



*The Pre 1940*

# **MORRIS REGISTER**

*Limited*

## **MINUTES OF NATIONAL COMMITTEE MEETING**

Held Saturday 27 April 2013 at King Edward's School, Edgbaston Park Road, Birmingham,

### **The meeting opened at 10.30**

#### **1. Those Present & Apologies for Absence:**

**President:** Bob Beaumont

**Committee members Present:** John Ford, Tom Bourne, Stephen Gant, Mark Smith, Rob Symonds, Malcolm Dixon, Ken Johnson, Tom Taylor, Geoff Whitehouse, Jim Riglar, John Powell, Tony Nathan, Caroline Harris, Neil Truslove, John Howells.

**Other members Attending:** Anne Riglar, Trevor Willsden, Hilda Johnson, Mike Brears, Val Brears, Pam Lee, Dave Lee, Ray Frampton, John Nagle, Jo Nagle, Tim Harris, Rex Webb, Jane Nathan, Roger Clitheroe, Pat Farmer, Barbara Farmer, Julian Jankowski

**Apologies for absence received from:** Roger Needle, Phil Butland, Gideon Booth, Harry Good, Roy Pidgeon, Margaret Molyneux, Richard Hankinson, Ben Gadsby

**2. Approval of the Minutes of the National Committee of 6 October 2012.** The minutes were approved by a unanimous vote.

**3. Approval of the Minutes of the National Committee of 19 January 2013.** The minutes were approved by a unanimous vote.

The Chairman welcomed those present and summarised highlights of the last few months, particularly focusing on the successful events on the centenary day, Brooklands, and the Bristol Classic Car Show. He welcomed Rex Webb, Julian Jankowski and Pat Farmer attending for the first time, and Ray Frampton after a long absence. Ray thanked members for their sympathy and support following the loss of Audrey.

<b>ITEM</b>	<b>MINUTE</b>	<b>ACTION</b>
<b>4</b>	<b>FINANCE ISSUES</b>	
	<p><b>a.</b> The treasurer summarised the financial position. The accounts are in preparation and show the year ending in a profit. This is due to fewer capital spend items, and saving 1 committee meeting. Subscriptions and spares sales are down, but club shop sales increased.</p> <p><b>b.</b> The treasurer summarised the new arrangements for the Regional Levy, as agreed at last October's President's Conference. A detailed note will be sent to the Regions for them to follow. In responding to questions, it was stressed that this is not intended to encourage spending, neither should it penalise big events. By 13 votes in favour, and 2 abstentions, <b>The National Committee agreed to endorse the mechanism for Regional Funding that was agreed by the President's Conference.</b></p> <p><b>c.</b> The treasurer gave an update on PayPal and Direct Debit. PayPal has been well used for the club shop, and over 60 renewals. Direct Debits are used</p>	<b>SG</b>

	<p>by over 1,000 UK members. He intends to carry out a review of subscription rates, particularly with a view to the discrepancy between UK and Europe members.</p> <p><b>d. Club Trailer.</b> The chairman reported on the review of the Club Trailer. It has not been well used. The insurance costs and its maintenance needs will be a continuing burden. It needs a large vehicle to tow it, and it needs secure storage. We will have to charge VAT on its sale. <b>The National Committee agreed unanimously to the sale of the Club Trailer for not less than £1,500 incl VAT.</b></p> <p><b>e. Club Van.</b> The chairman then reported on the new location for the Club Van, and suggested that the van could in future years be offered to each region in turn to keep it for a year, providing the garaging and the care and attention it would need. This suggestion was welcomed by the meeting.</p> <p><b>f. Club Shop.</b> The chairman reported that Mark Smith had agreed to hand over the club shop, and that Julian Jankowski had agreed to take over. Mark Smith expressed his concern over the way this has been handled. It was agreed that the handover should be complete by the 1<sup>st</sup> June. By 11 votes for, and 4 abstentions, <b>The National Committee agreed that Julian Jankowski be co-opted as club shopkeeper.</b></p> <p><b>g. Insurance.</b> The Secretary reported that the Club's Liability insurance is soon due for renewal, and proposed that a market testing should be carried out. He outlined the public liability cover that we have as a member of MSA for those events that have a Certificate of Exemption. In response to a query from EA region, the MSA does not cover us for having a club stand at events organised by others, and he will make sure this is included in the new liability insurance cover.</p>	<p>SG</p> <p>JF</p> <p>JF</p> <p>MS &amp; JJ</p> <p>TB</p>
5	<b><u>WEB AND IT ISSUES</u></b>	
	<p><b>a. Membership Database.</b> An update report by the database subgroup is at Annex 1. Mark Smith elaborated on the problems that had arisen with trying to introduce a new shared database, and confirmed that the original database will be used until the end of the membership year. <b>The National Committee agreed to the cooption of John Nagle to the Committee as Project Manager for the Membership Database project.</b> John Nagle then outlined the problems with the database, contributed to by computer breakdowns. He emphasised that we must go on with the proposal to split the membership function into 3 roles.</p> <p><b>b. Forum/8mvs.</b> Jim Riglar presented an update on changes to the Forum. The new website was under development, and can email into and out of the forum, giving the functionality similar to the 8mvs but without the repetition. Integrated club shop facility will be included on the web site. New members will be able to be given a website account when they join. John Nagle reported on his "Yellow Pages" project, and agreed that entries should go via him. The EA region asked that a name other than "Yellow Pages" be used.</p>	<p>JN</p> <p>JR</p> <p>JN</p>
6	<b><u>EVENTS</u></b>	
	<p><b>a. National Events.</b> The chairman gave an update on the Cornbury event. Malcolm Dixon gave an update on Thoresby, and requested an increase in the budget. <b>The National Committee unanimously approved a budget of £6,000 for Thoresby. This is higher than last year (£5,217) due to it being a larger event for the Centenary. It will also be offset by £several hundred due to VAT recovery.</b></p>	<p>MD</p>

