



*The Pre 1940*

# **MORRIS REGISTER**

*Limited*

## **MINUTES OF NATIONAL COMMITTEE MEETING**

Held Saturday 27 July 2013 at Coventry Transport Museum, Millennium Place, Hales Street, Coventry

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

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

**President:** Bob Beaumont

**Committee members Present:** John Ford, Tom Bourne, Stephen Gant, Phil Butland, Malcolm Dixon, Ken Johnson, John Powell, Tony Nathan, Neil Truslove, Roy Pidgeon, John Nagle

**Other members Attending:** Trevor Willsden, Hilda Johnson, Pam Lee, Rex Webb, Jane Nathan, Pat Farmer, Christine Truslove, Richard Hankinson

**Apologies for absence received from:** Roger Needle, Rob Symonds, Tom Taylor, Geoff Whitehouse, Gideon Booth, Jim Riglar, Anne Riglar, Julian Jankowski, Harry Good, Caroline Harris, Tim Harris, John Howells, Margaret Molyneux, Mike Brears, Terry Horn

#### **2. Approval of the Minutes of the National Committee of 27 April 2013.** The minutes were approved by a unanimous vote.

#### **3. Matters Arising**

The chairman reported that no adequate offer has been received for the club trailer, so recommends we keep it for the time being. It came in very useful at Cornbury  
The secretary reported that after market testing, the club all risks insurance had been renewed with Peter Best. Clarification had been given on the scope of cover.

#### **4. Welcome and Chairman's Report**

The Chairman welcomed Roy Pidgeon and Richard Hankinson attending for the first time. He reported on the Cornbury centenary event, "the best ever", thanks to the MMOC and other Morris clubs. The special edition hard-back copy of the centenary book will go into the archives, and the centenary paper weight will be given to Roger Needle to look after on behalf of the club. The BNMC event at Gaydon was well supported, and Thoresby looks like being the biggest ever. He concluded by thanking all those involved.

<b>ITEM</b>	<b>MINUTE</b>	<b>ACTION</b>
<b>5</b>	<b><u>FINANCE ISSUES</u></b>	
	<b>a. Financial Reports.</b> The treasurer presented the draft final accounts for 2012/13. Turnover is up, as is subscription revenue. We saved on travel, but postage is up. MoClub Ltd is now virtually dormant. <b>The Directors present voted unanimously to approve these accounts.</b>	
	<b>b. Update on Direct Debit.</b> The treasurer reported that we currently use Lloyds Teleddebit, which is "State of the Ark", being paper based and complicated to manage. He has identified "GoCardless", which costs about	

	<p>the same, but only works if the member is on email. About 300 direct debit members are not on email. We would have to email all members who pay by DD asking them to transfer. This would not breach the security of members' bank details. The Committee agreed to further testing, and report back to the next meeting.</p> <p>c. <b>Review of Subscriptions.</b> The treasurer gave an update on his review. Major cost is printing and postage. Malcolm pointed out that Thoresby is normally £2 per member not 3. It seems that the rates for UK are about right, but Europe and RoW are low. It was <b>agreed</b> that this should be put to the October President's Conference for discussion on how best to resolve the discrepancies, together with the provisional budget for 2014/15. This will then be fed back to the Holland Group for their November meeting.</p>	<p>SG</p> <p>SG</p>
6	<p><b><u>GOVERNANCE AND RULES</u></b></p>	
	<p>a. <b>Governance Subgroup.</b> The secretary presented the paper (annex 1) giving the detailed roles and responsibilities for the proposed "Executive Team", stressing that this was not an added layer of bureaucracy, but essential to the day to day management of the club, and to share some of the burden that now rests on the chairman. In discussion, it was suggested that we need to make clear to members that the national Committee will still be the Governing Body responsible for policy, and will not loose control. At least one regional secretary should be on the team, to represent the interests of the regions. It was suggested that the team be called the "management team". <b>The National Committee agreed to the Roles and Responsibilities for the National Committee and the Management Team, and note that the Terms of Reference will be developed in more detail as we go ahead.</b></p> <p>b. <b>Directors.</b> In parallel with the above, the subgroup has looked in detail at the roles and responsibilities of the directors, and now proposes that there should be 3 directors, they should be members of National Committee, their role should be only to meet statutory need and approve accounts, they should have no other function, and they would continue their role on Committee. The directors have agreed to this proposal. <b>The National Committee agreed to the proposed changes to the roles and responsibilities of directors.</b> The rules will now be redrafted and circulated to the committee.</p> <p>c. <b>Club or Company?</b> The secretary said he thought we had become unduly focussed on the company not the club. This shows particularly in the rules, and some of our promotional material. It was pointed out that many companies use the term "xx Company Ltd trading as yyy". <b>The National Committee agreed that this change in emphasis should be built into the changes to the rules, and that options for a new "strap line" for our letterheads and publications be brought to the October President's Conference for discussion.</b></p> <p>d. <b>The "Register" and data policy issues.</b> John Nagle lead a discussion on the paper at annex 2, and stressed the need for a "register" of members and their Morris vehicles to be on the members only area of the web site, so that members can find out who's who, and who has similar vehicles, etc. <b>The National Committee agreed to the proposal that a full register of members be posted in the password-protected area of the website.</b> Tom Bourne reported on discussions with the Information Commissioners Office on Data Protection issues. The proposed Register is in keeping with our objectives as a club and poses no data protection issues, providing our</p>	<p>TB</p> <p>TB</p> <p>TB</p> <p>JN/JR</p>

