

TVR Car Club

COMMITTEE MEETING MINUTES (ADOPTED) 24th JANUARY 2004 HERITAGE MOTOR MUSEUM GAYDON, WARWICKS

PRESENT

Simon Lacey (Chairman)
Laura Hadley (Secretary)
Laurence Sayer (Treasurer)
Pietro Abate (Advertising)
Jane Payne (National Events)
Colin Last (Deputy Events)
Ralph Dodds (Marketing & PR)
Richard Sails (Archivist)
Grant Crouch (Database Administrator)
Paul Shrimpton (RO Co-ordinator)
Alison Folkard (Club Office)
Derek Smith (Editor)

APOLOGIES

Bernie Hartnett (Track Day Co-ordinator)

NON ATTENDANCE

Stewart McQuillan (Competition Sec)

MEETING

START: 10am

FINISH: 4.20pm

ACTION

SIMON welcomed and thanked everyone for attending today's meeting. He also introduced Richard Sails and Grant Crouch to the committee.

LAURA read out apologies for those not able to attend today, and also that she had not heard from Stewart McQuillan.

LAURA referred to the last committee meeting minutes and whether there were any matters arising. Paul commented whether copies had been sent to RO's who do not have access to computers. As this was an RO matter then it was designated that the RO Coordinator should take responsibility for this to ensure they get copies of minutes.

Paul
Shrimpton

It was also noted that Andy Barrett should read Andy Parrot in the Honorary Life Members section.

All to note

Laurence updated the committee of the Treasurer's Report as follows:

HEARING DOGS FOR DEAF PEOPLE: Laurence informed the

ACTION

committee that Paul Shrimpton had requested club funds to support the annual charity cycle event by paying for coaches to return them all home from Le Mans. After discussion it was agreed by the committee that the current sponsorship remains the same as in the previous year.

Laurence

ZOLDER: After earlier discussions with Bernie, Laurence informed the committee that Bernie was in agreement with supporting this event which is being held on 25th June and that the Dutch club were looking for support of 1000 euro's. After discussion it was agreed by the committee for support to continue.

Bernie
Laurence

GO KARTING: Recent discussions on the RO egroups has been generating a lot of interest amongst members. Laurence has explained to the RO organiser, how the committee can help them. He also explained the forms which need to be completed. After discussion it was agreed that the RO Coordinator (Paul) should take ownership of this for the committee, and that any money that is funded by the club should be matched by those involved in the activity. E.g. Club funds £100 = Organiser collects £100 in fees from participants. Also all relevant documents will need to be completed together with date of event. No documentation from organiser then no club support.

Paul
to liaise
with
Steve
Thomsit

Laurence

ONLINE DESIGN: Laurence informed the committee that Jon has increased his monthly charges by £445 per month. This was due to the extra amount of time he is spending to produce the magazine. Simon informed the committee that he is speaking with Jon to formalise a mutual working contract with the club. Pietro also informed the committee that a 5% increase on advertising charges would almost nullify Jon's increases. After discussion the committee agreed that we were happy with the work that he produces, and the relationship he has with the club.

Simon thanked Laurence and invited Richard Sails to talk about his new role:

ARCHIVIST: Richard gave a brief background about himself and then went onto to thank Pietro and Laura for collecting and delivering the many boxes of documentation that he received!

He commented that having gone through them all that he was unable to complete a full set of magazines. Derek Smith advised him that he could possibly help him with the missing magazines. It was also suggested that Marshall Moore (USA) could help. He is also proposing that there will be two copies of the magazine

Derek
Smith
Richard
Sails

ACTION

in case one goes missing. He can liaise with the factory bearing in mind that Ralph and Jeremy already have contact with them. He advised the committee that it could take up to two years to fully record all information onto computer with information accessible by members.

Sourcing of 'old' TVR magazines to be researched.

Richard

Feature articles 'from the archive' for inclusion in Sprint was suggested. Richard to liaise with Derek.

Richard &
Derek

Derek informed the committee that indexing of Sprint can be done in retrospect for this year.

Derek &
Richard

Richard suggested a more fuller use of the website so that choice articles from SPRINT could be placed into the members area. Richard to liaise.

Richard,
Derek &
Paul
Calland

'VALUATIONS: This area was discussed by the committee and was suggested that it may not be worthwhile for the club to provide this service, particularly as the club pays £500 a year for specialist insurance to indemnify the valuer. However many of the committee members thought the service was valuable to the members. It was decided that Richard would take on the role of providing valuations for the club and that Lawrence would change the insurance details over to cover Richard making the valuations. It was agreed that Richard would look into the possibility of alternative arrangements in the longer term.