	<p><b>b. MSA.</b> The secretary gave an update on the revisions to the MSA guidance notes, and linked this to the report on liability insurance under item 4g. He stressed that event organisers should make themselves familiar with the insurance implications.</p> <p><b>c. MSA Representative.</b> Russell Moore has had to resign due to health reasons, and Geoff Whitehouse has volunteered to take on the role. <b>The National Committee unanimously agreed that Geoff Whitehouse be co-opted as MSA Representative.</b></p>	GW
7	<b><u>HISTORIAN ISSUES</u></b>	
	<p><b>a. Archives update.</b> An update was given by John Powell. Agreement has been reached with the MG Car Club to share their facilities at Kimber House. The material is now being prepared for storage, and a formal agreement with MGCC is being prepared.</p> <p><b>b. Publications.</b> The secretary reported on the book recently published by the Bullnose club. Jon Presnells' new book will be published shortly, and will include a number of photos from the Harry Edwards collection which is now with Ken Martin. Harry Edwards left a large volume of draft manuscript which is being slowly sorted and reported on at a future meeting.</p>	JP
8	<b><u>GOVERNANCE AND RULES</u></b>	
	<p><b>a. Governance Subgroup.</b> The Secretary presented the paper at annex 2, covering the recommendation of the subgroup that an executive group is needed to run the club on a day-to-day basis, reporting to the National Committee continuing as the governing body. Mike Brears opposed this, saying it would be an added layer of bureaucracy. Neil Truslove confirmed that a smaller group is needed to run the club. Caroline Harris suggested that this could be referred to the regional committees for their views. There should be effective delegated authority, and clear Roles and Responsibilities set out. <b>The National Committee agreed to the Subgroup's recommendation for an Executive Group, and noted that a detailed paper will be brought to the next meeting.</b></p> <p><b>b. Complaints &amp; Grievance Procedure.</b> The secretary summarised the proposed Complaints &amp; Grievance Procedure (at Annex 3). <b>The National Committee agreed that the Complaints &amp; Grievance Procedure be adopted as Company Policy and that a new rule is to be put to the AGM.</b></p>	TB  TB
9	<b>AOB</b>	
10	<p><b>Date and Venue of Next Meeting</b> The next meeting will be on Saturday 27 July. Provisional venue – Oxford Bus Museum. The meeting closed at 2.15, and was followed by the President's Conference. Post meeting note. The Bus Museum is not available for the next meeting; the venue will be Coventry Motor Museum.</p>	

**Report of Membership Subgroup for National Committee**

**27 April 2013**

**Background**

The subgroup reported to the October meeting on proposed improvements to the database, and the security of and access to the database. The meeting agreed to the use of “Dropbox”. The meeting also agreed to an alternative to membership cards.

**Progress**

An alternative database, that enables multiple access, has been developed and trialled. To avoid confusion, it was decided to keep the existing database as the prime source up to the end of membership renewals. A digital form of “Members’ Vehicle Handbook” was developed and trialled. In view of the complexity of the changes needed to the database, and in view of his knowledge and experience, John Nagle has agreed to act as Project Manager to see through to completion the move to the new database. The outline of this is shown below, and it is hoped to complete this work in time to report to the July meeting.

**The membership database project is defined as follows:**

**Overall purpose:** To enable the burden of the membership role to be shared by a team of three, comprising:

- The core membership secretary role
- Financial role
- Vehicle registrar role

**Core requirement:** that the database is accessible to the 3 members of the team, and is kept in a secure location, with constant backup. DropBox provides the secure and accessible location for the database. Work is in progress to overhaul the mechanism of the database so that it meets the requirement of multiple access.

