



AHC Committee Meeting Minutes Meeting No11 – 4th October 2009

1. Attendees.

All Committee members were present.

2. Previous Minutes.

Minutes of Meeting No.10 were agreed.

3. Previous Actions.

A current version of the actions matrix was reviewed and an updated version is attached at the end of these minutes. The following actions resulted...

- **Action 2009-11-1 ST** Further to Action 2009-9-08, Steve Trimble to arrange the visit for Friday 23rd October, and if not available Friday 30th October.
- **Action 2009-11-2 MK** Mark to cascade date for the Morgan factory visit to SW members via e-mail, once advised by ST.
- **Action 2009-11-3 ST** Further to Action 2009-10-10, Steve Trimble to proceed with upgrading the SW Web-site in line with the agreed choice of option. (Namely the £8.99 per month service)
- **Action 2009-11-4 MK** Mark to investigate the possibility of Retromarques Ltd. sponsoring the web-site, and advise the Committee of the findings.

4. Directors Feedback. There has not been an NEC meeting in the period since the last SW Committee meeting, and consequently no feedback was available.

5. Treasurer's Report. Final accounts for the financial year were submitted by David. An expenses report was submitted by Mark, and as such David agreed to re-visit the numbers prior to presentation at the AGM.

David suggested that there had been a shortfall in the membership levy received from the NEC Treasurer, Peter Holland. Mark Knight confirmed that the SW membership currently numbered 177, and that this had been constant for several months. Rob was asked to raise the issue with Peter Holland prior to the SW AGM, to allow David to present an accurate financial report to the membership at that meeting.

- **Action 2009-11-5 RH** Rob to raise the perceived shortfall with Peter Holland with a view to getting a resolution by the 24th October's AGM

Jeremy Wells raised the issue of the loss of several Videos/DVDs some 5 years ago. Jeremy advised that the loss had been raised at the time, and that the then Committee had agreed to the reimbursement from the club's funds. This decision was confirmed by several Committee members present. Jeremy advised however that reimbursement had never taken place. The Committee therefore agreed that this payment would now be made from this year's budget as an extraordinary expense.

- **Action 2009-11-6 JW** Jeremy to provide David Morgan with an invoice covering the claimed losses.

Post Meeting Note - Subsequent to the meeting, the Treasurer and the Director have carried out an in-depth examination of the perceived shortfall. Detail as follows...

Membership levy cheque for £1046.50 received by SW on 15th June 2009. This amount equates to payment for 161 members, and covers the period up to and including May 31st 2009. 8 new members have joined since then. The current membership database shows 176 current members, which would suggest that at May 31st, SW should have been provided with a levy cheque for 168 members (176 minus the 8 new members), and not the 161 actually received.

Furthermore a part payment should be received for the 8 members who have joined since the 1st June.

Both anomalies were flagged by Rob Hudson to the NEC Treasurer and Chairman on Monday 5th October, resulting in confirmation that a cheque for the levy shortfall was already in the post to David. John Keener, who provided the confirmation could not recall the amount, so at the time of writing it is not known if the accounts are complete in respect of membership levies.

- **Action 2009-11-7 DM David to advise the Committee of the current state of levy reimbursement once he has received the cheque and re-calculated the accounts.**

6. Membership. Mark provided the Committee with the latest membership numbers. (See detail in item 5 above) Mark advised that he was attending the Malvern show over the next weekend (10th & 11th October), and that if he could be supplied with some club flyers, he would happily distribute them at the show.

- **Action 2009-11-8 RH Rob to procure said flyers and arrange for delivery to Mark by the 9th October.**

7. AGM. Steve Jones gave the Committee a summary of the arrangements, including the booking reference to be used by members booking overnight accommodation.

Mark raised an issue around the election of officers, specifically the large workload of the proposed "Secretary" post. Following discussion, it was agreed that the proposed role would be split, so that the Secretary role concentrated solely on the production of Committee meeting minutes, and the documenting and maintenance of the Action Point log. The remaining roles of Media & Comms and Membership Secretary would be combined under a new "Membership Secretary" role. Mark advised that he would wish to stand for the latter at this month's AGM, and Rob Hudson advised that he would be willing to take on the Secretary role alongside his Directorship, in the event that no other volunteers were forthcoming.