	<p>policy is revised and adhered to. <b>The National Committee agreed that paragraph 7 of the Data Policy be amended as shown.</b> John then pointed out that with a substantial number of members opting out of this, the register loses much of its usefulness, and makes it very difficult to manage the database processes. About 85 members currently opt out. <b>The National Committee agreed to the amended declaration on the enrolment form, and that a letter be sent to those members who have currently opted out, inviting them to opt in.</b></p> <p><b>It was also agreed that the leaflet should be revised and re-issued.</b></p>	<p>TB</p> <p>JN/TB TB/JN/ RS</p>
7	<b><u>CLUB SHOP</u></b>	
	<p>John Ford reported that proposals were in hand to put the club shop onto the web site, linked to a PayPal button. Windscreen stickers have been commissioned, and will be included in new member packs. It was agreed that the club shop should be in the public area of the web site.</p>	JJ/JR
8	<b><u>WEBMASTER REPORT</u></b>	
	<p>The webmaster reported as follows:  Transfer of data from old website – The vast majority of data has been transferred to the new site. Regional Newsletter archives and some details of regional &amp; national meetings are outstanding.  Users – 465 members have registered to access the members' area of the website. All are also registered for use of the forum.  Club Shop – An on-line facility to support the Club Shop is in development. It is hoped that this will go live in stages during AUG 13.  8MVS mailing list / Forum. Subject to final testing of e-mails to/from the forum, proposals will be made to transfer registered 8MVS users to the forum.  Pre-War Minor Network – Work to host the PWMN website within the Morris Register's contracted allocation with its Internet Service Provider is outstanding.  There followed a brief discussion.</p>	
9	<b><u>SPARES</u></b>	
	<p>The report by Tom Taylor (annex 3) had already been circulated. Tom Bourne reported on a meeting that he and Tom Taylor had with Richard Hankinson and Lindsay and David Smith, stating that he and Tom felt able to recommend them for cooption to the national committee. <b>The National Committee agreed to co-opt Richard Hankinson as Spares Secretary, and Lindsay &amp; David Smith as Spares Officers.</b> Richard said that on behalf of Lindsay and David and himself he was pleased to accept the cooption. He suggests setting up a network of model specialists to provide advice.  On behalf of the committee and the club as a whole, the chairman expressed gratitude to Tom Taylor and Graham &amp; June Naylor for all the work they have done.</p>	
10	<b><u>EVENTS</u></b>	
	<p>a. <b>Thoresby.</b> Malcolm Dixon went into the detail of Thoresby for this year, and stated that he had not yet reached an agreement with the management for next year. He will continue to negotiate for a new 3-year term. It was agreed that the issue of alternative venues should be taken to the October President's Conference. There was then a vote of thanks to Malcolm and his team.</p> <p>b. <b>Beaulieu.</b> Volunteers are needed to run the stall that has already been booked.</p>	

