



The Pre 1940

MORRIS REGISTER

Limited

MINUTES OF NATIONAL COMMITTEE MEETING

Held Saturday 28 January 2012 at the King Edward School, Edgbaston, Birmingham

The meeting opened at 11.40

1. **Present:** Bob Beaumont, Ken Johnson, John Ford, Tom Bourne, Mike Brears, Dave Harris, Mark Smith, Rob Symonds, Malcolm Dixon, Tom Taylor, Russel Moore, Jim Riglar, John Powell, Anne Riglar, Norma Cook, Caroline Harris, Trevor Willsden, Paul James, Celia James, Stephen Parkes, Hilda Johnson, Gloria Harris, Val Brears, Tim Harris, Laurie Cook, Pam Lee, Dave Lee, Roger Needle, John Nagle, Jo Nagle, Roger Clitheroe, Stephen Gant, Dave Lawton, John Bates
2. **Apologies for Absence:** Gideon Booth, Terry Horn, Neil Truslove, John Howells, Margaret Molyneux, Colin Belcher, Christine Truslove, David Molyneux, Ken Martin, Michael Taylor, Roy Caddick, Chris Lambert, Phil Butland, Doug Townsend, Michelle Smith.
3. **Approval of the Minutes of the President's Conference of 1 October 2011**
4. **Matters Arising** – none

ITEM	MINUTE	ACTION
a	Strategic Plan	
	<ul style="list-style-type: none"> • The Board has agreed that we adopt a Strategic Plan for the year. • The content of this was briefly described, followed by a short discussion • Plan is to be circulated with the minutes, and members asked to provide comments with a view to it being adopted. Attached at Annex 1. 	TB
b	Roles and Purposes of Committees and Board	
	<ul style="list-style-type: none"> • In the light of discussions at previous meetings about the need to differentiate between the roles of the National Committee and the President's Conference, revised proposals were presented for discussion. • Proposed that the President's Conference should be re-launched at the April meeting • Agreed it should be re-named "Members' Forum" • Publicise in March Magazine 	BB/TB
c	Meeting Cycles.	
	<ul style="list-style-type: none"> • Linked to item b, some alternative options for meeting cycles were presented for discussion. • Proposed that the President's Conference should remain twice a year, and held following the National Committee on the same day. 	BB/TB



The Pre 1940

MORRIS REGISTER

Limited

d	Budget and Subscriptions for 2012/13	
	<ul style="list-style-type: none"> • JF summarised the financial situation as reported by the treasurer • Due to heavy one-off spend on a number of items this year, it will be difficult to fund the Regional Levy this year • Also we need to build up some reserves to fund special events for the 2013 centenary year • Agreed that subscriptions should increase by 75 pence • Agreed that the regions should be asked if they will forgo the levy for this year, if they have sufficient reserves. 	MS TB
e	Finance Review	
	<ul style="list-style-type: none"> • It is proposed that we undertake a financial review. The brief for this is at Annex 2. • The committee discussed and agreed the scope of this review. • Linked to this is a proposal to review the way that regional activity is funded. The draft brief for this is at Annex 3. The committee discussed the scope of this review. • Agreed that the review team should be the treasurer, assistant treasure and chairman, in consultation with the regional secretaries. • The regional funding review should include a review of the levy content of the subscriptions 	PB/JF/SG
f	Spares Service	
	<ul style="list-style-type: none"> • The Spares Secretary presented his report to the meeting. • A stock take is in progress • With the impending retirement of the Spares Secretary and Officer, there is an opportunity to review the Spares Service and re-model it as necessary. • The committee discussed the way ahead for such a review, and a number of suggestions were made, which will be fed into the review. • There was a strong agreement that a spares service is a very important component of the Club's service to members. • An advert for a replacement Spares Secretary should be included in the Magazine, so that he/she can take a role in the review 	TB/TT
g	Events for 2012	
	<ul style="list-style-type: none"> • There was a brief discussion around the key events proposed for the year. • Uncertain whether we will take part in the Manchester show 	



