

TVR Car Club Meeting

30 October 2004, Stratford Manor Hotel

Simon Lacey (Chairman)	Bernie Hartnett (Trackday Co-ord)
Nicky Evans (acting as Secretary)	Grant Crouch (Database Admin)
Ralph Dodds (Marketing & PR)	Richard Sails (Archivist)
Laurence Sayer (Treasurer)	Alison Brown (Club Office)
Pietro Abate (Advertising)	Tony Vile (Sub Group DD)
Jeremy Blandford (Guest)	

Apologies:

Derek Smith (Editor)	Laura Hadley (Secretary)
Paul Shrimpton (RO Co-ord)	

Absent:

Stuart McQuillian (Competition Secretary)

1 Minutes of the last meeting.	
Simon thanked everyone for coming and ran through apologies. Lawrence Sayer distributed papers to those present, including the letter from Colin Last in which he confirmed his resignation from the committee as Deputy Events Co-coordinator. It was accepted with regret.	
Matters arising from the minutes	
Valuations: Richard stated that the club needed to use someone with professional qualification in order to comply with insurance obligations. The club can either abandon valuations completely, get someone within club with an appropriate professional qualification; or get the service provided by an outside specialist Since this is a service that should be available it was proposed that one last notice be placed in Sprint and on the web site, seeking someone from within the club with appropriate qualification to provide valuations for a limited subset of cars. If nothing materialises by the next committee meeting, the club will find an outside specialist to offer the service.	Richard
M Windscreens – order for 18 have been taken and are being made.	
Sponsorship for the Race Trailer for 2005 UK events. Need to have conversation with Richard Wright for next year on whether the Race Trailer is viable cost wise for 2005. Ralph to talk to interested parties (e.g. TVR Dealers) re sponsoring it at UK events to defray some of the costs.	Ralph
Behaviour of a club member at Le Mans. Grant noted that Simon had been asked to write to the member. Simon reported that he had spoken with the members RO who was aware of the member's behaviour, and agreed with the RO that he is on an informal yellow card.	
2 Treasurers Report	
Corporation Tax has accrued over the past 10 years on our interest earning account but was not reported to the Inland Revenue. This (~ £1600) has now been paid but it is possible that interest and even a fine could result. The issue came to light following the change of accountants and being registered at a new tax office.	
Year End. The accounts are being prepared for audit by the new accountants, following a 15 month year. It is currently not possible to declare with certainty any year end figures nor prepare budgets for next year until the auditors have finished their work. They took initial information necessary this week. There are some Power and Passion bills still expected.	
2005 Budget – Change to accounting practices mean that we need to change the way income from subscription is managed which has an effect on our P&L: instead of accounting for 100% of a subscription at the date it is received, subscriptions will have to be accounted for pro-rata across the year. Laurence advised fiscal prudence until the position is clear.	
New PC equipment at club office is now installed and working – although a couple of additional expenditure (software licences) were required. A maintenance contract has been arranged to support the new system.	
Insurance: Lawrence proposed that the club take out “Directors and Officers “ (i.e. Committee Members) insurance” in case officer of the club is taken to court for negligence. The individual is covered for costs up to £1,000,000 and costs £700pa. To do this, we have to be profitable. The policy covers the cost of contesting the claim, although if the claim is lost, any fine or sentence still has to be served by the individual. RD asked whether it was possible to extend to RO's, but unfortunately, not as they are not directly appointed or under the supervision of the TVRCC Limited. Our Public Liability insurance cover RO's for properly managed static events. Track days have there own insurance cover. Other moving events are not covered.. RS proposed it be taken out. All agreed.	Laurence.
Annual Audit. This is the first time in the club's history that a full audit has taken place and it will encompass the committee and all financial aspects of the club as a limited company. This will mean a change in some of the ways we operate. Some inherited practices will have to be changed (e.g.: move to double entry accounting). The Club will have to authorised activities and events that potentially expose TVRCC Limited to contractual expenditure that has been committed by an individual on behalf on the	

