

**TVRCC Committee Meeting**  
**Saturday, 23<sup>rd</sup> October 2010**  
**9:30am – 4:30pm**  
**Gaydon Motor Museum, Syndicate Room 1**

<b>Present:</b>	Jeremy Blandford ( <i>JB</i> )	Mandy O'Neale ( <i>MO'n</i> )	AnnMarie Lacey ( <i>AL</i> )
	Ralph Dodds ( <i>RD</i> )	Pietro Abate ( <i>PA</i> )	Sean Lacey ( <i>SL</i> )
	Matt Maneely ( <i>MM</i> )	David Hothersall ( <i>DH</i> )	Sharon Blanchard ( <i>SB</i> )
	Pauline Frost ( <i>PF</i> )	Alison Brown ( <i>AB</i> )	Bob Jones ( <i>BJ</i> )
	Nick Kay ( <i>NK</i> )	Richard Sails ( <i>RS</i> )	

<b>Apologies:</b>	Mike Hardy ( <i>MH</i> )	Graham Waldon ( <i>GW</i> )	

<b>Guests:</b>	Ray Frost	David Blanchard	Paul Calland
----------------	-----------	-----------------	--------------

<b>Agenda</b>			<b>Action</b>
	<ol style="list-style-type: none"> <li>1. Approval of previous minutes</li> <li>2. Matters arising from previous minutes</li> <li>3. Actions from previous minutes</li> <li>4. Chairman's Report (<i>JB</i>)</li> <li>5. Vice Chairman's Report (<i>RD</i>)</li> <li>6. Treasurer's Report (<i>MM</i>)</li> <li>7. Events (<i>SB</i> &amp; <i>NK</i>)</li> <li>8. Sprint/Publications (<i>MO'n</i> &amp; <i>DH</i>)</li> <li>9. RoCo (<i>PF</i>)</li> <li>10. PR/Marketing (<i>BJ</i>)</li> <li>11. Track-Day Coordinator (<i>SL</i>)</li> <li>12. ITMA IT Manager (<i>PA</i>)</li> <li>13. Club Office (<i>AB</i>)</li> <li>14. Archivist (<i>RS</i>)</li> <li>15. AOB</li> <li>16. Next Meeting</li> </ol>		
<b>1</b>	Approval of the previous minutes – all happy.  <p style="text-align: right;"><b>Proposer: PA</b> <b>Secondary: DH</b></p>		11 Approved 1 Abstain 0 Against
<b>2</b>	Matters arising from the previous minutes – amendments to the following:  <b>No matters arising</b>		
<b>3</b>	Actions updated, please refer to attached documentation		ALL
<b>4</b>	<b>Chairman's Report</b> A. Asked all to consider whether or not current committee members are standing for re-election in April 2011. B. <i>JB</i> will be adding the "Sprint" contract on the forum to be discussed (Appendix C)		<i>JB</i>
<b>5</b>	<b>Vice Chairman's Report</b> A. Please refer to attachment reference Appendix A B. NEC – coming along reasonably well although still waiting for final details. <i>PF</i> has asked if further emails are left unanswered by members that she is contacted with details to chase up. C. Concern surrounding free passes being issued for Friday. <i>RD</i> reiterated that if any member has a free pass they are to work a minimum of 4 hours on the club stand. D. News on the homepage is not limited to one user. Speak to <i>RD</i> for a user name and password and you can post up local news items for each region. <i>SL</i> advised that he had posted up track day events and <i>DH</i> volunteered to post up stories previously published in Sprint. <i>NK</i> asked if we have someone to provide this information to <i>DH</i> ; who would		ALL ALL ALL DH

