

Committee Meeting minutes

Thursday 20th January 2022 3:00pm

at The Boat Inn, Stoke Bruerne

Present: M.Mead (MM), J Noakes (JN), S Wynn (SW), M Wynn (MW), R Ward (RW), C Ward (CW), S Heritage (SH),
P Walker (PW)

Apologies: E Evans (EE), P Ingham (PI), S Ingham (SI)

Item: 60th Anniversary meet

Expenditure:-

Base costs had been provided by MM & JN as follows:

Hall hire	£600
Singer	£300
Disco	£200

Over and above these costs, the following were put forward:

Catering	£15 per head
Booklets	£1 each approx. (based on qty)
Plaques	£1.50 each approx. (based on qty)

A break-even point on the hall hire alone was an attendance of 16 vans, with the venue being able to host 50 on hardstanding only, or approx. 70-80 if grass standings were possible (dependent on weather and agreement by the venue).

With regard to the booklet element, it was agreed that we should envisage printing 75-100 copies for distribution to meet attendees and others (such as other groups, HO etc.) with the balance of members receiving a copy by email where possible. It was proposed that extra copies where requested should be chargeable at cost plus postage where applicable.

Action: *SW/MW to source materials and produce the booklets*

With regard to the plaques, a minimum production qty of 300 is required by the manufacturer. It was suggested that CoM be approached to ascertain whether their suppliers could provide a better price/qty mix, and that Chiltern member Peter Lee could also be contacted as he orders such plaques for another group in small quantities.

Action: *SW to undertake these enquiries.*

The original proposal for catering had been for a 'Retro Tea Party' with vintage crockery (supplied by the caterer) at £19 per head).

MM had spoken with the caterer to discuss possible alternatives and they had come back with a quote for a 'street party lunch' buffet priced at £15 per head.

The committee was asked which option was preferable to them, and it was agreed that the revised buffet offering was more acceptable.

On this basis, it was agreed that it would be best to stage this on the Saturday afternoon of the meet.

MM also advised the committee that the venue had agreed the use of their large-screen facility in order for us to be able to stream coverage of the events being staged for the Queen's Platinum Jubilee.

On this basis, a rough layout of events for the weekend was:

- Thursday 2nd Arrivals day (from 2:30pm) with a social evening in the hall from 7:30pm (no planned entertainment as yet)
- Friday 3rd The hall is available all day including the large screen, with the Disco and games in the evening
- Saturday 4th The hall is available all day including the large screen, with the street party lunch planned for the afternoon, and the singer in the evening with probably the raffle also taking place
- Sunday 5th The hall is available until 12 midday including the large screen, and there will be probably be a 'Chairman's Chat' etc. prior to meet closure early afternoon.

Action: ***Committee to meet again nearer the time (and after gauging an idea of potential attendance) to discuss and decide final schedule for events.***

Costings:-

EE had been contacted prior to the meeting to ascertain what was considered a viable expenditure/loss by the group on this event – he stated that the sum of around £1500 was acceptable

A proposed charge for members based on the figures originally provided by MM/JN was £60 per unit for the weekend.

SW/MW had suggested that this figure may be too high and may discourage attendees. Additionally, they felt that the group should be providing the entertainment and facilities to the members as a 'loyalty' gesture, rather than asking them to pay for them.

MM/JN/SH proposed that a lower figure of £45 per unit could be acceptable.

In light of these variances of view, it was decided to take a vote on whether the charge should be £45 (£15 per night) to cover some of the costs, or our normal meet rate of £37.50 (£12.50 per night) – at this latter rate, the group would still make a profit on the fixed costs (hall, Disco, singer) of £

The vote was:

£45 For – 2, Against – 6

£37.50 For – 6, Against – 2

The meet charge of £37.50 was passed on this basis, with the proviso that this be a fixed charge for the weekend, with no 'daily' rates being made available.