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	<p>club. This year has seen instances of unauthorized commitments. LS proposed anyone wanting to spend money must have a costed plan with contingency and in future proper authorisation must be received from the Committee. This is to safeguard member's money. The auditors will be at the AGM.</p>	
	<p>As of today, we had £95,000 in the bank. Until the accounts and audit are completed, there is little merit in trying to plan a budget, so this will be held over until the next meeting.</p>	
	<p>3 Direct Debit of Membership Subscriptions</p>	
	<p>Tony Vile reported that the software demonstration at the club office yesterday was very positive. He was impressed at how user friendly and easy it is. Alison is very happy with proposed support and look and feel of the software. The software is a database in its own right and could link to the existing club database. Treasurer is happy with costs and the cost to benefits analysis still stands: It will cost approximately (per member) 50p less than the cost of processing a cheque, and about the same differential for processing a credit card. It will also save administration time and costs, and should improve membership retention. The next step is to inform the membership of the planned changes and how it will work.</p> <p>SAL asked for ratification from the committee to sign the contract with Access Europe: the software costs £6,000 (which will be amortised) plus annual maintenance. The estimate expense savings are £3,000 pa (in a full year but subject to take-up) on bank charges alone before any income benefits from membership retention.</p> <p>It was resolved agreed that Access Europe Ltd be the software supplier for the direct debiting software, as set out in their proposal of July 2004, and that the 2 directors be authorised to sign the contract for this purpose.</p> <p>Discussion took place on the best way to present the new DD system to the membership. It was agreed that the introduction of the DD system, with its requirement for new joining forms, should be linked to the increase in subscriptions as voted in at the last AGM. However those paying by direct debit will cost the club less to process and should receive a benefit for doing this. It was proposed to increase the annual subs by £5 to £35 for renewals and by £5 to £43 for new membership however anyone renewing by DD will pay £30 (i.e. unchanged) for a renewal and £40 (an increase of just £2) for new members. There will be no longer be an additional charge for family memberships – as long as at same address – one “primary” member will be named.</p> <p>The DD sub committee is working on the plan to rework paperwork and processes for new members and renewals to be able to sign up whether at exhibitions, on line, by phone etc.</p>	<p>Unanimous</p> <p>Laura & Simon</p> <p>Unanimous</p>
	<p>4 Database status</p>	
	<p>Development of club's membership database has continued: (e.g.: postcodes have been added). Other reports have been added that can also be exported – e.g.: regional members list, event participants (including status – booked,, paid etc). Currently, its primary use is for membership details and Sprint list.</p> <p>Grant has provided a test version to the club office for user testing. Alison stated that she did not understand how to use the proposed database provided. Simon proposed that Grant visit the club office and demonstrate the new version. Unless the office tests the software, all efforts have been wasted. Grant can provide further reports and queries but needs to know the criteria (and information) to create the reports. It would be better if database can be implemented before DD.</p> <p>User trial needed – GC needs to go to club office.</p>	<p>Grant</p>
	<p>5 Trackdays (BH)</p>	
	<p>Track days have gone well this year, the only blip was Snetterton, which showed a loss of £2,000 – probably due to the choice of date - Maunday Thursday. Plans are already under way for 2005: 4 are planned for Northern Ireland, Castle Coombe and others are already in the pipeline. Bernie has discussed dropping Snetterton and moving to Brands Hatch for next year.</p> <p>Following incidents this year it may be necessary to have wrist-bands for future events to identify drivers and their passengers. Silverstone will be investigated as a possible venue.</p> <p>Bernie noted that instructors and proprietors tell us our standards are the highest, he is seeing more “incidents” at track days and is concerned that more inexperienced drivers are taking their cars onto the track and the need for more qualified instructors is likely to increase.</p> <p>Bernie will produce a budget for next year.</p>	<p>Bernie</p>
	<p>6 Factory News</p>	
	<p>The factory is considering holding a TVR Motorsport Festival at Croft, sometime next year, perhaps to include a TVR (Tuscan) challenge race, plus TVRCC CC, plus an invitation race for historic cars and wondered whether the club might like to be involved. All agreed the overture is worth following up.</p>	