	c. <b>NEC.</b> John Ford outlined the arrangements for the Centenary display at the NEC. Morris Register will contribute £5,000 towards the costs. Volunteers will be needed to man the stand.	
11	<b><u>MEMBERSHIP</u></b>	
	John Nagle outlined the work in progress to restore the database and to divide the task into a team of three. The treasurer will look after the direct debits. He proposed that the term “enrolment secretary” should not be used and we should stick with Membership secretary. This was agreed. This post will be the team leader, and the first point of contact for members. He also suggested that the regional membership secretaries should have a clearer role in recruitment and in following up lapsed members. <b>The National Committee agreed to the creation of the new post of Vehicle Registrar, and agreed to co-opt Jane Nathan to Membership Secretary and Mike Brears to Vehicle Registrar. The National Committee also agreed to consider a payment to John Nagle's son in law for his work in repairing/modernising the membership database.</b>	
12	<b><u>AGM</u></b>	
	Details of the nominations were discussed, these will be as shown in the proxy voting slip	
13	<b><u>OFFICER REPORTS</u></b>	
	<p>a. Tom Bourne reported his intent to step down at the 2014 AGM. It was suggested he make his intentions public, and work to encourage volunteers.</p> <p>John Ford thanked Phil Butland for his outstanding work as treasurer. John Ford reported on a press day at Lavenham Press that he and Rob Symonds had attended. The meeting agreed to his suggestion for an 8-page supplement for Thoresby in the magazine.</p> <p>Ken Johnson is doing a final report, and the meeting expressed gratitude to Ken for his work with FBHVC. Ken will stay on as vice president.</p> <p>b. Regional Reports</p> <p>Chilterns – success of Cornbury, new venue for noggin</p> <p>East Mids &amp; Yorkshire – noggins are doing well, but not much action by members at shows</p> <p>Midlands – success of the centenary tour, 21 vehicles took part</p> <p>North West – Town Hall event was a success, possible Isle of Man trip next year</p> <p>East Anglia – good year so far, Essex noggin going well</p>	
14	<b>AOB</b> Tony Nathan reported that the club lorry is to lose its winter quarters. John Ford recorded that it can go where the club van now is. The lorry needs a specialist driver, and we hope that Laurie will input into a handover to the new driver. Any decision on the future of the lorry should be deferred, but there was a strong view that we should keep it rather than sell it. The suggestion that the van could be let to the regions in turn should be discussed at the October President’s Conference.	
15	<b>Date and Venue of Next Meeting</b> The next meeting will be Saturday 5 <sup>th</sup> October at The Blunsdon House Hotel, Swindon, Wiltshire	

## **Report of Governance Subgroup for National Committee 27 July 2013**

### **1. Background**

The National Committee of 27 April agreed to the Subgroup's recommendations, which were as follows:

- a. 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
- c. 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.

This paper gives the required detail of the Roles and Responsibilities and Terms of Reference.

### **2. Roles and Responsibilities**

**The National Committee** will continue as the Governing Body of the Club. The National Committee will consist of:

- an (elected) executive team,
- regional secretaries,
- specialist officers - co-opted members having specialist administrative (non-executive) roles.

The overall make up of the national committee will remain the same; the individual roles and responsibilities will be as follows:

#### **Executive Officers**

These will be elected at an AGM, and will be the following named posts: Chairman, Secretary, Treasurer, Membership Secretary, Webmaster, Editor, and National Rally Organiser. They may co-opt members as necessary onto the executive team.

#### **Regional Secretaries**

All Regional Secretaries will continue to be members of the National Committee. They may delegate their vote to another member of the Regional Committee if unable to attend. Each region should only have one vote on the National Committee, no matter how many regional committee members are present.