It was agreed that these changes were taking place too close to the AGM meeting, so it was decided to detail the split to the membership at the meeting itself.

- **Action 2009-11-9 SJ Steve Jones to take account of the changes and amend the AGM Agenda as necessary.**

It was requested that an "AGM Reminder" be sent to the members, and Mark agreed to send an e-mail ASAP. It was also decided to take advantage of this piece of communication to include notification of the forthcoming Morgan factory visit, the forthcoming Autotest on October 18th, and also a web-link to last year's AGM minutes.

- **Action 2009-11-10 MK Mark to send an e-mail reminder to SW Members ASAP.**

8. Autotests. Firstly it was agreed that in future these events would be known as "Auto Gymkhanas".

Next year's proposal was submitted by Mes. It was suggested that 3 meetings would be scheduled for 2010, one of which would be a shared event with the Cirencester Car Club. The estimated cost of the programme for the year was £525, however this was presented as "worst case scenario" if nobody turned up to take part. Any competitors fees would offset this amount, and if an average of a dozen cars competed in every event, the series would become self-funding. These figures were calculated using a fee of £15 per car, per meeting.

In order to ensure income, it was suggested that a pre-registration scheme would be put in place, giving a differential between prices per car for pre-booking and a higher price "on the day". It was hoped that this would encourage competitors to sign-up early.

Jeremy agreed to work with Kemble to establish dates for the 3 events, which would then be presented to the Committee for inclusion in the 2010 event planning meeting, due to be held in December.

- **Action 2009-11-11 JW Jeremy to establish dates for the 3 events and advise the Committee.**

Mes advised that the final event of this season was to take place on October 18th. The committee agreed to try and "push"

attendance at this final event and all Committee members were asked to make an effort to attend. Furthermore Mark's e-mail cascade as detailed in item 7 above would be used to advise non-Committee members.

It was agreed that the meeting of the 18th would be used as a basis of an article for Rev Counter designed to promote the Auto Gymkhana series for next year. Rev Counter reminders would also be required in the early 2010 issues, so it was agreed that a "Communications Plan" for the series would be pulled together.

- **Action 2009-11-12 ME Mes to pull together an article for Rev Counter following the meeting on 18th October.**
- **Action 2009-11-13 ME & MK Mes and Mark to pull together a "Comms Plan" in support of the 2010 Auto Gymkhana series.**

9. 2010 Event Planning Meeting. The date for the 2010 event planning meeting was agreed as 13th December 2010. This meeting to be attended by the new South West Committee, as well as some invited guests from the AHC and the HDC. Steve Jones agreed to contact Ian Harkness, Sean Fulls and Bill Cummings and extend them an invitation. The venue for this meeting was not set, pending responses from the more South-Westerly invitees.

- **Action 2009-11-14 SJ Steve Jones to contact invited guests and extend an invitation to the 2010 event planning meeting.**

It was also agreed that as part of the 2010 events calendar, the South West should book Prescott Hill Climb. Despite being in advance of the 2010 planning meeting, it was agreed that this venue was so difficult to secure, that very early action was necessary.

- **Action 2009-11-15 DM David Morgan to make contact with Prescott and advise the Committee of available dates and costs.**

10. AOB. Jeremy raised the organisation of the Isle of Wight event and the issue that there is no budget for this event. Following discussion the Committee agreed that the South West would continue to sponsor the event and also pay for the trophies.

The issue of whether or not this event had been advertised sufficiently well, or if at all, to the members was raised. It was discovered that this event had not been publicised at all, and that consequently it could not be deemed an acceptable SW Centre event. Despite this, it was agreed that the SW were unable to overturn any decisions that had been made in respect of the event, and that there was no alternative to continuing with it. The event is due to take place on 13th, 14th and 15th November.

It was agreed that in future, the only way that this event could be supported, as initially agreed in this discussion, would be if it was included in the official SW Event Plan, adequately advertised through Rev Counter and the other SW communication channels. It was also decided that this year's event would be reported on in Rev Counter.

- **Action 2009-11-16 ME & JW Mes and Jeremy to produce an article for Rev Counter following the IOW meeting of 13th, 14th & 15th November.**

11. DONM – AGM on Saturday 24th October @ 15:00. Venue – Tewkesbury Park Hotel.

END