

**TVRCC MINUTES OF COMMITTEE MEETING
22ND JANUARY 2005**

**At Heritage Motor Museum
Gaydon, Warwicks**

Present

Simon Lacey (Chairman)
Laura Hadley (Secretary)
Ralph Dodds (Marketing & PR)
Laurence Sayer (Treasurer)
Derek Smith (Editor)
Pietro Abate (Advertising)

Start: 9.55am
Finish: 4.47pm

Bernie Hartnett (Trackday Co-ord)
Grant Crouch (Database Admin)
Richard Sails (Archivist)
Alison Brown (Club Office)
Tony Vile (now Projects Manager)
Jeremy Blandford (Events Manager)
Chris Blandford (Deputy Events)
Nigel Childs (Events - Guest)
Paul Calland (Web site - Guest)

Apologies

Paul Shrimpton (RO Co-ord)

AGENDA / ITEM

ACTION

SIMON welcomed and thanked everyone for attending today's meeting. He also introduced Chris Blandford and Tony Vile
Apologies were noted for Paul Shrimpton.

1 Matters arising from previous Committee meeting minutes:

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|----|---|-------------------------|
| a) | VALUATIONS: Richard advised that he has found a possible candidate for conducting TVR valuations for the TVRCC. Confirmation of the person's suitability to be established and item to be included on the next Committee meeting agenda. | Richard
(ongoing) |
| b) | TRAILER: Ralph reported that he had not yet managed to contact Richard Wright. Ralph is to continue to look at the trailer cost viability for events in 2005. It was agreed that the trailer would not be sponsored for Le Mans. | Ralph
(ongoing) |
| c) | BEHAVIOUR: Simon advised that a warning letter was sent to the person concerned regarding his behaviour at Le Mans. Simon also advised that since then his behaviour has been seen to be positive. No further action at this stage. | (closed) |
| d) | TVR BACK HOME: The Committee were informed that this event will not be taking place in 2005, as we cannot get a date from TVR. | All to note
(closed) |
| e) | TRADE MARK: Simon informed the Committee that the TVRCC trade mark is now registered and protected. The protection refers to the 'style' and protects Club Services and and the magazine. The TVRCC will be informed of any potential third party notifications of this by the Patent Office. | All to note
(closed) |
| f) | TROPHY'S: The Committee agreed after a show of hands to | All to note |

AGENDA / ITEM

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1 cont.

- f) award the Trevor Wilkinson trophy for 2004 to Ian Massey-. Crosse The RO of the Year is to be awarded to Nick Smith of SE London and NW Kent Region. (closed)
- g) MEETING VENUE: After discussion it was agreed that Gaydon should remain as the venue for Committee meetings for the time being, because of its central location to all members. All to note (closed)
- APPROVAL OF MINUTES proposed by Pietro. Second by Derek. Minutes approved by all. (closed)
- 2 NEW COMMITTEE MEMBERS: Chris Blandford to take on the role as Deputy Events. This was proposed by Richard and second by Pietro. A show of hands was unanimous. Motion carried to co opt Chris onto the Committee. (closed)
- 2a) Tony Vile currently working on Direct Debiting was invited to be co opted to the Committee as Projects Manager. This was proposed by Jeremy and second by Laurence. A show of hands was unanimous. Motion carried to co opt Tony onto the Committee. (closed)
- 3 TREASURER REPORT: Laurence provided a handout to all members present. He went on to explain the circumstances regarding the current financial situation of the club. This included the outcome to the latest figures produced by our new Auditors. This is the first time that the TVRCC have had proper audited accounts, and in order to establish accurate accounting figures, the Auditors had to revisit previous years accounts. During this visit it became apparent that the way in which figures were shown, did not properly reflect the true financial status of the club. He reminded the Committee that it was always intended for the TVRCC to make a loss circa £27000 for year ending 30th September 2004. In actual fact the loss accrued to £52550 some £25550 more than was budgeted for. All to note
- a)1 Laurence continued, stating that in the past subscriptions of members have always been accounted for by including the whole fee in the year of joining. However, as each member is entitled to 12 months subscription then the subscription amount should be apportioned depending in which accounting year the membership falls in. The net result of this is lower reserves, and that, coupled with the end of year deficit places the TVRCC in a tight financial situation. As a matter of urgency the club needs to address the situation, and with guidance from the accountants bring the cash reserves up £200,000. This impacts on future expenditure for the club, and now all All to note (ongoing)

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ACTION

spending needs to be justified. Any expenditure through the TVRCC must go through the Treasurer for approval. This stance has to continue into the foreseeable future until reserves are built up.

Simon informed the Committee at the time of taking office that he was not totally happy with the accounting figures of the past, hence the full audit by a new set of accountants, which had shown three years in succession a surplus. They were taken at face value and perhaps on hindsight a mistake.

