

BRANCH LIAISON SECRETARY

Irene Rabbitts, 34 Victory Park Road, Addlestone, Surrey KT15 2AZ

Telephone: 01932 855015

e-mail: liaison@rcts.org.uk

Officers' Newsletter 160

Regional Meetings Update and Agenda

Dear All

Thank you to everyone who has stepped forward to help with the arrangements for the 2018 Regional Meetings and to the volunteers who have agreed to take on chairing the three groups where the previous chairmen had stepped down. Details have been confirmed and the updated table is below.

Now that Officers have had the chance to suggest items for discussion at the Regional Meetings, the agenda has been finalised and you will find a copy attached to this Newsletter as Appendix 1. There are notes to go with some of the agenda items and I would ask that you read them together as they provide a little more background information.

Appendix 2 will be attached separately to the email with this Newsletter and is a rough draft of an example of a shared regional advertising flyer and relates to Item 14 on the agenda. There is a note on this agenda item to go with the example.

If you have any queries about arrangements for the Regional Meetings please ask.

Important

I would greatly appreciate if all minutes from the Regional Meetings can be produced, agreed and forwarded to me as soon as possible after the meetings so that any comments and the outcomes of the discussions can be fed back to the Management Committee (MC) and action taken where appropriate.

Regional Meetings Expense Reimbursement

For full information on what the Society will contribute towards these meetings please refer to the Treasurers Guidance Note No.4 on the Officers' section of the Society website.

2018 Minutes

Minutes should be printed in Arial 11 point font and sent as an attachment to an e-mail to liaison@rcts.org.uk which will make the Branch Liaison Officer's task of compiling five sets of minutes into one Action Points Document an easier task. It makes the compilation easier if they are sent as a Microsoft Word document in .doc, .docx or .rtf format and NOT as a pdf.

Please ensure that the minutes are paragraphed to contain the relevant information for the topics discussed as per the agenda as this makes compilation of the Action Points Document much easier and saves considerable time.

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

Please would the Group Chairmen/Secretaries have all the minutes ready for collation by the Branch Liaison Officer as soon as possible and not later than Monday 9 July 2018 when I will be back from holiday. I will be away from 24 June to 8 July 2018 inclusive so will not be able to answer any queries during that period. Thank you.

Kind regards

Irene

	GREAT WESTERN	LONDON & SOUTH	NORTHERN HOME COUNTIES	MIDLAND & NORTH WESTERN	EMNESH
LOCATION	Royal Hotel, Bath	Maybury Centre 27 Board School Road WOKING GU21 5HD	Digswell Village Church Warren Way DIGSWELL AL6 0DH	Waverley Hotel, Crewe	Edmondson Room, NRM, York
DATE	9 June 2018 (Saturday)	12 May 2018 (Saturday)	12 May 2018 (Saturday)	31 May 2018 (Thursday)	10 May 2018 (Thursday)
TIME	12.00hrs	11.00hrs	11.00hrs	12.00hrs	11.00hrs
MC ATTENDEE	Irene Rabbitts	Gordon Davies	Andy Davies	Bob Green	Reg Wood
CHAIRMAN	Brian Arman	Richard Ashby (for 2018)	Robert Warburton	John Cowlshaw (for 2018)	John Foreman (for 2018 - tbc)

Great Western: Bristol; Cheltenham; Thames Valley; South Wales; West of England

London & South: Chichester; Croydon & South London; Solent; South East; Surrey; Sussex; Windsor & Maidenhead

Northern Home Counties: Cambridge; Hitchin; Ipswich; Milton Keynes; Northampton; Peterborough; South Essex; Watford

Midland & North Western: Furness, Lakes & Lune; Lancashire & North West; Merseyside, Chester & North Wales; West Midlands