#### **Specialist Officers**

The list of specialist officers may be added to or reduced as and when the National Committee agrees that a role is needed or no longer required. The Specialist Officers may either be co-opted by the National Committee or be elected by members at the AGM. The former is preferred, as it will be more flexible. The list of specialist officers would be presented to every AGM for confirmation. Specialist Officers will continue to have full voting rights on the National Committee.

#### **Sub-Groups.**

Wherever possible the development of new areas of activity, or the review of existing, should use sub-groups, with the members drawn from within the National Committee, or more widely within the Club, in order to gain the maximum amount of commitment.

## **Meetings.**

The National Committee should meet at least twice a year, but could continue at 4 times for the time being until the new arrangement beds in.

The Executive team will meet as necessary.

## **Summary of roles:**

- **Role of National Committee (Governing Body):**
  - Sets policy and direction
  - Approves plan for the year
  - Authorises action
  - Reviews progress
- **Role of Executive team:**
  - Manages the club on day-to-day basis
  - Coordinates the development of actions authorised by the National Committee

## **3. Terms of Reference**

### **National Committee**

Comprises the elected Executive officers, Specialist Officers and Regional Secretaries

- Representative governing body of the club
- Represents the views and opinions of members
- Sets the policy and direction of the club
- Monitors the implementation of agreed policy decisions
- Agrees any significant deviation from agreed policy
- Agrees a plan for the year and monitors progress
- Approves any significant changes in the structure/operation of the club
- Power to co-opt specialist officers (the term of office of a co-opted member shall cease when the reason for their cooption is completed)
- Approves the acquisition and disposal of capital assets
- Power to delegate to a regional committee, or to revoke such delegation
- Oversight of the operations of the regional committees
- Power to appoint sub-groups when necessary to carry out defined duties, and to accept or reject the recommendations of such groups.
- Agrees budget for the year
- Approves any spend outside the approved budget exceeding (£1,000/£2,000???)

### **Executive Team**

Comprises the elected executive officers

- Develop/propose changes to administrative procedures
- Approve accounts
- Approve changes to subscriptions within limits agreed by the National Committee
- Oversees and coordinates the implementation of policy and actions agreed by the National Committee
- Transaction of all urgent business between meetings of the National Committee, reporting such transactions to the next meeting of the Committee
- Prepares a plan for the year, and a budget, for approval by the National Committee
- Coordinates the delivery of all services to members
- Approve admission of new members and refusal to admit
- Disciplinary procedure / ejection of members
- Procedure for dealing with committee members/directors who are underperforming
- Monitor spend against the agreed budget

- Approve spend outside budget up to (£1,000/£2,000???)
- Approve spend on the routine maintenance of the club's vehicles
- Share views on progress, and work together to resolve routine problems
- Meet as necessary, and also conduct business by email, phone and Skype

#### **4. Recommendation**

**The National Committee is recommended to agree to the Roles and Responsibilities for the National Committee and the Executive Team, and note that the Terms of Reference will be developed in more detail as we go ahead.**

## **ANNEX 2**

### **The “Register” and Data Policy Issues**

#### **Background**

- The data policy, together with proposed changes to the declaration on the enrolment form, was agreed by the January 2013 National Committee.
- The October 2012 National Committee noted that proposals for an alternative to the previous printed “Handbook” were under consideration by the database subgroup, and would be brought to a future meeting.

#### **1. The “Register”**

The previous report of the subgroup recommended a “Members Vehicle Register” that would include name, rough location i.e. county or country, phone number, email address and vehicle details. This was made available for a short time in the password protected Forum area of the previous website. With the increased security available in the new website, it is now proposed that a full “Register” of members address and vehicle details should be made available in the members-only password protected area of the website. It is believed that this will be in keeping with the purpose of the club as a “register”, and will enhance the benefits of membership by enabling easy communication between members.

