

NEWSLETTER 26



AUGUST 2007

Website: www.rcts.org.uk

BRANCH LIAISON SECRETARY

W. Gordon Davies, 13 Blackthorn Close, Broughton, Chester, CH4 0PY

Telephone: 01244 520710 ----- e-mail: liaison@rcts.org.uk

26.01 RECENT SEVERE BAD WEATHER

The MC sends out its sympathy to any member who has suffered flooding or damage to member's property in the recent spate of extreme bad weather. Members are reminded that the Society's own insurance covers any damage to Society property such as publications, library books, stationery etc. Any member who has had damage to Society property should contact Society Chairman, John Redgate on 01626 476265 or e-mail John at : chairman@rcts.org.uk

If for any reason you require to produce details of the Society's liability for example to branch meeting venues or exhibitions sites etc, a copy of the insurance certificate is obtainable from Society Secretary, John Day, contact details in the Branch Officer's Handbook.

26.02 CHANGE OF ADDRESS OR OTHER INFORMATION

Society Officers are reminded that if there are any changes to any of their contact details such as changes of address, telephone numbers, e-mail addresses etc. these must be sent in the first instance to Richard Morris contact details in the Branch Officer's Handbook and copied to Society Secretary, John Day.

26.03 BRANCH RENAMING

With quite a few new branches now up and running in the 'south' of the country, the committee of the 'South of England' branch thought that their branch name was no longer appropriate. After due process the branch will from August this year be known as 'SOLENT'. The committee and contact details remain the same.

26.04 NEW BRANCH SECRETARIES

Please note the society has two new branch secretaries:-

South Wales / De Cymru Branch.

Noel Thompson
63 Pentwyn
Radyr
Cardiff
CF15 8RE
Tel: 029 2084 3535
email: noellinda@noel65.fsnet.co.uk

If there is anyone who is willing to go to Cardiff and give the 'new' South Wales/ De Cymru Branch a presentation at one of their indoor fixtures please contact Noel.

Windsor & Maidenhead Branch

Alan Cooke
23 Haig Drive
Slough
SL1 9HA
Tel: 01753 571257
email : ropostbox@rcts.org.uk

26.05 MEMBERS WEEKEND, BASINGSTOKE

The Surrey Branch are the hosts for the Members Weekend in October at Basingstoke. The branch has arranged a varied and interesting programme from Friday the 19th to Sunday the 21st. The Holiday Inn will be the base for the weekend with visits to Salisbury depot, the new Basingstoke Integrated Electronic Control Centre (IECC) and the South West Trains driver-training simulator on the Friday afternoon and an all day visit to the Mid-Hants Railway on Saturday plus an alternative trip to the historic City of Winchester. Guest speaker at the Saturday evening dinner will be Stuart Palmer, Managing Director of South West Trains.

Full details are available in the August RO and on the website. Please make every effort to support the events but more importantly attend the Officers' Conference on the Sunday morning. Last year seven branches were not represented at conference thus missing out on one of the most important events in the Society's calendar. Andy Davies at the Surrey branch is eagerly awaiting your booking form; lets make the 2007 conference a 100% attendance record.

The Agenda for the Conference will be published with the October Newsletter. If you have any items, which you would like, included on the agenda as 'Any Other Business' at please notify myself (details above) and copy to Society Chairman, John Redgate by Saturday the 13th of October 2007.

26.06 PUBLICATIONS

BR. Standards Part 1 and 3

BR. Standards Part 1 and 3 have now been reprinted and are available at the Coventry bookstore. Branches should send their orders to Peter Davies, Sales Manager in the normal way.

Members' Discount Voucher (Jubilees)

The voucher for the £2.95 discount on the latest publication, 'The Jubilee 4-6-0s' expires on the 31st of October 2007. Please remind branch members at your next fixture that the voucher expires on this date. The voucher is available in the November 2006 edition of the RO.

26.07 BRANCH OFFICERS' HANDBOOK

Feedback on Branch Officers' Handbook from the recent round of Regional Meetings has been very positive. Various suggestions for improvements and additional information have been passed on to the Development sub-committee. Amendments to the existing information will be published and issued at the Officers' Conference at Basingstoke in October or my e-mail to Branch Secretaries who have opted for that method of delivery.

