

# TVRCC

## Committee Meeting minutes (adopted) for 31st July 2004 At Heritage Motor Museum Gaydon, Warwicks

### Present

Simon Lacey (Chairman)  
Laura Hadley (Secretary)  
Ralph Dodds (Marketing & PR)  
Laurence Sayer (Treasurer)  
Colin Last (Deputy Events)  
Pietro Abate (Advertising)

Bernie Hartnet (Trackday Co-ord)  
Grant Crouch (Database Admin)  
Richard Sails (Archivist)  
Alison Brown (Club Office)  
Tony Vile (Sub Group DD)  
Jane Payne (Events)

### Apologies

Paul Shrimpton RO Co-ord)  
Derek Smith (Editor)

### Absent

Stewart McQuillan (Comp Sec)

Start: 10.00am

Finish: 4.40pm

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### AGENDA / ITEM

### ACTION

SIMON welcomed and thanked everyone for attending today's meeting.

- 1 Apologies were noted for Derek and Paul. Nobody has heard from Stewart McQuillan.

#### Matters arising from previous committee meeting minutes:

- VAT: Laurence advised that the clubs liability on VAT is in order.
- CHRISTMAS CARDS: Payment for Christmas card from TVR have now been received.
- BACK HOME was a success. Simon thanked Jane, Colin and Ralph. Also Alison for organising regalia at such short notice.
- 1a - VALUATIONS: Richard advised that investigations are still pending. After discussion it was agreed that clarification is needed to establish liability to the TVRCC on valuations issued in the past, and indemnity against wrongful valuations.
- 1b Further discussions raised whether the club should use Specialists for the purposes of valuations. What would be the cost? How old should TVR's be for valuation purposes? Consideration was given to a North / South divide. Any over £20k must be sited. What service should the TVRCC provide? A policy document on what service the TVRCC can provide to be formulated.

Laurence

Richard

WORD AMENDMENT: The word 'team' should replace the

**AGENDA / ITEM**

**ACTION**

word 'factory' in the first line of the heading LE MANS as shown the Committee Meeting Minutes of 3rd April 2004. Minutes approval: Proposed by Pietro. Seconded by Ralph. Minutes approved.

- 2 TREASURER REPORT: Laurence reported the current position of the accounts as at 27/7/04 as:  
Current Account £58636  
Deposit Account £62272  
Euro Account E 5850

Laurence went on to report that Goodwood was not cost effective. Sales of regalia fell by a third and signing of new members was halved compared to last year. He made reference to considering an alternative show for next year. Le Mans showed a surplus of £1259 with perhaps a little more from the entertainment budget to be repaid. A small surplus of £567 was gained from Zolder.

Laurence advised that with contracts of employment in place and the administration running smoothly he wished to thank the Chairman in bringing the TVRCC in line with employment legislation.

- 2a PROTOCOL: Laurence expressed some concern in relation to protocols are in place providing the TVRCC safeguards from financial risks. It appears that over time there has been an erosion and that some of these protocols need to be re-asserted. The committee agreed that support in particular from RO's is needed. RO's to be informed of protocol in booking regional events.

Laurence  
Simon

- 3 M SERIES WINDSCREENS: Discussions arose as to whether the TVRCC should stock pile screens for members. In principle the committee support this, however this would mean club funds being tied up. Also there appears to be insufficient interest from members to purchase them. Should this change then the committee will review. No further action at this stage.

- 4 POWER & PASSION: Colin provided the committee with an update of this event. He commented that we are committed to 2-3 hotels, and that we have 23 gala dinners booked. Most hotels are within walking distance of the stadium. He explained how the day plan would progress which included arrival times ( 9am members, 7am traders). Entertainment, which will include stadium tours, live interviews (including le Mans team), and a number of friendly competitions. Live group, bar and food. Buffet 7 for 7.30pm. The stadium will close at 10.00pm

CONCOURS: Ownership of processing event to be left with Colin, together with balloon launch for rumble on Sunday.

Colin

**AGENDA / ITEM**

**ACTION**

Full details to be circulated to members via Sprint and website and to be given high profile.

Ralph and  
All to note

- 4a Possibility of Video clips of Le Mans for showing on the big screen to be sourced by Ralph.

Ralph

Laura to provide an East Sussex DVD of this years Le Mans for possible viewing on the screen.

Laura

STADIUM CONTRACT: Simon highlighted that the deposit and signing of the contract for the stadium is due and that once signed by the Directors on behalf of the TVRCC will bind the club to the terms and conditions and cancellation charges should the show be cancelled by the TVRCC. Amidst early adverse comments from a few members of the TVRCC on internet forums, the committee discussed and ultimately and unanimously agreed (show of hands) at this meeting to continue with this major event.

It was agreed by the committee that we all should wherever possible help out on the day with marshalling and anything else that may be required in order to make this event a success.

All agreed  
Those attending

PUBLIC ENTRANCE: An admittance fee of £10 per person was agreed by the committee for adults. Children under 14 would be free.

- 5 DIRECT DEBITS: Simon introduced Tony Viles to the committee. Tony has been invited to join the Direct Debit Sub Group consisting of Laura, Laurence, and Grant, because of his expertise in the field of Direct Debit banking. Details of an earlier sub group meeting with Tony were emailed to the committee for information. Tony was invited to lead the session.

Tony advised that in principle, in view of the savings particularly through better retention of members, direct debiting is proposed for the club in order to collect subscriptions. It is hoped that this will becom the prime method of payment, with those not signing up and instead paying by credit card or cheque being actively discouraged with a view to direct debiting being the sole payment method. Any progression is dependant on the committee sanctioning the software costs mentioned in the handout presented to the committee, and the completion of the database upgrade.