EMNESH: East Midlands; Humberside; North East; Scottish; Sheffield; West Riding

Appendix 1

REGIONAL MEETINGS 2018 – AGENDA

Branch Liaison Officer

Irene Rabbitts, 34 Victory Park Road, Addlestone KT15 2AZ

Telephone: 01932 855015 email: liaison@rcts.org.uk

- 1 Welcome by Chairman and introduction of Delegates.
- 2 Apologies for absence.
- 3 Minutes of Local Regional Meeting 2017.
- 4 Matters arising from Local Minutes not covered by the Agenda.
- 5 2017 Regional Meetings National Action Points.
- 6 Matters arising from National Action Points.
- 7 MC Representative presentation.
- 8 GDPR – General Data Protection Regulations. The Guidance for Branches and what it means in practice, including discussion on the updated Privacy Policy (see Newsletter 158).
- 9 Special Membership Offer – promotion at the Branches.
- 10 Retaining existing and new members – including a replacement for the former Annual Honorary Membership. What can we do to achieve this? See note (i)
- 11 Regional Chairs and Minute Takers – see note (ii)
- 12 Communication and Openness – see note (iii)
- 13 Is the RO the right forum for very public discussion of possibly contentious issues, or the propagation of misleading and sometimes defamatory information? See note (iv)
- 14 A Vision for the Future. Where do you see the Society in 10 years' time which will be its Centenary? What would you like to see as we move forward from the 90th Anniversary year to our next major anniversary at 100 years old, and how do you see us achieving this? See note (v)
- 15 Joint advertising of meetings with other branches in the same area or region. See note (vi)
- 16 Any Other Business
- 17 Date, time and place of next meeting.

Notes to go with the Regional Meetings Agenda

Note (i) You should all have received Newsletter 153 with a brief outline of the proposal for a replacement for the former Annual Honorary Membership. This was presented briefly at the AGM on 28 April 2018 and agreed in principle although the hoped for detailed paper is not yet available. There will be financial implications for the Society and there were questions about who pays for what at branch level. Please discuss.

Note (ii) A suggestion has come from a branch officer that the position of Chair of a Regional Group should be held in rotation by the Chair or an appointed representative (ie other branch officer) of each of the Branches in that Region. This would be for a period of two years only. In conjunction with this, it has been suggested that the role of Minute Taker should also be for a period of two years but with the changeover taking place in the second year of the Chairman to help provide overlap and continuity. Each of the new appointments would be made as the current incumbent stands down. The idea is to reduce the pressure and place a time limit on the responsibility of those who agree to take up either of these roles. Neither person then has to take on the role indefinitely but it should ensure that both positions are covered when an existing long-standing Chair or Minute Taker stands down. If this idea should be accepted it does not mean that a Regional Group has to move to this system if they are happy to continue with their present arrangements. It is what suits your group that counts. Please discuss.

Note (iii) It has been proposed and accepted by the MC that minutes of any MC meetings and other sub-committee meetings – eg DSC, PSC, Archive/Library, should be made available to members on the membership pages of the website. If the minutes should contain something of a confidential nature or a matter that is commercially sensitive for example, then the minutes would be redacted accordingly. A timescale for the minutes to be made available has still to be decided as minutes have to be agreed by those present at the respective meeting before they can be considered for publication. This subject has been raised in the Society's 2018 AGM supplement. Please discuss.

Note (iv) Should the RO be used by current and/or former members of the MC to attack other members of the MC or the Society without providing the full background and evidence for such an attack and allowing the immediate right to reply – which is difficult given that articles and letters appear a full two months before a reply can be published in the RO? There have been a number of complaints about the amount of in-fighting in the RO in recent months resulting in some members not wishing to continue with their membership. What could or should be done to try and prevent this from happening? Is the RO the right place for dealing with contentious issues? If not, how should they be handled? Please discuss.

Note (v) Continuity and change – this is about keeping the best from today and moving forward into the future. The MC have set up a small Strategic and Procedural Review Committee to look at where we are going and how we do it. This is a short-term committee to carry out a specific task which will be disbanded when the task has been completed although it could be reconstituted later if the need arises. We would like your ideas. It is your Society, you represent most of the membership, and your feedback is invaluable. We would like each group to produce a short presentation on this subject at this year's Officers'

Conference on Sunday 14 October 2018 in Bournemouth. This could be done in as simple a format as a short list of suggestions and ideas. If you think that your idea may not be of interest, please still put it forward as it might be the basis for something greater. Even if there is only one good idea that can be put into practice, then this exercise will have been worthwhile. It is about leaving a sound legacy for the future.

Note (vi) An illustrative draft of a joint flyer was prepared by a branch member for possible use at a national exhibition – sample sent out with this agenda and notes, to advertise forthcoming meetings at branches within a reasonable radius of the exhibition. Although the idea was not used on that occasion, what are the views of this meeting on whether or not this might be a good idea for future national and local exhibitions – one colourful, simple and possibly more attractive piece of paper than a list of the names of branch secretaries together with their telephone numbers/email addresses. Please discuss.