26.08 SURVEY OF OTHER RAILWAY SOCIETIES

In Newsletter No 25 item **25.14** the Development sub-committee requested information to be collated by branches regarding other railway societies and groups in their own areas. To date Ken Wilson, the Development sub-committee secretary has only received 4 replies.

Item 25.14 is reproduced below. The return date is now amended to Friday 21st of September 2007

As you have seen in the RO a considerable amount of work is going on to start new branches at various locations. The development sub-committee is collating information on potential new locations and details of which other societies may be functioning in towns where we feel the Society could set up a new branch. All branches are requested to enquire with their members and send details of other societies in your town or area using the attached form **Appendix A**, which has been devised for you to collate the information required. Could you please send the information to Development Sub-Committee Secretary, Ken Wilson at 18, Pine Avenue, Poole, BH12 4AG or by e-mail to kenwilson@beeb.net by **Friday 21st of September 2007**

26.09 CORPORATE IDENTITY GUIDELINES

Officers are reminded that to promote the New Image of the RCTS they should ensure that all correspondence and documentation follows the Guidelines. It has come to the notice of the MC that a number of officers are not regularly following the Guidelines in both their internal and external correspondence especially regarding font and point size. The Guidelines were first issued in October 2005. A copy of the April 2007 edition is included with this newsletter and appears as **APPENDIX B**.

26.10 RECRUITMENT LEAFLETS

Since the launch of the new logo and image plus the introduction of the recruitment leaflets packs that have been distributed to railway preservation sites, museums etc; data has been collated by Vron Cooke on the result of recruitment campaign. The tables **APPENDIX C** shows the membership packs distributed by Vron as a result of the leaflets and details the members recruited since 2004 with new members age ranges. Please note that these figures reflect the new members joining the Society for the first time and do not include re-joining members.

For those of you who receive the newsletter electronically please note that the attachment contains the information on sheet 1 and 2 of the spreadsheet.

26.11 RAILWAY OBSERVER

Members may ask branch Officers on how they should submit their photographs for inclusion in the RO. The guidelines are listed below. Please note that these have recently updated to include memory sticks. This information also appears on the Website

Submission of Photographs

The Editor wishes to encourage members to submit photographs for consideration for publication in the RO. To ensure that we publish images of the highest possible quality please observe the following guidelines.

FILM:

The Editor can accept negative B+W, negative colour and positive colour transparencies of all film sizes. Do not send old glass plate negatives without first consulting the Managing Editor.

PRINTS:

Prints should be of at least 6"x4" (15x10cm) size and should be on glossy paper. Wet process or professionally produced digital prints are acceptable. Prints from ink jet printers will only be acceptable if they are from a 6 ink or more printer and are on Epson Premium Glossy paper or its equivalent. Prints from "fast process" high street stores are unlikely to be of sufficient quality. Dye Sublimation and Laser prints are acceptable.

DIGITAL:

After downloading the image from the camera **DO NOT** manipulate the image except in the case of RAW files which should be converted to a TIF or JPG file format using the camera provided software. The file should be transferred to a disc. **DO NOT** crop, resize or resample the file. Rename the file to include the loco. number and/or location and your surname. Make a copy of the file for the purpose of manipulating the image for your own use. Do not make and submit prints from digital images send only the original digital image file by CD-Rom or by Memory Card.

Submit the disc or card with a set of thumbnail prints of the images. Be sure the thumbnails print with the file name. **DO NOT** add text to an image file. Your name will be acknowledged in the caption.

SUBMISSION:

DO NOT send discs in Jewel Cases. Place the disc in a disc envelope which can be purchased from Staples/Jessops etc. and mail in a padded envelope. Write your name on the disc with a suitable pen. Memory Cards should be placed in a plastic bag. Negatives and transparencies should be placed in film envelopes, not in paper envelopes and be individually labelled. Prints should be labelled on the back or the full details written on the back in pencil. Do not use a ballpoint pen. A fully comprehensive caption must be provided with each image submitted.