He pointed out that now in terms of liquidity the cash flow is ok, however liability against assets is unsatisfactory. The situation has been caught in time as a result of the accounting change. In moving forward the TVRCC needs to preserve cash and take no risk with events and reiterated that the Treasurer has the final say on any expenditure.

- a)2 SPRINT: The revenue generated from Sprint will be critical in managing the budget. It was agreed that all advertisers should pay up front before adverts go into the magazine. After discussion it was agreed that Sprint should remain with 72 pages although this should be reviewed again in September 2005. If not workable then to reduce pages to 64. In addition the amount of 'overs' printed should be reduced and controlled. All postage for Sprint to be second class.

Pietro
Derek
All to note
(ongoing)

Simon/Jon Lowey

TRACKDAY COSTS: Bernie commented that he ensures that the track days that he runs break even, and tries with Andrew Guy and Paul Shrimpton to ensure that they do likewise.

- 3b) FUND RAISING: The 'Pit Bike' that was supplied to Ben Samuelson has been purchased by the club for fund raising purposes. Tickets will be appearing in Sprint in A4 perforated format with 8 tickets. Each ticket will cost £5 each, with the whole sheet costing the price of 7 tickets. To avoid any complications under the Gaming and Lotteries Act tickets are only available to members through the club magazine. Laurence will be acting as Promoter for the raffle. Whilst the projected income is unknown it is anticipated that the club should be able to sell in excess of 360 tickets to make this fund raising activity viable.

Laurence
(ongoing)

- 3c) DIRECT DEBITING: The club office have reported that the take up for direct debiting has been more positive than expected with 90% taking up the payment scheme so far. This exceeds the expected 40% take up.

All to note
(ongoing)

SIMON: in summarising the accounts situation stressed to the Committee that we all have an obligation to ensure costs are controlled and to liaise with Laurence on every occasion

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- c) before any expenditure.

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- 4 WEBSITE: Simon introduced Paul Calland. Paul had been invited to discuss the changes required by the Committee and the viability, implications and costs involved. Areas covered included:
- a) PASTING PICTURES ON HOME PAGE: Paul advised there was a known issue which has now been resolved. Ralph
 - b) UPDATING FRONT PAGE ON WEBSITE: This can be done. Any Committee member wishing to do this to contact Paul to obtain a password. Means of access use 'Contribute'.
 - c) YEAR PLANNER: Ideally updateable by Committee and RO's however agreed to leave as is for time being. Ralph to liaise with Paul for posting of future events. Ralph / Pietro
 - d) WRITE ACCESS TO MOTORSPORT AREA: This can be done by using additional web software called 'Contribute' It is believed only one copy can be allocated to one PC at a cost of £99 + VAT. Liaise with Paul for password access to website. Ralph
 - e) DEDICATED ARCHIVE AREA: This can be done again by purchasing and using a copy of 'Contribute'. Password access from Paul. Richard
 - f) LOCKING ADVERT DATABASE WHEN UPDATING: Paul advised best practical way to do is to create a new page for swapping. Care needs to be exercised in order not to overwrite whole page when updating. Otherwise have to download classifieds and update taking care that anyone else uploading into classified at that time will lose all details. Pietro
 - g) RESUBMIT BUTTON: Paul advised that this is a good thing to do and not a problem to set up. There is a cost implication to consider. Pietro
 - h) DEDICATED EVENTS PAGE: Paul advised a future events list is already available. Best to use PDF method as it uses much less space. Streaming is expensive and causes problems and best avoided. High cost implication to add on a 'further details' page. Use 'Contribute' for editing event reports and past events. Jeremy
 - i) BACK END UP/DOWNLOAD FACILITY: Anything over 2mb in a single file requires tweaking of settings. Can result in stability and speed problems. Server issues have to be considered. Possibly need to register another domain and space and bandwidth may require a dedicated server. There is a cost implication. Paul will need to know more on the Grant

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technicalities to comment any further.

- j) AREA FOR LARGE FILES: Paul advised this would be problematical in terms of space and stability. Suggest files are compressed for large files if you able to do so. Space and bandwidth become an issue and a cost implication. Jeremy
- k) MEMBER DETAIL CHANGES: No problems for updating details however should go through committee channels first. Not appropriate for Paul to deal with changes direct.
- L) Paul went on to explain that he needs to be kept up to date with RO changes and needs details from RO Coordinator to keep the website up to date. Also he feels that the RO handbook needs updating. RO Coordinator
- m) COMMITTEE DETAILS: Paul requested for update details of Committee members for website. Laura
- n) SPAM / VIRUS FILTERS: Paul advised that with the growth of virus and spam on the internet, consideration to having filters are desirable although there is a cost implication to implement. All to note
- o) MARKETING WEBSITE: Paul suggested that we don't market the website as the site gets hit regularly by Google and generates a lot of traffic. Questionable as to whether the club should market. Also there is a high cost implication. All to note
- p) ADVERTS AND BANNERS: As a non commercial website Paul questioned whether we should have them in place. There is a cost implication to having them. After discussion the consensus was that we do not have them at this stage. All to note
- q) GRAPHIC NEWSLETTER: Paul advised this would be a database headache. Whilst it can be done there is a cost implication. All to note
- r) Simon thanked Paul and concluded the website item suggesting further discussions take place on the Committee e-group to prioritise 'needs' rather than 'would likes'. All to note (ongoing)