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	<p>Need to understand parameters and the basis for undertaking a joint event (e.g. risk and cost sharing)</p> <p>The factory are also proposing to run Performance Technique days in November however, they have given insufficient notice for the club to promote properly.</p> <p>The factory is hosting an end of season Tuscan and GT dinner dance at Blackpool. They have allocated places for 30 couples for TVRCC “great and good”. SAL proposes inviting the Committee and RO’s, Steve Cox and Sprinters and Steve Lewis and Simon Bowes. Simon to send out an email inviting responses. The Club Office to collate.</p>	<p>Bernie</p> <p>Simon/Alison</p>
<p>7 Power & Passion Review</p>	<p>On balance, the weekend was deemed to be a success, despite the 11th hour problems. It was felt that PR was handled well – from the launch of the event at the beginning of the year and in the build up to the event..</p> <p>In fact, TVRCC came extremely close to winning the Event of the Year award at the NEC in October– the winners were the Gordon Keeble club.</p> <p>However, there were many things to be learnt:</p> <ol style="list-style-type: none"> 1. The importance of liaison – with the local RO’s and the committee 2. Documentation must be shared with the committee or directors (e.g.: the signing of contracts and other contractual obligations entered into on behalf of the club). We should not be afraid to use solicitors/outside help. 3. Getting the right venue: preferably car related (care with city centres) –the risks can outweigh the benefits – policing, traffic wardens, etc. 4. Do not enter into contracts with hotels: rather, negotiate rates and recommend hotels for people to book independently. 5. Track day contracts must be signed by Bernie Hartnett. 6. Refer to successful past events and their organisers. We have a wealth of experience from RO’s and previous committee members to draw upon and should not be afraid to call them. <p>Further no one will be reimbursed for club activities unless they have ordered goods and services with a club purchase order (assigned by LS) All invoices must go to club office.</p> <p>All events must have an approved budget for cost and sales – which can be the basis of the approved purchase order.</p> <p>Pietro called for a vote of thanks to Colin Last. – all agreed.</p>	
<p>8 Events Discussion for 2005</p>	<p>Simon welcomed Jeremy Blandford to the meeting who had volunteered his services to the club. Discussion took place on whether a national event that will appeal to median members is still possible when there are so many locally organised and web driven events, Is it time to do things differently? Jeremy would like to get a poll on kind of event members’ want – on web pages.</p> <p><u>2005 Likely Events - TVRCC</u> Back Home –changes at factory mean this is not certain at present. Griff Growl? S Heaven? National Event</p> <p>2005 is the silver anniversary of the Wedge (and the Lilley family buying the factory), which should be marked during the year.</p> <p>Other non TVRCC events will also take place during the year:</p> <p>Le Mans prequalifying 5th June. Le Mans 18/19 June. Currently this is the biggest club event. Goodwood FOS PistonFest BBWF</p> <p>Jeremy offered his services to the club organising events – along with his wife Christine. It was suggested that the committee co-opt Jeremy to the committee. Proposed by Laurence Sayer, seconded by Grant Crouch – Unanimous. JB to contact Laura Hadley (e-group owner) to join the committee e-group JB to be prepared to discuss ideas for 2005 events at next Committee meeting</p>	<p>Ralph and Jeremy</p> <p>Unanimous</p> <p>Jeremy</p>