The Pre 1940

MORRIS REGISTER

Limited

h	Silverstone	
	<ul style="list-style-type: none"> • There was a presentation by John Bates on possible Morris Register involvement in this MG Car Club event “MG Live” on 23/24 June 2012. • It is a massive event with much activity and much to see • Morris Register would have a designated area with a marquee, and a designated parking area • Agreed that we should go ahead with this • Volunteers needed from the Midlands and Chilterns regions. 	JF Midlands Chilterns
i	Centenary Year	
	<ul style="list-style-type: none"> • There was a discussion around events for the 2013 centenary year • A calendar of events will be in a dedicated page in the magazine • There will be a “centenary website” promoted by the grouping of Morris-related clubs • The regions should be encouraged to each promote a special centenary event • Coordinating group should be John Ford, Roger Needle, and Regional Events Secretaries 	RS S Parkes Regions JF/RN Regions
j	Nuffield Place	
	<ul style="list-style-type: none"> • There was a brief discussion led by Bob Beaumont around the possibility of sponsorship towards the National Trust’s (NT) purchase of Nuffield Place (NP). • NP is due to open in April. NT have almost reached their funding target • Wolseley Register are doing a fundraising centenary run this year • Possible that we may be able to place a Morris there, but not yet • NT have committed that funds raised will be dedicated to NP and not go into wider NT coffers • Agreed we should have a raffle for Nuffield Place at Thoresby 	MD/BB
k	MoClub transfer of assets	
	<ul style="list-style-type: none"> • An update was given by Mike Brears • The Pre 1940 Morris Register Ltd now owns 8 of the 12 shares in MoClub Ltd, and therefore has a controlling interest • Agreed that the directors of MoClub Ltd should be the same as the directors of the Pre 1940 Morris Register Ltd 	MB



The Pre 1940

MORRIS REGISTER

Limited

l	Cooption of Assistant Treasurer	
	<ul style="list-style-type: none"> • JF reported that Phil Butland has announced his intention to stand down as treasurer • The committee agreed to the cooption of Steve Gant as Assistant Treasurer • Steve introduced himself as a chartered accountant, and formerly the chief accountant for an American multinational • The chairman welcomed Steve onto the committee 	
m	Oxford Bus Museum	
	<ul style="list-style-type: none"> • John Nagle and Roger Needle presented proposals for discussions with the Oxford Bus Museum. See Annex 4 • The meeting is proposed for 14 February • They will report back to the next meeting • The legal status of the museum was questioned, e.g. is it a community interest company? 	JN/RN
n	Computer Systems / Membership database	
	<ul style="list-style-type: none"> • John Nagle and Dave Lawton gave a presentation on options for computer systems that will enable a secure location for the membership database and other functions. • There would be a team of 3 – membership secretary, direct debits officer, and vehicle registrar, each with full access to a database that would be on the club server • There would be 4 levels of access and confidentiality • The non-confidential part of the database could be read by members using Excel, thus saving the costs of printing the handbook • The cost will be £120 per licence for MS Access • Agreed that development work should continue, and a ready-to-go proposal presented to the next meeting 	JN/DL
o	Pre War Minor Network	
	<ul style="list-style-type: none"> • John Nagle and Dave Lawton reported that the requirements for integrating the PWMN into the Register would be included in the review of computer systems • This will include a re-design of the Forum • Agreed this work should continue and report to next meeting 	JN/DL
p	Revision of Minor Manual	
	<ul style="list-style-type: none"> • John Nagle reported on his work in progress to revise the Minor Manual • He will report to next meeting 	JN



The Pre 1940

MORRIS REGISTER

Limited

q	Vehicle Registrar	
	<ul style="list-style-type: none"> The committee agreed to the creation of the post of Vehicle Registrar This proposal is linked to item n above A specification was presented, see Annex 5, on which comments were invited 	
	Executive Reports	
	<ul style="list-style-type: none"> The Secretary repeated his intention to step down no later than the AGM in 2013. A new assistant secretary is needed to commence the hand-over process The Membership Secretary proposed the purchase of a franking machine, which would save time and money on postage. This was agreed The Editor reported a good flow of articles, and a wish for more colour pages. The committee agreed to his proposal that an Assistant Editor be recruited. Advert to be placed in the magazine The Webmaster is working on the new password system, and will move the Forum into the public area of the site. He has found a way to archive the old mvs emails 	<p>MS</p> <p>RS</p>
	Regional Reports	
	<ul style="list-style-type: none"> West region report that arrangements are in place to continue a club presence at Beaulieu 	
	AOB	
	<ul style="list-style-type: none"> Another clarification of when cover from MSA is needed for a Touring Assembly was given. This should be put into the March magazine The price list for the Club Shop is to be revamped and updated to reflect current availability The Chairman proposed a “Chairman’s Centenary Fund” to raise funds for 2013. This was welcomed by those present 	<p>TB</p> <p>MS</p>
	Date of Next Meeting	
	Possibility of changing this from 21 April to an alternative date, to avoid clashing with Drive it Day and the Bristol Classic Car Show is to be investigated	



The Pre 1940

MORRIS REGISTER

Limited

ANNEX 1

MORRIS REGISTER – STRATEGIC PLAN 2011/2012

Why do we need a Strategic Plan?