Attendance numbers :-

Some potential blockers to attendance were raised, namely the proximity of the meet to the MCC National (the following weekend) and the fact that there were four other meets within MCC on this weekend. There was general agreement that this situation cannot be avoided, but SW suggested that members of groups to the south of Chiltern area may possibly see the 60th meet as a useful 'staging post' on their way to the National at Stafford.

It was agreed that we should publicize the meet on Whatsapp and FaceBook, with the Chiltern-specific pages being used first to attract the attention of Chiltern members initially, then go to the main MCC pages to make non-Chiltern members aware of the event.

A poster should be created to advertise the meet, which could be used on social media, as well as being emailed out to those members for whom we hold email addresses (approx. 75% of the membership)

Action: *SW/MW to produce the poster*

Raffle:-

Suggestions were made as to the amount that should be spent by the group on the raffle – a unanimous vote was cast for this amount to be £100.

It was suggested that the Club (MCC) be approached to see whether they felt able to offer a year's free membership as a raffle prize, and that the group might offer a free rally as a prize. It was also felt worthwhile to approach a dealer or dealers for possible donations of prizes.

Actions:- *SW to contact H/O re. the membership offer & SH to approach a dealer/dealers*

Item: Rally boxes

CW & RW had undertaken to review and revise the contents of the rally boxes used by the group.

CW reported on the proposed contents, which were as follows:

A folder containing-

Advice to Stewards

An extract from the Constitution for Groups detailing rally rules that should be observed

Risk notes

Parking diagrams

Booking-in sheets

Balance sheets

Covid risk notes (whilst applicable)

Coffee morning sheets

Membership forms for anyone wishing to join at a meet

Transfer forms for anyone wishing to change groups

Measuring tape

Pitch flags

Signs

SW/MW have a quantity of football marker discs that could be used as pitch markers

It was suggested that a quantity of re-usable cable ties also be supplied for putting up signs

Welcome and First Rally plaques were also needed

Actions:- *SW/MW to arrange delivery of discs to CW, MM to arrange supply of plaques to CW*

Item: General topics around meets

Before meets – a phone call should be made to sites to ascertain ground conditions where possible, and local information should be gleaned as to location of Doctors, Vets etc.

Action: *SH to provide arrival information pre-meets and to revise site facility info post-meets*

After meets – Stewards should ask a willing attendee to do a meet write-up after the meet to be sent to the Secretary for publication in the magazine.

Action: *CW to see that this is mentioned in notes for stewards*

It was suggested that both the Rally Officer and the Chair should both hold a rally box on a permanent basis in order that there be known spares available in emergencies – unanimously agreed

Concern had been expressed regarding the ability of some members to steward meets successfully – the general feeling in Committee was that pre-emption of failure/issues was difficult to gauge, so that where there was doubt or concern around the stewards the Committee would attempt to monitor the meet and provide assistance where needed rather than replacing the stewards ahead of the meet. It would then be possible to take a view as to whether the 'failing' stewards would be encouraged to volunteer for future meets.

There was also concern around members missing/failing to attend meets without notifying the group or stewards in advance. This was a particular problem with booked meets, where stewards in the past have been left waiting into the evening for members who had made other arrangements. At the AGM, it was mooted that any member who does this three times should only be allowed to make a provisional booking (where booking was necessary) for future meets.

The Committee agreed that notice of this process should be made initially via a note on the website and by way of an email drop to those members for whom we hold an email address.

Action: *SW to add note to website and send email drop*

Item: MCC National Rally 2022

The usual number of group marshals allowed by MCC is 2 – we currently have 3 members willing to marshal, only one of whom have marshalled there before. In the interest of giving the other two some experience in this area to aid in the organisation of future Nationals, the Committee wondered if the MCC would allow three marshals this year.

