



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

REFERENCE BT32 2701

**MINUTES OF MEETING BT32 OF THE BOARD OF TRUSTEES
OF THE RAILWAY CORRESPONDENCE & TRAVEL SOCIETY**

Held via Zoom on Saturday 27th January 2024 at 10.00

TRUSTEES PRESENT AT THE MEETING

JM	James Milne	Chairman
RLM	Richard Morris	Secretary
DPG	David Goddard	Membership Secretary
APD	Andy Davies	Archivist
ILR	Irene Rabbitts	Branch Liaison Officer
ARW	Reg Wood	Treasurer
MSR	Mike Robinson	Commercial Group Chair
DBB	David Bird	Deputy Chairman/Publications Officer
DMC	David Cross	Strategy Group Chair
JR	John Redgate	Trustee

Others present

BRA	Canon Brian Arman	President
PJC	Paul Chancellor	Minute Taker

2701.01 – CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting. No conflicts of interest were declared.

2701.02 – APOLOGIES FOR ABSENCE

None

2701.03 TO CONFIRM THE MINUTES OF TRUSTEE MEETING BT 31

The minutes of BT31 were approved.

2701.04 MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None

2701.05 ACTION POINTS ARISING FROM BT31

- AP1** Escalate Lease signing issue - now with the Society Solicitors - *ongoing* **APD New AP1**
- AP2** Complete Affiliates list at year end. No comments received - item closed.
- AP3** Appoint Digital Archive Manager – *ongoing* **RLM New AP2**
- AP4** Develop/provide analysis of member recruitment by month/source – *ongoing*
DMC/DPG New AP3
- AP5** Review Society rules and policies.
Rule 4b.1 specifies the duties of the Digital Officer. The role has developed, and the description requires revision.
Rules 4 d-f specify that the Minute Taker to the board of Trustees may not be the Trustee representing a group on the BoT. The necessity for this requirement should be reviewed/amended/removed as appropriate.
Rule 5c refers to the inclusion of Branch figures in the accounts. This should be removed.
The Constitution requires to be generally reviewed. **RLM New AP4**
- AP6** Measure moisture levels in walls. Purchase dehumidifiers for Leatherhead. *ongoing*
DPG/APD New AP5
- AP7** Place editorial team volunteer request in the Officer's Newsletter. *done*
- AP8** Review Collections policy document for BT32. *ongoing* **APD New AP6**
- AP9** Seek archive accreditation on the National Museums Archive register. *ongoing*
APD New AP7
- AP10** Arrange meeting to discuss Rolling Membership – BT32 agreed that this will not be carried out at this time.
- AP11** Complete and analyse Branch attendance data. Get data from 'missing' Branches/establish reason for not replying, follow up **JM New AP8**
- AP12** Circulate revised Officer's Handbook. Text re Branch AGMs requires revision. *done*
- AP13** Put author request in Branch newsletter *outstanding* **DBB/ILR New AP9**
- AP14** Publish 2024 Officer's Directory asap. *done*
- AP15** Confirm 2024 Chair of the Commercial Group - DBB appointed.
- AP16** Advise names of Branches where accounts are required to JM **ILR New AP10**
- AP17** Prepare nameplate collection paper for BT32. *done*
- AP18** Circulate copy of NDA agreement to Trustees. *outstanding* **RLM New AP11**
- AP19** Advise Governance Group Meeting dates to RLM. *outstanding* **ARW/DMC New AP12**

2701.06 COMMERCIAL GROUP REPORT

A meeting of the group had been held earlier in the week. This has concluded that a strategy paper on publications policy was required. [NOTE: post-meeting this has been received by JM and he will review initially with DBB]

RO - MSR advised that the difficulty in finding new editors continues and that two more might resign by the year end.

Publications - DBB reported that there had been changes to book production in the last year with an extension of the use of 'non member' authors, some of whom would require payment. John Jennison had agreed to produce at least two titles, one on steam and the other modern traction.

A contract had been placed to print OTR23 at £6/copy for 500 with a cover price of £25. Other books in preparation were LNER Finance and Mensing 2.

The high advertising spend on publications was noted. More co-ordination was thought to be required between publications and recruitment advertising and DBB advised that discussions were underway. ARW advised that it was not always clear from the invoices if spend should be allocated to membership adverts or publications.

2701.07 FINANCE GROUP REPORT

Documents 07-1 and 07-2 refer. Full details of the accounts and the report were contained in the two reference documents. ARW advised that the Society was likely to record a loss of £11,600 compared with a profit in the previous year of £5,000.

Costs for the production of the RO had risen by 15% mainly due to postal charges and had not been covered by membership subscriptions. Admin costs also rose sharply from £12,500 to £19,500 with, in his view, the AGM costs being an area for attention. Donations of £22,000 were a record. Most Branch finances were satisfactory.

The Rates payments for the archive had finally been resolved with a discount of 90% being achieved due to our Charitable status. **REDACTED**

A question on apparently 'missing' Zenfolio receipts had been resolved.

Further questions about the treatment of depreciation, the reporting of donations, stock valuation and match funding for the digitisation project were discussed. It was agreed that both the Chairman's and Financial reports for the AGM should detail information on donations and the digitisation project.

ARW/JM AP13

The Trustees unanimously approved the financial report and accounts for submission to the auditors.