Please **DO NOT** send digital files as attachments to emails as the Managing Editor cannot accept this type of attachment and the message will be rejected.

Send all material to the Managing Editor at 2 Kelso Court, Cepen Park South, Chippenham SN14 0YJ
Confirm the details of your package by email to: **Callum MacLeod**

Film material and memory Cards will be returned. Prints and discs will not be returned.

26.12 LIBRARY

Second-hand Sales Stock

The Library currently has over 1600 second-hand books on the sales counter as well as many bound volumes of magazines, including long runs of the RO and SLS Journal. Branches are invited to request stocks for resale at exhibitions, meetings etc. Since on many items the Library owes 50% to the bequestor or donor, branches can only be offered 25% of the sale prices since books are supplied on a "sale or return basis", with payment due at the end of each accounting quarter. Stock could be brought to members' weekend or AGM for collection, as postage would be uneconomic. Sales lists can be supplied, preferably as an E-mail attachment, from which a branch may make its own selection.

Contact Terry Silcock, E-mail: librarian@rcts.org.uk Phone: 020-8866-3432 (directline)

Library Branch Loan Boxes

Recent additions to the Library loans stock are putting more pressure on shelf space. Would more branches be willing to have a loans box, 30 – 50 books, chosen by the branch, to be periodically exchanged, at AGM or Members' weekend or other convenient occasion. It has been reported to be an important attraction at the branch meetings held at Cheltenham and Chester. If interested please contact Terry Silcock (contact details above)

26.13 FORTHCOMING EVENTS FOR YOUR DIARY

ANNUAL GENERAL MEETING & MEMBERS WEEKENDS

		DATE	BRANCH	VENUE	HOTEL
2008	AGM	25 th – 27 th April	Northampton	Northampton	Park Inn
	MW	tba	Humberside	tba	
2009	AGM	tba	East Midlands	Derby	
	MW	?			
2010	AGM	?			
	MW	?			

Work is now going ahead with planning the AGM & Members Weekends up to early 2009. Details will be available in the RO and on the website nearer the event. As you can see from the table above, no branches have as yet volunteered to host any events after the spring of 2009. If any branch or regional group is able to host an event please contact John Day for the AGM weekend and Gordon Davies for the Members Weekend.

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

W. Gordon Davies

6th August 2007

APPENDIX A RCTS - Development sub-committee

Survey of Railway Societies and their meetings

[illegible]

APPENDIX B

RCTS CORPORATE IDENTITY GUIDELINES

This short guide provides an explanation of how to use and apply the new RCTS identity.

Within this guide there are certain rules that must be followed to ensure that the new identity is not compromised. Working with these guidelines, and following the general style and rules laid down, will help achieve the required look.

We hope these guidelines are informative and easy to follow. Any queries relating to the RCTS Corporate identity should be referred to:

David Kelso
RCTS Publicity Officer
Tel : 01843-868124
Email: publicity@rcts.org.uk

APPLICATION

The new RCTS logo has been designed to provide a strong and consistent presentation of the society. The new logo replaces all previous RCTS logos and marks and should always be reproduced from authorised artwork. It must never be redrawn. Authorised versions of the artwork can be obtained through David Kelso.

The logo must always appear in an uncluttered, generous space and away from adjacent competing graphic elements. No other text or graphic element must encroach into the space around the logo. The words 'RCTS' or 'The Railway Correspondence and Travel Society' as they appear within the logo must never be reproduced in any other typeface, nor must the letter spacing be changed. The logo should be used for all visual representations of the RCTS name, for example: stationery, brochures, signage etc. It is important that reproduction of the logo is clear, crisp and undistorted. Reproduction must be from original artwork, as supplied through David Kelso.

If you are unsure which version of the logo to use in a particular application, advice must be sought from David Kelso.

No applications of the logo must be made until David Kelso has given final approval.

FONTS/TYPEFACE

In order to achieve consistency of presentation, all future RCTS communications must use the typeface Arial and an 11 point type size. This font and point size is available on all PCs and is supported by all modern printers. These guidelines have been prepared using the Arial typeface and type size

This is the only typeface that should be used for all RCTS printed material.