Action: *SW to contact H/O to ask if this allowed/possible*

Homecraft - The Committee agreed unanimously that Chiltern would not be making a group entry this year

Boules – We have had several members expressing interest in players. We will canvass the membership and notify MCC accordingly

Quiz – The quiz is to be a 4-per-team basis. Again, there are several possible participants so we will canvass the membership and notify MCC accordingly

Shelters – It was considered a good idea to take some shelters to the National for group activities. SH & PW stated that they would probably be able to arrange transport of 2 shelters from the 60th meet to the National

Actions:- *SH/PW to arrange shelter transport, SW/MM to canvass members for competitions*

Other topics:

EE raised several topics in advance of the meeting. These were:

The provision of a deposit account at the bank for fraud prevention purposes – the committee unanimously agreed that this was not necessary.

A large amount of paperwork is held by EE regarding bank transactions etc. which is both bulky and dated. EE has scanned documents from 2015 onwards and requested permission from the committee to dispose of any paperwork dated prior to the year 2000 – the committee unanimously agreed that this was acceptable but stipulated that any such documents should be either shredded or burnt for the sake of security.

EE wondered if there was scope for a separate Whatsapp group to be used solely for the purpose of notifying members of changes to/arrangement for meets, rather than as a social platform – the committee decided unanimously to reject this suggestion on the grounds that a high number of members would be unlikely to refer to it frequently enough for it to be of value.

Actions: EE to dispose of any documentation prior to the year 2000 by burning or shredding

Bluetooth speaker held by P Randall

SH & PW will attempt to contact Peter and arrange collection, subject to time constraints, during their travels

Memorial bell

There is no update on the whereabouts of the bell, so it was felt that this should be 'written off' from our records.

Peachcroft Farm

SH stated that the nightly charge for Peachcroft has increased to £17 per unit and asked if the committee thought it viable to use the venue in future – the committee agreed unanimously that it was not, so the venue would be dropped from future schedules.

Meet shortfalls

The question had been raised as to how monies should be forwarded to stewards for meets where the outgoings were likely to exceed the income, resulting in a shortfall on monies to be handed to the site. It had been suggested that perhaps a balancing payment could be made to the personal account of stewards prior to the meet to cover any such sums – the committee unanimously rejected this suggestion, preferring that any anticipated shortfalls should be made available in cash beforehand. The mechanism for this has yet to be decided.

Appointment of Group President

The committee unanimously agreed that Derek Gosling should be invited to take the post, and it was also suggested that the MCC be asked whether it was possible for him to be offered a life-membership. If Derek were to decline, an alternative candidate was proposed but any decision on this was to be withheld until Derek had been approached.

Action: SW to draft a letter to Derek asking if he would be willing to consider the position, and to approach H/O re possible life membership.

Actions resulting from Committee meeting 20/01/2022

- Action:** *SW/MW to source materials and produce the 60th Anniversary booklets*
- Action:** *SW to undertake enquiries regarding prices for 60th Anniversary plaques.*
- Action:** *Committee to meet again nearer the time (and after gauging an idea of potential attendance) to discuss and decide final schedule for events at 60th Anniversary meet – date/place TBA.*
- Action:** *SW/MW to produce the poster for 60th Anniversary meet*
- Action:** *SW to contact H/O re the offer of a year's membership as a raffle prize for 60th meet*
- Action:** *SH to approach a dealer/dealers for possible raffle prizes for 60th Anniversary meet*
- Action:** *SW/MW to arrange delivery of pitch marker discs to CW*
- Action:** *MM to arrange supply of Welcome/First rally plaques to CW*
- Action:** *SH to provide arrival information pre-meets and to revise site facility info post-meets*
- Action:** *CW to see that a volunteer to do meet write-up is mentioned in notes for stewards*
- Action:** *SW to add note about no-shows to website and send email drop to members*
- Action:** *SW to contact H/O to ask if having three group marshals for National is allowed/possible*
- Action:** *SH/PW to arrange shelter transport to National*
- Action:** *SW/MM to canvass members for entrants in competitions at National*
- Action:** *EE to dispose of any documentation prior to the year 2000 by burning or shredding*
- Action:** *SW to draft a letter to Derek Gosling asking if he would be willing to consider the Presidency, and to approach H/O re possible life membership.*