Richard,
Laurence

Richard to inform TVRCC members in Sprint and the TVRCC website of what is happening.

Richard

MODEL REGISTRAR: Grant Crouch introduced himself and gave a brief description of his background. He informed the committee that he was proposing to have the two separate databases put into one. Discussions arose concerning the viability of this. It was agreed that further talks on the archiving of Office information continue outside of the committee meeting. This would involve the process(s) needed to progress the master copy / secondary copy procedures of holding and accessing club information. The club Secretary to be informed of these procedures to ensure compliance with Companies House Act and Data Protection Act.

Richard
Alison
Grant

Grant advised the committee that he intends to collate

Grant

ACTION

information on all TVR's ever made.

The profile for the web site and Sprint also to be discussed outside of this meeting with feedback of the proposals to the committee. Grant & Richard

Grant discussed with the committee about details concerning ex members. He was advised under the Data Protection Act that ex member details must be deleted. Also what the position is regarding the DVLA, the TVRCC and the Data Protection Act. The question of our position regarding data protection and the DVLA as it now stands will need investigation and clarification. Do we need to register as a club in respect of data protection? Grant
Grant to investigate and feedback to the committee. Grant

Simon asked the committee whether we should have a name change for the Model Registrar and Archivist. After discussions it was agreed that Richard Sails will be titled 'Archivist'. Proposed by Paul and seconded by Pietro. All to note

Grant Crouch will be titled 'Database Administrator'. Proposed by Paul and seconded by Pietro. All to note

EVENTS TEAM

MINI BACK HOME: Jane informed the committee that a provisional date has been set for 25/4/04. This is the only available date to hold the event this year. A larger event will be arranged for 2005. The factory visit for this year will have 5 tour guides available which will cover about 150 people. Small convoys to the factory to be organised on a first come first served basis. All to note

Jane informed the committee that details will go into Sprint and on the website. Sprint to include the booking form for March issue and website as appropriate. Derek & Ralph

The event will commence with travel to hotel, buffet meal and evening dance. Then factory visit on the Sunday. RO's to be initially informed pending finalisation of details. Simon to liaise with Ben and then contact Jane with details. Jane & Colin
Simon

Colin informed the committee of details of a Polo match event at Smiths Lawns in Windsor. Members can take a picnic there. Entry price £10 per car. TVRCC Office to manage and forward details. Events
Alison
Derek

ACTION

Update on 'Thingy 04'. This is to be an all ticket event. The question was raised as to whether the public should be available to view the cars. Whilst there were some concerns that a TVR could get accidentally or maliciously damaged, the committee agreed in principle to allow the public to view TVR's. A charge of £2.50 - £5 for public admission to the event was agreed as being acceptable.

All to note

Jane advised the committee that RO's are still not advising her of events that they are organising. It was agreed that RO's must register future events otherwise they may not be covered under TVRCC third party insurance. Simon to contact RO's via email to this effect.

Paul

BROMLEY SHOW: Point was raised of how support kit e.g. banners, easy ups etc can be delivered to this show when already in use at Goodwood. After discussion it was agreed that the club will support this event and that a second set of equipment should be purchased. Colin to progress.

Colin

TVRCC NEW WEBSITE: Laura and Ralph gave feedback to the committee of the current progress of the new website. It is anticipated that the site will be available for viewing by Second week of February for comments by committee.

All to note

LEGAL UPDATE: Simon updated the committee on the Club's legal standing, and the proposed changes necessary to bring the club to a legal footing. This involves changes to the 'Articles of Association' which will need to be ratified at an EGM.

Simon &
Laura

The changes include:

- The Treasurer role to be a paid position but also to be a Committee post.
- Club must have a year end audit. We do not have this in place at the moment.
- To have all the bookkeepers work and auditing done by an external professional had been quoted at about £15k. Laurence explained to the committee that it would preferable for the independent Accountants to be local to him. There were no objections to this. All things considered it was concluded that Laurence would remain as Treasurer in a paid capacity.
- Auditors are appointed for the year end.
- The year end to be extended to 30th September.
- The AGM to be extended to January.
- Clause 25 in the Articles of Association to reflect the changes.