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	Editorial team are due to put questionnaire in Sprint – space was allocated for event team	Jeremy
9	<p>Insurance Issues Laurence had recently taken a dealers car abroad for 4 days and had to personally a: insure it and b: put up surety. After discussion, it was agreed that test-driving a car from a dealer (e.g. for editorial purposes) is okay as long as it doesn't cost any money or leads the club into any financial loss – (i.e.: the dealer insures the car).</p>	
10	<p>Website suggestions box for committee Ralph tabled some suggestions that had been received from the website.</p> <ol style="list-style-type: none"> 1. Technical seminars – could we organise events on specific subjects such as older cars using commercial sponsors who, as specialists, will in effect be marketing their services at the same time. These could be part of a club event, or undertaken by the provider at their premises and promoted by the club. 2. We should discontinue motorsport sponsorship that has not brought about demonstrable benefit to club. This was discussed: TVR is a racing marque. This year Le Mans members did get a tangible benefit from the teams and the factory as a result of sponsorship, plus more new members joined after the event. However, a consideration for next year is to impose a levy on Le Mans ticket prices so that only racing fans attending Le Mans pay and receive those benefits. 3. Why can't we sell regalia at national exhibitions (eg: NEC)? Exhibitions venues don't allow it, although we are aware that other car clubs do flout the rules However we will re-examine the exhibition contract we sign to see whether there is any way round this. An alternative is to offer to take the money at the show and dispatch the goods afterwards. 	<p>Ralph to follow up</p> <p>Simon to handle</p> <p>Ralph to follow up</p>
11	<p>Selling of Sprint magazine on Ebay implications</p>	
	<p>Pietro stated that non-members purchasing Sprint on eBay will be able to access the members area of the website. It was proposed that the password be changed more frequently – by advising Jon Lowey. We cannot have a membership number based password as the configuration of the site does not allow for this. The alternative is to make to all areas of the website accessible to the public.</p>	Ralph
12	<p>AOB</p>	
12.1	<p>Trade Mark Registration TVRCC has no trade mark registration in place. TVR (Engineering) have car and regalia trademarks registered. Simon proposed protecting the TVR Car Club logos under club services, track days, and rally days and printed matter. The cost is £600 and takes around 6 months. It was agreed to go ahead</p>	Simon
12.2	<p>Nomination for Free membership Jon Lowey has asked George Carter to be nominated for annual (honorary) membership for his continued work in covering events and producing high quality pictures for Sprint. Agreed unanimously.</p>	Alison
12.3	<p>Committee standing for 2005 Simon asked which committees members intended to stand for re-election. Richard Sails, Laurence Sayer, Ralph Dodds, Grant Crouch, Bernie Hartnett, Pietro Abate, and Derek Smith, have all indicated their willingness to stay on the committee if elected. Stewart McQuillian had resigned as competition secretary but wants to know whether we want him to stay on, despite him not having been to a committee meeting since September 2003. Stewart needs to be on line and advise what role he can offer to the committee by the end of November Simon Bowes interested in standing for competition secretary.</p> <p>Pietro Abate will stand for re-election but would like to change from Advertising Manager – interested in RO Co-coordinator. Despite advertising for an Advertising Manager in magazine there has been no response. Advertising brings in £95k pa and needs consistent work during the day and it may be time for this to become a part time role undertaken at the club office.</p> <p>Laura Hadley has indicated she wishes to step down. The vacancy needs to be advertised</p> <p>Nominations/invitations for committee positions need to be advertised in the December issue of Sprint (deadline 12th November) Responses to the Secretary by very early January 2005 for publication of voting papers for February issue of Sprint.</p>	<p>Stewart</p> <p>Simon to talk to Simon</p> <p>Simon to talk with Alison</p> <p>Laura</p> <p>Simon / Derek / Laura</p>
12.4	<p>Date for next committee meeting / AGM Next committee meeting will be 22nd Jan 2005 at Gaydon. The date of the AGM is proposed for 19th February and will include an RO conference on the same day. The venue is likely to be Gaydon, and be a day only event.</p>	

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<p>12.5 Forthcoming Press Coverage: Ralph advised that Classic Cars will have a feature on TVR in the January issue published at beginning of December. Classic and Sports Car want to do something with TVR next year.</p>	
<p>12.6 TVRCC Website We need to get better usage of TVRCC website. It is costing a lot of money to host and manage the discussion forums, but we are not getting enough users. Some committee members use it, but few RO's. It may be a case of use it or lose it, sadly Pistonheads is the preferred discussion forum.</p>	All
<p>12.7 Ralph proposed that The Trevor Wilkinson Trophy for the best restoration of the year be awarded to Ian Massey-Crosse. Location of the trophy to be ascertained.</p>	Ralph
<p>12.8 Richard Sails asked whom he should refer journalists to? Simon- if it is to do with the factory and they are calling during the day, or Ralph (during the evening or for general PR queries)</p>	Simon/Ralph
<p>12.9 Simon asked Alison for Carol Folkard's nomination for "RO of the Year"</p>	Alison
<p>12.10 Richard requested a future committee meeting be held at the Club office.</p>	Laura
<p>12.11 Sprint deadlines December Issue: Deadline, 12 November (latest). Committee and Life Member Nominations for AGM Notices of Subs increase and of DD implementation January Issue: Deadline approx 22nd November (latest). Publish AGM date, time and location February Issue: Deadline 12 January. Voting papers to be included as an insert.</p>	Laura / Simon

5.00 meeting closed.