	<p>upload it? RD suggested that DH will upload it all unless he is away.</p> <p>E. RD mentioned there was a suggestion to the committee asking if anyone could download pictures from the website. RD has asked if MO'n, PA and DH would discuss the possibilities of this request.</p>	MO'N, DH & PA
6	<p><b>Treasurer's Report</b></p> <p>A. Please refer to attachment reference Appendix B</p> <p>B. MM asked that all to submit price costing in advance prior to agreeing adverts in other publications for approval.</p>	ALL
7	<p><b>Events Team</b></p> <p>A. SB and NK have a further meeting this afternoon to discuss 2011 events and asked if members could stay behind to participate. There shall be 2 groups, activities will be around 15mins per task and both groups will reconvene in the larger room to discuss popular events voted on.</p>	ALL
8	<p><b>Sprint/Editorial</b></p> <p>A. MO'n asked when we need to know the date of the AGM and when do we need to print in Sprint? JB advised that we usually decide the date of the AGM at the pre-xmas meeting and it is usually printed in Sprint in January each year.</p> <p>B. MO'n encouraged all members to keep stories coming in for Sprint publication</p> <p>C. PC asked to check committee members access with regards to being able to submit news stories.</p> <p>D. MO'n suggested an incentive for ROs to enrol new members. This is to be carried over to the next meeting for further discussion.</p>	ALL  ALL  MO'n
9	<p><b>RoCo</b></p> <p>A. Please refer to attachment reference Appendix D for RoCo update.</p>	ALL
10	<p><b>Marketing/PR</b></p> <p>A. BJ advises that he has concentrated on sourcing TVR articles to be published in other magazines and news pages such as Classic cars publication. BJ stated he feels he has been able to keep TVR in high profile news to keep the cars in demand equalling stable re-sale prices of member's cars and encourages more members to join.</p> <p>B. BJ is building relationships with editors and submitting write-ups from BNG etc.</p> <p>C. E-marketing – BJ wishes to expand although still a lot of work to be done on dbase and relatively cheap to implement. Further details to follow at next meeting.</p> <p>D. MO'n asked if we are able to track membership enquiries from various adverts placed in other car magazines. AB replied we do ask which magazines potential members were referring to. JB asked if applying online, is it possible to add a drop down box to select a source of referral? JB would like this measuring.</p>	
11	<p><b>Track day Coordinator</b></p> <p>A. SL pleased to announce that the club did not lose any money in 2010 and he has built very strong relationships with track providers.</p> <p>B. Coombe was very successful. There was little advertising for this and yet it sold out.</p> <p>C. SL is expanding track days in 2011 and also looking into foreign track days and sprints.</p> <p>D. SL would like to formalise refund policy on track days. SL suggested that it should be based on a scale of value depending on how many days notice given people have to cancel their place as below:</p> <ol style="list-style-type: none"> <li>a. 1 months notice = 85% Refund</li> <li>b. 3 weeks = 65%</li> <li>c. 2 weeks = 45%</li> <li>d. 1 weeks = 25%</li> <li>e. &lt; Less than 1 weeks notice = 0 (unless exceptional circumstances, club discretion)</li> </ol> <p>F. More exclusive TVRCC track day events for 2011.</p>	SL/Club Directors
12	<p><b>ITMA IT Manager (PA)</b></p> <p>A. No report.</p>	
13	<p><b>Club Office</b></p> <p>A. Please refer to attachment reference Appendix E.</p> <p>B. AB has asked that committee members complete a "Club Assets" form detailing any items held at home that belong to the club. These forms are to be returned no later than 6<sup>th</sup> November 2010.</p> <p>C. Regalia – AB proposed that as from Christmas there will be a range of items available in 3 colours with 1 logo. The clubs have a stock pile of regalia that has not been sold on. We have a lot of personalised items and under the merchandising rules; the club is</p>	ALL  ALL

	<p>expected to refund items. NK suggested that we could take the stock to car shows such as NEC etc and sell personalised items at a discount in order to remove them from storage? This will be considered.</p> <p>D. MO'n suggested that we encourage regions to purchase all regalia from the club office rather than independent companies. JB agreed with this suggestion and asked if the ROs would disseminate through the channels that any equipment required is to be purchased via the club only. This is to be carried over to the next meeting to discuss further.</p>	ALL
14	<p><b>Archivist (RS)</b></p> <p>A. No report.</p>	
15	<p><b>AOB</b></p> <p>A. PC and MO'n suggested a possible caveat in the T&amp;Cs for the Sprint contract concerning regalia. If personalised regalia is ordered; it can not be returned. PC to add this to contract and AB to publish.</p> <p>B. New rules are to be discussed and announced at the AGM in 2011. ROs are to order any item showing the TVRCC Logo via the club office due to copyright infringement with discount for larger/combined orders.</p> <p>C. PA would like to review club insurance. Currently, Adrian Flux are the recommended insurer and have been for some 3 years. Payments are regular from AF and paid in accordance with the agreement. JB has tried to contact AF several times via different methods (email, telephone etc) and left messages for Daniel to return his call. To date, JB has not heard back from them. It was agreed within the committee that we will now put the insurance package out to tender for members to access better deals than currently on offer. JB requested action against self to follow-up.</p> <p>D. PF would like to discuss the Speed 12 car previously discussed at other meetings. PF wondered whether this was something to come back to? It was decided that this was not in the interests of the club.</p>	<p>PC / AB</p> <p>AB</p> <p>JB</p>

**Next Meeting to be held on Saturday, 22<sup>nd</sup> January 2010**

**Gaydon – Syndicate Room 1**

**Next Meeting: AGM 16<sup>th</sup> April 2011 @ Gaydon**