COLOURS

Both colour and black and white versions of the logo are available. When using the colour versions, they must be printed using the colours as supplied. The logo must not be printed in any other combination of colours.

LETTER TEMPLATES

A CD-ROM has been produced containing a template for use when writing letters using the Society's headed paper. It details the position for addresses, telephone numbers and the date and should be used for all correspondence. The CD-ROM can be obtained from David Kelso. David can also supply a hard copy of a sample letter for those who use typewriters so they can see and follow the same layout.

All correspondence must be printed on official RCTS headed paper. Where letters are longer than one page, continuation sheets should be plain A4.

Supplies of headed paper and compliments slips can be obtained from Bob Ballard –
Tel: 01908-562195 or email: wrb.rcts@btinternet.com.

INCORRECT LOGO USAGE

- Outlines, shadows or other graphic decorations or distortions must not be added to the logo
- Neither the logo nor any of its individual elements should be used as a background for any other words or messages
- Never remove any of the elements from the logo
- The logo should never be used as a tint
- The logo should not be restrained within a border of any sort
- The logo should not be displayed in its colour form against any coloured background. Similarly the black and white logo should not be displayed against a background of insufficient contrast
- The logo should not be displayed against a visually conflicting graphic background

OLD STATIONERY STOCKS

Once supplies of the new header stationery are received, all of the older designs of stationery must not be used for any future correspondence. Unused stationery should be disposed by methods that ensure that it cannot be used by anyone to make an unauthorised representation on behalf of the society. Tearing through the heading would be considered to be adequate.

David Kelso
Publicity Officer
16th April 2007

AGE RANGES OF NEW RCTS MEMBERS

NEW MEMBERS

		MEMBERSHIP	NEW	MEMBERSHIP	NEW	MEMBERSHIP	NEW
		PACKS	MEMBERS	PACKS	MEMBERS	PACKS	MEMBERS
		2005	2005	2006	2006	2007	2007
Jan	12		13	9	16	1	17
Feb	15		11	4	7	5	13
Mar	20		8	4	8	6	10
Apr	6		5	5	4	1	6
May	6		7	7	10	9	11
Jun	15		7	5	5	5	11
Jul	6		5	3	7	3	11
Aug	3		2	7	7		
Sep	2	10	11	10	3		
Oct	19	10	12	8	16		
Nov	12	11	20	12	10		
Dec	6	10	13	7	8		
Total	122	41	114	81	101	30	79

AGE RANGES OF NEW RCTS MEMBERS

		AGE RANGES						TOTALS
		Under 25	25-35	36-45	46-65	65+	?	
2004	January		1		8	2	1	12
	February		1		9	3	3	16
	March		4	2	4	1	3	14
	April		1	2	3			6
	May				1	1		2
	June			1	8	3		12
	July		3	1	2			6
	August		1					1
	September				1	1		2
	October		1		6	5	4	16
	November			2	4	2	1	9
	December		1	3	1	1		5
	2005	TOTAL		13	11	47	19	12
2005	January				8	1	1	10
	February		1	1	5	3		10
	March		1	1	5	1		8
	April				4			4
	May				3			3
	June		1	2	2	1		6
	July				1	1		2
	August							0
	September		1	1	5	1	1	9
	October				8	2		10
	November				11	5		16
	December				6	4		10
	2006	TOTAL		4	5	58	19	2
2006	January		2	1	8	1		12
	February		8		3	3		14
	March				7	1		8
	April		1		3			4
	May	1			3			4
	June	1			1			2
	July		2	1	2	2		7
	August		1	2	3			6
	September			1		1		2
	October	1	1	1	7	2		12
	November			1	3	2	1	7
	December			2	5	1		8
	2006	TOTAL	3	15	9	45	13	
2007	January	1		1	11	3		16
	February			1	8	4		13
	March	1	2		1	2		6
	April			1	2	4		7
	May			2	2	1		5
	June				5	3		8
	July			1	3	2		6
	August							0
	September							0
	October							0
	November							0
	December							0
	2007	TOTAL	2	2	6	32	19	