- Help us to agree we're all going in the same direction
- Clear about where we're going
- Able to review whether or not we got there!

OUR AIMS, VALUES AND TARGETS

The incoming chairman asked the Committee to adopt as follows:

- Aim – consolidation and growth
- Value – a culture of volunteering
- Target – 2,013 members by 2013

These will underpin our strategic plan for 2011/2012.

The Board of Directors proposes a strategic plan comprising the following themes:

THEME 1 – CONTINUOUS IMPROVEMENT

Aim - Continuous improvement in the services we provide to members, principally the magazine, website, events and spares service.

Responsibility – all national and regional committee members

THEME 2 - FINANCIAL MANAGEMENT

Aim – to enable us to minimise subscriptions increases, particularly in view of the prevailing economic climate.

Scope – review all areas of spend, to identify potential savings without compromising quality of delivery. Review financial procedures and budgeting. Review regional levy and alternatives. Possibility of de-registering for VAT.

Responsibility – Treasurer, Assistant Treasurer, Chairman

THEME 3 – SPARES SERVICE

Aim – to enable members to have best access to spares at competitive prices

Scope – Review current situation and other sources of spares provision. Redefine the role of the club in spares provision.

Responsibility – Chairman, Secretary, Spares Secretary



The Pre 1940

MORRIS REGISTER

Limited

THEME 4 – HISTORIAN ROLES

Aim – to fully re-allocate the work previously done by Harry Edwards.

Scope – DVLA Authentication Officer (now in place). Panel of Historians covering the range of Morris models. A vehicle registrar to complete records of cars owned by members. An Archivist to oversee the archive material, which is to be fully catalogued and lodged in the Oxford Bus Museum. Vehicle Registrar to work with the Membership secretary.

Responsibility – Secretary and Chairman

THEME 5 – 2013 EVENTS

Aim – the best possible events for the club to celebrate 2013, and maximum publicity for the Centenary

Scope – Club national events, regional events, and joint events with other Morris Clubs

Responsibility – Chairman, Events Secretary, Regional Events Secretaries

THEME 6 – STRUCTURES

Aim – to put in place structures to enable Directors and the Committee to operate most effectively.

Scope – define the purpose and role of the Board of Directors, to re-define the purpose of the President's Conference, and agree a suitable pattern of meetings

Responsibility – Secretary, Chairman, President



The Pre 1940

MORRIS REGISTER

Limited

ANNEX 2

FINANCIAL MANAGEMENT REVIEW

1. **Introduction.** It is proposed to carry out a review of all aspects of financial management for the Club. We see as a priority the need to freeze subscriptions, particularly in view of the prevailing economic climate; also, the adopted target for membership numbers to rise to 2.013 by 2013 may be threatened if subs increase. We wish to see no decline in the quality of front-line services to members, particularly the magazine and the web site. In addition, we wish to ensure that the best financial procedures are in place, so as to minimise the exposure of the Club to financial risks.
2. **Scope of the Review.** The review should include the following:
 - a. Devise a budgeting procedure, and prepare a budget for the coming financial year 2012/13, assuming no increase in subs, and using 2 growth scenarios, level membership, and growth by 100 members.
 - b. A review of financial management procedures, particularly related to the approval and recording of commitments to spend. Identify all financial risks, and propose strategies to manage them.
 - c. Investigate the potential to de-register for VAT
 - d. Suggest alternatives to the Regional Levy for funding activity within the regions
 - e. Other aspects as proposed by the review team.
3. **Timescale for the review.** The draft budget and draft financial management procedures should be complete and submitted to the January National Committee meeting for approval. The other aspects should be reported at the April meeting, to enable adequate discussions, with a final report following discussions and acceptance of the recommendations.
4. **The review team** will be led by the Treasurer and Assistant Treasurer, working closely with the Chairman and Secretary, and drawing on any other Board or Committee members they feel appropriate.