5 EVENTS: Jeremy and Chris provided the Committee with handouts of their proposed major event for 2005. Jeremy gave an excellent and professional presentation. The proposed venue has been provisionally set for the 5/6/7th August at Rockingham, near Corby, Northants. Jeremy also introduced Nigel Childs who has volunteered to help out with the Events Team.

Agenda item
change from

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Jeremy went onto say that he has looked at sponsorship for the event, publicity and media involvement. Also activities

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for the members and their families. These will include a funfair

karts, face painting, bungee ball, remote controlled cars, evening BBQ and party with dancing. Food will be available and to include an 'upmarket BBQ'. Also a firework display. Rockingham has an inner and outer track for a track day event, although at this stage only the inner is available. There will be a paddock and Grandstand available to members. Camping available on Saturday night only for £10 per pitch in the inner circuit. A list of alternative accommodation will be available for those not wishing to camp. And to finish off the weekend will be a rock concert with a popular band. Details to do.

Jeremy/Chris

It was agreed the price of the event should not exceed £50. The traditional rumble is undecided at this stage.

After discussion the following points were raised for further investigation:

- | | | |
|----|---|-----------------|
| a) | Before proceeding fully inform the RO's first and obtain feedback of their responses. Then to put onto the TVRCC website and Sprint magazine. Then onto any other third party forums for feedback to the Committee. | Jeremy
Ralph |
| b) | Investigate the possibility of using the outside track on the Friday for the regular track day members, and the inner track on Saturday novices and to include instructors. | Jeremy |
| c) | Ascertain from the Rockingham Organisers of any insurance requirements by the TVRCC. | Jeremy |
| d) | Ascertain the Terms and Conditions and hire for approval | Jeremy |

Simon thanked Jeremy, Chris and Nigel for the work they have done.

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| 6 | WEBSITE SUGGESTION BOX: Handout for Committee members to peruse and feedback to Alison and Derek. | All to note
(ongoing) |
| a) | WEB MANAGER to report to Ralph and to assist him. This is to be checked out first. | Grant
(ongoing) |
| b) | LE MANS FORUM: The general consensus was that there is no need for a forum section on the website and that there would be a cost implication in providing this service. | (closed) |
| 7 | NEC: Ralph informed the Committee that he would be looking for the TVRCC to be present at the November exhibition, and accepts that April date may not be possible at this stage. Bearing in mind costs Ralph did ask the Committee to consider the purchase of extra boarding for the exhibition. The current accounting situation of the TVRCC prohibits any additional expenditure. Ralph also pointed | |

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out that Goodwood is very expensive and whilst we should be

there, the costs may deny the presence of a TVRCC stand this year. Proposed to put our weight behind the Bromley Pageant of Motoring.

8 ANY OTHER BUSINESS:

- a) DIRECT MARKETING: The Committee have discussed this on e-group and agree that no further action is necessary. (closed)
- b) RULE BOOK: Laurence provided the committee with a copy of the current rulebook for members. This needs to be updated and accepted by the Committee before distribution. Tony (Projects Man)
- c) RO COORDINATOR AND MEETING: Pietro advised he would inform RO's of the current situation and future meeting. Pietro
- d) COLLECTING INFORMATION: Grant suggested to the Committee that we have a competition as an incentive for members to assist in this area. Grant to prepare a simplified competition format with consideration to sourcing a Sponsor. Grant (ongoing)
- e) LE MANS COACH SUBSIDY: Ralph informed the Committee that Paul Shrimpton was asking for a subsidy for coach costs for the annual Le Mans cycle ride. It was put to the vote as to whether the club should sponsor his event. (closed)
Show of hands:
For =1
Abstain=2
Against=8
Motion carried by a majority that no subsidy will be provided on this occasion.
- f) SPECIAL MEMBERSHIP: proposed for Laurence Tomlinson Proposed by Ralph. Second by Pietro. Show of hands was unanimous in favour. Motion carried to give Laurence Tomlinson a Special Membership.
- g) MIKE TRAXTON: Has been with the club for 25 years and the Committee have been asked to recognise this achievement. Ralph to action. Ralph

Next Committee meeting on the 19th February 10am start
AGM starts at 12 noon.

Meeting closed 4.47pm.