ACTION

Details of the changes to be notified to club members via the website and Sprint.	Laura
Voting Paper for EGM to be discussed, designed and distributed to all members via Sprint.	Laura Simon
Simon continued and pointed out that once the new Accountants have been appointed then the clubs registered address will change. Companies House to be notified. Laurence to advise Laura of new details.	Laurence Laura
CLUB OFFICE: Simon updated the committee and advised that Pietro and Laura had visited the new office. Laura had written a report on the condition of the premises. Simon gave an outline of the condition. Laura to send a copy of the report to the rest of the committee.	Laura
Simon informed the committee that he had received a letter of resignation from Carol from Marsh Green. It was agreed that Carol has done much to the benefit of the TVRCC and that her services should be rewarded. It was agreed by all that she should receive an Honorary Life Membership.	All to note
Simon advised the committee that the office now has one full time position (Alison) and one flexible part time 9-4pm (Linda) and that a part time member of staff should be employed. Alison to clarify the job description for this role.	Alison Simon
INSURANCE: Laurence informed the committee that clarification on third party insurance is still being pursued and needing continued investigation. He advised that should any small items of equipment be stolen / damaged they could be replaced through the club. Small items are written off in year of purchase rather than depreciated.	Laurence
LORD MAYOR SHOW: After discussion it was agreed that the club will not support the event this year. The committee will review this in 2007.	
LOGO's: After discussion the committee agreed the TVRCC logo cannot be adapted or altered in anyway by regions for any purposes i.e. car stickers, badges etc. Any use of the logo must be agreed prior to its use. Adding the registered regional area name is acceptable. Regions and members who use a logo that is not the official TVRCC logo do so at their own risk and the TVRCC accept no liability or association to that logo whatsoever. Any regalia used by regions, which include the TVRCC logo, should be insured via the TVRCC together	

ACTION

with payment in full. The TVRCC will settle with the supplier.

REGALIA: Simon reminded the committee that we are a non profit making organisation and that the club does not pay tax. That we need to be assured that the sale of regalia is for members only. Should the club sell to the public then the club is putting itself at risk with the Inland Revenue. It was agreed that the regalia section on the website will become password protected and placed into the members area. It was also agreed that members need to confirm membership details when ordering from the TVRCC office.

Ralph
to liaise
with Paul
Calland.
Alison

REGIONAL PURCHASES: RO's requiring purchases for regional functions e.g. marquees etc, should go through the RO Coordinator. Details of regional requirements to be collated by Paul and referred back to the committee.

Paul

SPONSORSHIP FOR LE MANS: Simon informed the committee that the relationship with the TVR factory is very good, and proposed to the committee for the club to support the team at Le Mans. There were no objections. Simon advised that he is having talks with Bob Berrige to progress the best way for sponsorship. The initial amount agreed is £7500. All agreed.

Simon
Ralph

ANY OTHER BUSINESS

BOOKATRACK: Bernie advised through Laurence that this is not a viable option for the TVRCC. No further action on this.

Laurence referred the committee to Bernies report that was sent prior to this meeting. His report included dates for track days which are at Snetterton 8th April, Cadwell 24th May (provisional), Castlecombe 18th June, Zolder 25th June, Mallory 16th July (Westfield Club invitation) and Oulton 14th Aug.

Laurence highlighted a current TVRCC situation whereby procedures were not followed on a track day. This may have implications on future track days and will need further investigation and scrutiny. TVRCC to ensure strict procedures are adhered to at events.

Laurence
and
Bernie to
liaise

BLACKPOOL SPRINT: There were no objections from the committee for this to go ahead. Bernie to liaise with EVENTS:

Bernie

ACTION

REGIONAL AREA EVENTS: Paul advised that he has been unable to make progress with respect to the following raised at the last AGM.

- feasibility of organising a Regional Area event.
- Identifying RO's who are willing to help.

Paul
to
progress

REGIONAL ROUNDUP REPORTS: Paul advised that he has not forwarded any minutes to RO's. Simon informed the committee that he would put a report together for RO's and forward to Paul to send to all RO's with a covering letter.

Simon

Paul

RO STARTERS & LEAVERS: Laura informed the committee that the maintaining of up to date records of RO's who then leave requires attention. Current listing of RO's appear to be inaccurate. It was agreed by the committee, that all RO's must be registered to confirm their official position in the TVRCC. Details of all registered RO's to be forwarded to Grant for listing on database. Paul to ensure all RO's are registered.

Paul
Grant

EXPENSES: After discussion the committee agreed that mileage claims for TVRCC business can be claimed back at the following rates: Vehicles up to 2ltrs @ 24ppm. Vehicles over 2ltrs @30ppm. Effective date from 1st February 2004.

DEALERSHIPS: Grant ask how the club could increase TVRCC exposure to Dealers! Derek advised we could send extra copies of the Sprint. Alison to action.

Alison

Next committee meeting to take place on the 3rd April 2004 and to commence at 10am.

The EGM date has been agreed for 3rd April 2004 and to take place at 2pm.

It is anticipated that the venue will be The Heritage Motor Museum.

Meeting closed at 4.20pm.

End>