on a monthly basis.

AP15 ACM

1009.09a 2023 Membership Rate.

REDACTED

It was necessary to agree 2023 membership rates at this meeting. ARW had proposed an increase in the printed rate

REDACTED

Following the earlier discussion on RO print costs giving the option to reduce pagination after the April 2023, some Trustees proposed a £1 increase and others were in favour of no change. The latter was adopted on the casting vote of the chairman.

JR questioned if the discount for direct debit was correct, but this was left unchanged. It was also identified that printed magazine postal charges for non-UK members were not adequately reflected in the discount for such new members. These to be reviewed and, if necessary, amended over two renewal cycles.

AP16 DPG/JR

1009.10 Strategy Group Report

Doc 10 contained the latest version of the SG action plan.

JM advised on various new items. Around 150 membership cards were presented at Barrow Hill. A report on the event had gone to MSR for inclusion in the RO.

AP17 MSR

Letters of thanks had been sent to Barrow Hill, Network Rail and GBRf by ACM.

Comments had been received from members that they would like to see the national Zoom meetings be used to showcase the modern railway scene. An approach will be made to GBRf to try to arrange a presentation.

AP18 JM

An appeal for a member to run Social Media for the Society had brought a reply from Tim Bellenger. It was agreed that Tim be asked to carry out a programme for a six-month trial.

AP19 JM

1009.10a Photo archive digitisation (Doc 10a)-deferred to BT24a

1009.10b Photographic competition Doc 10b reported on a discussion with Mortons Media who confirmed that they would be prepared to partner the RCTS in a national photo competition. The Trustees agreed that implementation discussions should proceed with Mortons.

AP20 JM/PJC

1009.10c Response to member's letter. A letter (Doc 10c) Had been received from member G Palin commenting on the fact that the latest members' survey was only available on-line. JM had sent a reply.

1009.11 Library and archive report. See Doc 11.

1009.11a Damp problems at Leatherhead An extensive report had been drawn up by AD and forwarded to Govia.

ILR questioned if, after 4 ½ years, it was time for the Society to try to resolve the lack of a lease agreement. It was agreed that a letter be sent to Govia just to note that action was still outstanding and could this be resolved?

AP21 ACM

1009.12 Railway Observer Nameplate

The plates from the HST power car are to be returned by NR to the Society and should be sent to ADs home address. NR had offered to repaint and clean the plates but after debate it was agreed that they should be left in ex-loco condition and NR be asked instead to supply a certificate of authenticity.

AP22 ACM

1009.13 Working Timetable Collection

MS had visited Kurt Sickelmore and confirmed that the collection was adequately and safely stored at Big Yellow Nottingham. He is working to confirm that all 1969 and prior items are at the store. The collection has not been promoted in recent years and it was agreed that it should feature in *Running Lines*.

AP23 JM

Disposal of the post 1970 collection has not yet started.

1009.14 Regional Meeting update

ILR advised a number of issues identified at the regional meetings. All were concerned about the difficulties of getting volunteers / age profile and falling branch attendances following Covid. Training videos were felt to be useful but that the Members' Weekend should be used to update some items. The branches did not believe that they should be proactive in making contacts with Community Rail partnerships or TOCs but would encourage informal links. Branches were not always getting timely financial information, particularly in respect of PayPal payments. One branch thought that they should receive some benefit when recruiting members that were not from their branch. A copy of the report should be sent to the Regional Meeting groups.

AP24 ILR

1009.15 Trustee Succession Planning

ACM confirmed his intention to stand down as Chairman in April 2023. It was noted that DBB also intended to stand down soon. MSR suggested that Peter Fortune or David Cross might be candidates from outside the Trustees although it was felt that to be appointed as Chairman without an experience of the Trustee work might not be practical. It was agreed that David Cross be approached to see if he had any interest in taking on a non-executive Trustee role.

AP25 JM

JR said that consideration should be given to ensuring that all necessary skill sets should be covered by the Trustees and that legal advice was particularly lacking.

It was agreed that nominations for chairman from the membership should be sought and a notice to this effect would now appear in the October *RO*.

AP26 ACM/MSR

1009.16 Any Other Business

REDACTED

The AVR list needs to be compiled imminently. Branches and Trustees need to advise their nominations urgently.

AP28 ILR/ALL

Date of Next Meeting

BT25 will take place at Somers Town Coffee House on November 26th. BT24a via Zoom is yet to be arranged with dates of 30th September and 1st October to be suggested to ARW who needs to be present.

AP29 ACM

The meeting closed at 16.05

Documents Attached.

06 Administration Group report

06a Renewals Process Revisions

06b Analysis of Resignations

06c Revised Wills & Bequests leaflet

07a Commercial Group Terms of Reference

07c Publications Report

08a Zenfolio Change of Terms together with Zenfolio Sales

REDACTED

10 Strategic Action Plan

10a Digitisation of the Photo Archive

10c A member's letter

11 Archive and Library report

11a Archive Damp Problem report

Meeting Actions Summary

AP1	Pass signed copies of Trustee minutes since 2020 to RLM at the officers conference	ACM
AP2	Send congratulatory e-mail to the winner of the <i>RO</i> photo competition	ACM
AP3	Advise updates to the Society Diary to ACM	ALL
AP4	Include length of time to complete the financial information on renewals in the finance team meeting agenda.	ARW
AP5	Put a note about the Railway Club Directory in the November <i>Running Lines</i>	JM
AP6	Include a notice in the November <i>RO</i> concerning Direct Debit actioning dates	MSR
AP7	Send a hard or soft copy of the Wills & Bequests leaflet with membership renewal notifications	DPG
AP8	Discuss the proposal to move responsibility for digital activities from the Commercial group to another at BT24a (Subsequently agreed at BT24a to defer to BT 25)	ACM
AP9	Prepare a paper for BT25 on the Governance of the Society educational objectives	JM
AP10	Review the number of pages included in the <i>RO</i> after the April 2023 edition	ACM/MSR
AP11	Provide a link for the Trustees to access the 2021 Year book	MS
AP12	Send Word format <i>RO</i> documents previously scanned by TBMS to AD	JR
AP13	Review the use of Zenfolio and/or alternatives at BT24a	ACM
REDACTED		
AP15	Chase up requested monthly management account information from ARW	ACM
AP16	Review/revise Overseas membership rates	DPG/JR
AP17	Include a report of the Barrow Hill event in the <i>RO</i>	MSR
AP18	Contact GBRf to obtain a speaker for a National Zoom meeting	JM
AP19	Arrange six-month Social Media trial with Tim Bellenger	JM
AP20	Progress Photography competition idea with Mortons	JM/PJC
AP21	Send letter to Govia concerning the Leatherhead lease	ACM
AP22	Ask Network Rail for a Certificate of Authenticity for the power car nameplates	ACM
AP23	Publicise the WTT collection in <i>Running lines</i>	JM
AP24	Send copy of the Regional Meetings report to branches	ILR
AP25	Speak to David Cross concerning the non-executive Trustee vacancy	JM
AP26	Put a notice in the October <i>RO</i> concerning the Trustee vacancy for Chairman from April 2023.	ACM/MSR
AP27	Offer AVR membership to Peter Hall	MS
AP28	Branches and Trustees to submit their 2023 AVR lists urgently	ALL
AP29	Agree and advise a date and time for the BT24a meeting	ACM