The Pre 1940

MORRIS REGISTER

Limited

ANNEX 3

DRAFT - Review of Funding for Regional Activity

Background

We feel that there is a need to review the way we fund regional activity. The Regional Levy has been in place for many years, and is not necessarily the best mechanism for the future funding requirements of regional activity. I want the committee meeting on the 28th to consider this issue, and to agree how a review should be undertaken, so that we can implement any changes during 2012.

The regional levy was introduced many years ago, initially at £1 per member, and then more recently increased to £2 per member. The main expenditure this was intended to cover was the production of regional newsletters.

Principles

The aim will be to ensure that we are fully accountable to members for how their money is spent, and that together we can all demonstrate the highest possible standards of financial stewardship.

Regional funding should be for the benefit of all members as far as possible.

Review Stage 1

This will be by a survey of the regions, to find their current practice and the views of the regional committees.

Survey questions:

1. Consider and agree on the types of regional activity that are eligible for National funding
 - a. Regional overheads, correspondence, holding committee meetings, etc
 - b. Staging major nationally important events, exhibitions, shows, etc, eg Bristol Classic Car Show, or a Club Stand at a major show in the region.
 - c. Publicity, promoting the club and club events
 - d. Noggins and social events
 - e. Local runs and trips
 - f. MSA Touring Assembly fees
2. For the current and the previous financial year, please provide details of the region's income:
 - a. From the regional levy
 - b. From other sources
 - c. The current bank balance
3. For the current and previous financial years, please provide an analysis of the region's expenditure using the categories in point 1 above.
4. Please provide an estimate of your spend for the coming year, using the above headings.
5. Please provide views on alternatives to the Levy for the funding of regional activities.

Review Stage 2

Analyse responses, and compare and contrast different funding mechanisms. Report to April meeting.



The Pre 1940

MORRIS REGISTER

Limited

ANNEX 4

Oxford Bus Museum

After a meeting with Roger Needle concerning the proposed cooperation and pooling of certain resources with the Oxford Bus Museum, we came to the following conclusions for an agenda for a meeting with them.

1 We could offer them: -

- a. Events at the Museum
- b. Adverts in Morris Monthly
- c. Extra Manpower
- d. Help with restoration and parts
- e. Access to our archives
- f. Additional exhibits

2 They could offer us: -

- a. Storage for our archives
- b. Meeting rooms for National and Regional meetings together with catering
- c. Publicity for the Register in the Museum

We would need to draw up some formal agreement of any arrangements made.

If work is required at the Museum, BMW should be contacted to help with finance in addition to asking for support at the Centenary rally.

A meeting with the Museum is being arranged for February 2012, on the assumption that both the Morris Register Board and the meeting on Jan 28th support this initiative.

John Nagle
Roger Needle



The Pre 1940

MORRIS REGISTER

Limited

ANNEX 5

Morris Register

Vehicle Registrar – purpose and role

1. Proposal:

That we seek to appoint a Vehicle Registrar as soon as possible.

2. What did Harry do?

After Rose and Arthur had processed the membership data, the form was sent on to Harry. He corrected any errors in the info supplied by the member, e.g. model year, and added any notes from his records, e.g. previous owners. Passed the forms on to the regional secretary, and entered into his own register.

3. Where are we now?

All info on member and their vehicles is entered onto the database by the Membership Secretary. Data is sent in Excel form to the national committee every month. Data is extracted to go into the Club Handbook. There is little or no “verification” of the vehicle info, e.g. the correct model year, model description etc. To do this is outside the remit of the Membership Secretary. We can only get the best benefit of a computerised system if the data is consistent.

4. Purpose of a new Vehicle Registrar:

- To relieve the Membership Secretary of the responsibility for vehicle records
- To ensure that the Club has a complete and up to date record of members’ Morris vehicles
- To make best use of archive records of Morris vehicles left by late historian Harry Edwards for the benefit of members

5. Role of a new Vehicle Registrar:

- Initially, go through database correcting entries where necessary, e.g. model year, consistent model name, etc
- Every month check new members list, verify and correct as necessary
- Provide vehicle info pages for Handbook
- Glean relevant info concerning vehicles on the database from Harry’s archive list, and any other sources, and insert into comments box on database entry.
- Carry out indexation of the (scanned by John Powell) archive vehicle records so that they can be ready accessed.
- Link with the new Panel of Historians to provide relevant information for research, and insert relevant results of research into the database

6. Resources needed:

The Vehicle Registrar will need shared access to the membership database, and a copy of the relevant software.