**Teamwork:** It is essential that the 3 members of the team work closely together as a team, and that their roles are clearly defined and understood. The detail of this will be developed next, but in outline will include:

**1. The core membership secretary role:**

- The main point of contact for new and renewing members
- Processes enrolments and renewals and maintains the database
- Promptly deals with banking of all payments, processes direct debit mandates, etc, liaising with the Treasurer
- Generates mailing list, new member list, and reports for National Committee

**2. Financial role:**

- Accountable for all financial aspects
- Prime point of contact with Teleddebit, PayPal and Bacs,
- Resolves financial queries including Direct Debit queries
- All income data is quickly transferred into the accounting software, so that at all times we keep to highest standards of financial probity and ensure that VAT returns are accurately prepared

**3. Vehicle registrar role:**

- Improved system of data entry

- Initially corrects database to make entries consistent
- Verifies and corrects all new entries
- Maintains and links to the non-digital archives
- Handles queries regarding vehicle records
- Report for web & MoMo on new members' vehicles, with photos if provided

The precise detail of the above will now be developed into detailed role descriptions and brought to the July National Committee for discussion and approval. It is important that all are clear about their roles, and thus avoid misunderstandings. The boundaries between the roles need to be clear, and enable the best possible team working.

**RECOMMENDATION:**

The National Committee is asked to agree to the cooption of John Nagle to the Committee as Project Manager for the Membership Database project

**Report of the Governance Subgroup for National  
Committee 27 April 2013**

**1. Background**

- The Governance Subgroup met in June 2012 and prepared a report for the July 2012 National Committee.
- However this report was not debated by the National Committee
- The report was discussed prior to that meeting by the directors, who thought that issues around the appointment of directors should be addressed first.
- The issues around the appointment of Directors were covered successfully by a resolution to the 2012 AGM.
- We now need to complete this process and take forward the recommendations of the Subgroup.

**2. The Subgroup Recommendations**

The Subgroup recommended:

- i. The National Committee continues as it is, functioning as the Governing Body:
  - Sets policy and direction
  - Approves plan for the year
  - Authorises action
  - Reviews progress
  - This is the “Powerhouse” of the Club
- ii. An Executive Group is needed to run the club on a day-to-day basis:
  - Manages the club on day-to-day basis
  - Coordinates the development of actions authorised by the National Committee
  - Administration of the Company
- iii. The Executive Group should comprise named elected posts from the National Committee:
  - Chairman
  - Secretary
  - Treasurer
  - Membership Secretary
  - Editor
  - Webmaster
  - Plus one Regional Sec to represent the regions

These are all posts that are critical to implementing policy, have routine contact and impact on all members, and it is vital that they are all in close contact all the time.

**RECOMMENDATIONS:**

The National Committee is asked to:

- a. Agree to the Subgroup’s recommendation for an Executive Group
- b. Note that the proposal will be developed in detail, including detailed Roles and Responsibilities, and Terms of Reference, for discussion and approval by the July National Committee

Note that a draft of any rule changes required will be brought to the July National Committee for discussion and approval, and subsequently put to the AGM as a resolution

## COMPLAINTS PROCEDURE

### Introduction

The members' Handbook states: *"Any complaints or grievances concerning the management and administration of the Club at a regional level should be referred to the Regional Secretary. Any other complaints or grievances should be referred to the National Secretary."*

This Procedure provides the detail on how complaints and grievances must be dealt with. It is loosely based on ACAS guidance, which states: *"Grievances are best dealt with at an early stage, informally, with the immediate line manager. However, organisations should have formal procedures in place to handle cases left unresolved."*



### Aim

The aim is to find a solution to all complaints, grievances or disputes as soon as possible and with the minimum of conflict, so that we are not distracted unduly from our prime purpose of promoting the enjoyment of our Morris cars.

### Scope

This procedure applies to complaints concerning the management and administration of the club, and grievances by a member against another member.

### Stage 1 - Informal Resolution

Always try to solve the complaint informally first. Do this as soon as possible – problems don't get better with keeping, they have to be solved! Telephone or meet the member you have a complaint against. Avoid angry emails at all costs, and even more so avoid publicising the complaint amongst other members.



### Stage 2 - Formal Resolution

If your attempts fail to solve the complaint informally, the next step is a formal procedure:

#### **2.1 Regional**

For issues at a regional level, refer the complaint to the regional secretary. Use the phone, or if you feel you have to write, use old-fashioned mail not email. The regional secretary will investigate, and try to broker a solution. Where necessary, the regional secretary will work with one or two others from the

regional committee. If this fails, the regional secretary will hand the case to the national secretary.

## **2.2 National**

Complaints referred by the region, or against a member of the national committee, will be handled by the national secretary and chairman. For communication, use the phone, or old-fashioned mail, not email.

A complaint received by a committee member which is against him/her self shall be acknowledged only and then referred immediately to the national secretary and chairman.

Where a solution is not easy to find, the secretary will convene a group of 2 or 3 national committee members to help. If necessary, the complainant will be offered an opportunity for his complaint to be heard by the group. The complainant may be accompanied at this hearing by another member of his/her choice. The regional secretary should be kept informed of progress.

### **Stage 3 - Arbitration**

If all attempts at a solution fail, or if the complaint is against the national secretary or chairman, the case will be referred to the President for arbitration. He may convene a group of 2 or 3 committee members to help him to arbitrate. If the complaint is against the secretary or chairman this group should preferably be independent committee members from the regions.

Those handling the complaint shall maintain the confidentiality rights of the complainant.

### ***New Rule needed:***

*Any member having a complaint or grievance concerning the management or administration of the club, or a grievance against another member, shall follow the Club's complaints procedure.*