It was agreed that Laurence, Tony, Alison, Pietro and someone from Access Europe (the agreed supplier of

software) will meet at the club office in late October to discuss technical issues and to view a demonstration.

**AGENDA / ITEM**

**ACTION**

5 cont The sanction of direct debiting involves the Chairman and Secretary (as Directors) signing the counter indemnity to the bank. This was explained by Tony. This allows the issue of the Originator's Number which then allows all new direct debiting stationery to be sanctioned by the banks. A board meeting of the Directors to follow this committee meeting.

Simon & Laura

It was unanimously agreed (show of hands) by the committee to progress the direct debiting route. It was also agreed that the sub group continue with Tony's support

Simon thanked Tony for his help and support on Direct Debiting.

6 DATA PROTECTION: Grant informed the committee that the TVRCC are now officially affiliated to the Data Protection Act 1998. He advised that there are some actions that need to be taken by the Directors. Grant provided the official handbook together with correspondence for the Secretary to action.

Laura

Grant has been working hard on the database process and has produced a copy database CD for committee information and feedback. Copies of these CD's are not to be disclosed to third parties and fall within the Data Protection Act. The following persons received a copy of the CD and are responsible for the safe keeping of the Disk and contents: Simon, Bernie, Richard(has copy for Derek Smith), Ralph, Alison (2 copies), Pietro, Grant, and Laurence.

All to note

Grant to liase with Richard and Alison for any further information required.

Grant, Alison  
Richard

Grant informed the committee that he would be happy to demonstrate the database CD at the end of the committee meeting. Simon thanked Grant for the work he has done.

7 TRUCK: Ralph informed the committee that the trial run of the Truck at Le Mans was successful. It was well utilised in particular with the pre and post Le Mans race reception of Synergy Motorsport. Ralph however was not convinced that we got full value for money at CASTLE COOMBE. After discussion those on the committee that attended Le Mans agreed that the truck was value for money. It was also agreed for 2005 that Ralphs suggestion to seek sponsorship from dealers at UK events be sourced.

Ralph

NEC MOTORSHOW: Ralph advised that this went well and that good will was shown from dealers.

- 8 CLUB OFFICE: Alison informed the committee that the current membership is 6802 which is +25 up on the previous month. She advised that Yvonne who recently

**AGENDA / ITEM**

**ACTION**

- 8 cont. .joined the office team is no longer employed. Alison stressed that in order for her to manage the work load she will need a third person on an ad hoc basis. Linda is currently supporting her by working longer hours Alison suggested that in the interim she enlists the support of Carol Folkard. The committee agreed in the short term, with a review of the situation to take place at the next committee meeting.
- 8a

All to note

9 ANY OTHER BUSINESS:

ADVERTISING SPACE: Pietro informed the committee that the current size of Sprint with 72 pages has the same revenue and cost percentage as that of Sprint with 64 pages. He proposed should there be any need to reduce the size of Sprint that it is done in multiples of 8 which would not affect advertising figures. The committee supported Pietro with this action.

- 9a CLUB OFFICE COMPUTERS: Pietro has highlighted the current computers in the club office are underperforming, and require updating to meet the demands of future office activities (direct debiting and database). He compiled a comprehensive report which recommended updates and replacements to bring the office to an efficient level of operation. The committee agreed that this should happen. Richard commented that any replacement computer should be compatible with the activities for the running of the club, and old crashing computers to be scrapped. Capital expenditure on this to be in the 2004/5 budget.

Pietro

TRACK DAY REPORT:Bernie informed the committee that in general track events this year have been a success. He highlighted Snetterton falling short due to the timing of the event close to Easter and will ensure reporting better timing next year should this event go ahead. Cadwell Park almost broke even with Castlecombe gaining a slight surplus. He advised that Northern Ireland track days continue to be successful. Bernie stated that insurance for trackdays is now in place.

PEMBREY: Bernie advised that this is selling very slowly and that there has been advertising in Sprint, Circuit Driver. Details also to go on to the TVRCC website

Ralph

SILVERSTONE: Bernie explained about a good deal at Silverstone for performance driving tuition in school cars.

This includes on track and skid pan for a fee of £300 for the day and will be in the next edition of Sprint.

Simon thanked Bernie for the work he has done.

**AGENDA / ITEM**

**ACTION**

9b COMMITTEE ELECTION: Simon commented that we all should be thinking about whether we wish to stand for re-election at the next AGM. Paul Shrimpton has indicated to Simon that he will not be standing for re-election as RO Coordinator. Stewart McQuillan as Competition Secretary has been absent from the committee since the last AGM. Simon asked for everyone present to indicate their intentions for the next committee meeting.

All to note

Grant asked if quick decisions by the committee can be done on email. Ralph responded stating that this has been done in the past given the time scale to the next committee meeting. On one occasion Laura coordinated the discussion which was put to the vote via email. This was then put into the Secretary's Register of Minutes

All to note

TUSCAN CHALLENGE: An oversight occurred in which the dates did not appear in Sprint.

All to note

9c EVENTS: To avoid problems with events the EVENTS TEAM will take on the coordination of events in Sprint. RO's to be informed.

Simon  
All to note

WEBSITE: The committee agreed that the TVRCC website is the forum for posting on TVR related matters and not other forums.

All to note

9d AREA OF CONCERN: Recent letters in Sprint has highlighted an area of concern at Le Mans whereby a TVRCC member behaved in a manner which was offensive to others. The committee agreed by a show of hands that further investigation is required. If thought appropriate Simon to write to the member involved.

Simon

NEXT MEETING: 30th October 2004 at The Heriatge Motor Museum.

Meeting closed 4.40pm.