#### **Recommendation**

**The National Committee is invited to discuss and agree to the proposal that a full register of members be posted in the password-protected area of the website.**

#### **2. Data Policy**

The above proposal, if approved, will necessitate a change to paragraph 7 of the previously approved Data Policy:

~~The Club will compile a “Members’ Vehicle Register”, which will be available to all members. This will show name, rough location i.e. county or country, email address, telephone number, and details of eligible Morris vehicles owned. A member may opt to have any or all of their data withheld from the “Members’ Vehicle Register”. On ceasing to be a member, the personal and vehicle data will be removed from the “Members’ Vehicle Register”.~~

**Members’ name, rough location i.e. county or country, phone number, email address and vehicle details will be published in the Club Magazine on joining. Members full**

address and vehicle details will be included in the “Register”, which is made available to members only. Members may opt out of this by notifying the membership secretary. On ceasing to be a member, the full address and vehicle data will be removed from the “Register”.

## **Recommendation**

**The National Committee is recommended to agree that paragraph 7 of the Data Policy is amended as shown.**

### **3. Opting Out**

The present enrolment form includes tick boxes to enable new members to opt out of their personal and address details being made available as described above. On the advice of the Information Commissioners Office, it is essential to provide such an opt-out. However, it is believed that it will be in the interests of maximising the usefulness of the proposed “Register” to members if the tick boxes are removed from the enrolment form, thus increasing the up-take of entries in the Register. This is also in keeping with a proposal to simplify the enrolment form.

It is proposed that the declaration on the enrolment form be amended to:

**I wish to become a member of The Pre 1940 Morris Register Limited.**

**If my application is approved, I agree to abide by the Rules and Articles of Association of the Company (link). I agree to accept a liability of not exceeding £1.00 should the company be wound up through insolvency while I am a Member, or within a year after I cease to be a Member.**

**Members’ personal and vehicle data will be held on a computer database, subject to the provisions of the Club’s Data Policy (link).**

It is also proposed that a letter be sent to all those members who have opted out, encouraging them to opt in, explaining the benefits that it will bring to them and to the club as a whole.

## **Recommendation**

**The National Committee is recommended to agree:**

- a) To the amended declaration on the enrolment form.**
- b) That a letter be sent to those members who have currently opted out, inviting them to opt in.**

## **ANNEX 3**

### **The Spares Service Report**

I have mixed feelings about presenting this report to the Executive Committee. This is my last report as Secretary to the Spares Service and I do not know which emotion to feel, either sadness or excitement – or perhaps a little of each.

My involvement began back in the autumn of 2005 when the newly elected Chairman Dave Harris bought me a drink and asked me to do him a favour. Eight years on and Dave has gone to the workshop in the sky and it is now time for me to take a back seat. Initially working with Ralph Winstanley as Spares Officer until his untimely accident, the Service has prospered thanks to the



industry and enthusiasm of Graham and June Naylor acting as Spares Officer and unofficial assistant. The Service is in good health and has not required a penny of financial support from the Club coffers in any of the past eight years. There are no issues of any kind to report today.

Subject to approval through the appropriate channels, we will have a new Spares Service team to welcome from September. Richard Hankinson from Llanfyllin in Powys, Mid-Wales will become Spares Secretary undertaking my role as first contact, whilst husband and wife team David and Lindsay Smith (Hall?) from Portishead near Bristol will take on the Spares Officer roles currently undertaken by Graham and June in managing the stock and dealing with sales and purchases. The trio have kindly volunteered their services and responded to recent advertisements in Morris Monthly.

Secretary Tom Bourne and I met the three volunteers on 1st June to discuss a number of options, the most feasible of which emerged as a continuation of the status quo but with changes in personnel described above. No doubt Richard, David and Lindsay will wish to operate the Service in their own way, perhaps using practices and procedures embracing new technology in ways which computer dinosaurs like Graham and I have not really been able to achieve. We will both remain on hand to help during and after the transition and we wish them well in their roles.

The Service is currently in semi-hibernation to enable the changes to be made, most critical of which is the movement of stock from its current home in Oldham to its new abode near Bristol. This will involve hiring a large van for two or three days of a size and axle loading capable of taking the weight of the stock, and the loading and unloading at each end of the journey. Offers of assistance at either end will be gratefully received.

Tom Taylor, Spares Service Secretary, 19<sup>th</sup> July 2013