2701.07a Insurance Renewal The annual insurance had been renewed. Items insured, particularly nameplates, varied from year to year and within the financial year. Some £10,000 of Branch computers were insured and a successful claim for theft had been made on behalf of South Wales branch.

2701.08 STRATEGY GROUP

DMC advised that he was in discussion with the Bluebell Railway about an event using Class 69 69003 which would take place on 6-8 September. He was awaiting confirmation from the railway.

2701.08a Nameplates. Document 08a (amended) refers. Item for information only about the

disposition of Society nameplates but also requesting the Trustees to note that the assets were likely to continue to fall in value in coming years due to the declining interest in steam era nameplates.

2701.8b Use of Society Funds Document 8b refers which detailed the following suggestions: -

Visit programme for to railway facilities, access to professional marketing advice, expanding the range of Society publications, storage equipment for the archive, binding of magazines in the archive, 2028, age-related membership rates and bursaries.

JM thought that only age related membership rates would not be appropriate as the cost of providing our services was not age dependent. Society publications were already being addressed.

REDACTED

It was agreed that a meeting should be arranged with a third party organiser of facility visits in York attended by JM and DMC. **DMC AP14**

2701.09 MEMBERSHIP RENEWALS

DPG advised that as of today 2,347 had renewed with 251 yet to respond to a reminder letter posted this week. This was slightly better than in 2023. In addition there had been 100 resignations (99 in 2022). A balance of approximately forty members moved to digital only and around 60 had signed up for direct debit.

PJC asked if a President's letter was to be sent to the 2022 joiners. This suggestion was agreed, and a letter would be prepared.

BRA AP15

2701.09a Future of Membership Cards- carried forward to BT33.

DPG AP16

2701.09b HLM Proposal - document 09b. The Trustees unanimously agreed that HLM be awarded to Ronnie McAdam.

2701.10 CHAIRMAN'S OUTREACH UPDATE

REDACTED

2701.10a Railway 200 JM reported that the organisers of Railway 200 wanted to see all sectors of the railway stakeholders represented and that included Societies such as the RCTS. Ideas required ASAP to JM. **All AP19**

AGM Speakers JM reported that he had failed to get any response from some people suggested as speakers at the AGM whilst two others, whilst not available for 2024, would probably come in 2025. **REDACTED**

2701.11 LIBRARY AND ARCHIVE UPDATE

APD advised that two visitors to the library had done so having seen the opening dates listed in the *Railway Magazine*.

2701.12 ADMIN GROUP REPORT

See Document 12. The Health and Safety Policy document had been approved subject to one small amendment.

2701.12a Safeguarding The policy has been reviewed. No changes were required.

2701.13 Other matters

A discussion concerning the accounting practice used for recording of historical items gifted to the Society concluded that, following the change to CIO status, no change in its application was required.

A Member's weekend is planned for September based in Portsmouth. The organising Branches were concerned that the costs might deter members from attending, particularly those associated with hotel accommodation and the dinner. Compared to costs for the 2022 meeting, taking inflation into account, the overall view was that there was little difference. However, it was agreed that central funds would be used to cover the £100 charge that would be applied, if less than eighty people attended the dinner and that the speaker's dinner cost would also be paid from central funds.

2701.13 DATE AND VENUE OF NEXT MEETING

23rd March 2024. It was agreed that the feasibility of holding the meeting at the Union Jack Club at Waterloo would be investigated.

DMC AP20

The meeting closed at 13:45

RELATED DOCUMENTS

07-1 Finance Report
07-2 Actual Cost v Budget November 2022-October 2023
07a Renewal Invoice
08 a Society Nameplates (Amended)
08 b Use of Society Funds
09a Membership cards
09b HLM Proposal
10-1 Position Paper Chairman's Outreach 2024
10-2 Position Paper- RCTS Statement
12 Admin Group Report
12a Health & Safety Policy- Safeguarding

BT 32 ACTION POINTS

AP1	Escalate Lease signing issue- now with the Society Solicitors	APD
AP2	Appoint Digital Archive Manager	RLM
AP3	Develop/provide analysis of member recruitment by month/source.	DPG/DMC
AP4	Amend the Society Rules and Constitution as detailed in old AP5	RLM
AP5	Purchase dehumidifiers for Leatherhead. Measure moisture levels in walls.	DPG/APD
AP6	Review Collections policy document for BT33.	APD
AP7	Seek archive accreditation on the National Museums Archive register.	APD
AP8	Follow up missing Branch responses	JM
AP9	Put author request in Branch newsletter	DBB/ILR
AP10	Advise names of branches where accounts are required to JM	ILR
AP11	Circulate copy of NDA agreement to Trustees.	RLM
AP12	Advise Governance Group Meeting dates to RLM	ARW/DMC
AP13	Highlight donations in AGM reports	JM/ARW
AP14	Arrange meeting with third party re facility visits	DMC
AP15	Prepare letter to go to 2022 joiners	BRA
AP16	Prepare paper on future of membership cards	DPG
AP17	Advise Trustee decision to SLS on proposed statement	JM
AP18	Advise any suggested amendments re outreach statement to JM	ALL
AP19	Advise Railway 200 ideas to JM	ALL
AP20	Check cost/availability for the next Trustee meeting at the Union Jack Club	DMC