

Minutes of the 83rd Meeting of the CLUB COUNCIL

Wednesday 14th September 2022, commencing at 10.00am, held via Zoom

Attendees: Club Council Members:

Madeleine Grubb, Club Leader - MG
 Pete Gregory, Deputy Club Leader - PG
 Gerard O'Sullivan, Club Treasurer - GS
 Ian Jarrett, Motoring Groups Leader – IJ
 Mike Biss, Motoring Groups Deputy Leader - MB
 Graham Davis, Camping and Caravanning Leader - GD
 Trevor Rudderham, Social Breaks and Holidays Leader - TR
 Janice Stace, Local Groups Representative – JS
 Bob Thomas, Local Groups Representative – BT
 Jeff Kenyon, Local Groups Representative – JK
 Martin Fearn, Independent Council Member – MF

By Invitation:

Nick Hoath, Head of Member Communities & Events – NH
 Kadie Crichton, Member Communities Marketing Manager – KC
 Pete Worster, Chief Operating Officer – PW
 Lisa Parrott, Chief Financial Officer – LP

Prior to the meeting, the Club Council held a minute's silence as a mark of respect for the passing of HM Queen Elizabeth 2

1. Apologies for absence

Geoff Gaunt, Independent Council Member – GG

PG welcomed MB and LP to the meeting.

2. Minutes from the 82nd Meeting held on 23rd June 2022

The Minutes were accepted as a true record of the meeting.

2.1 Matters Arising

There were no matters arising

2.2 Action Points

Action No.	Description of Action	Who responsible?
1	CMG to consider options for encouraging more volunteers to put themselves forward for governance roles.	Club Management Group

	ONGOING – CMG will be looking to develop specific initiatives to encourage wider participation.	
2	NH to communicate the SEN changes to all Local Groups regarding the Secretary being allowed to complete the SEN on behalf of the Lead Organiser (but doesn't need to attend the event). NH added that his team will conducting some online training sessions for using One Trust and (subject to demand) some in-person sessions COMPLETE: NH emailed all Group Secretaries and event organisers	Nick Hoath
3	IJ to contact both NW Motorsports and Motorsports Group to discuss the reporting lines for NW Motorsports. COMPLETE: Addressed in IJ's report and will also be addressed under Agenda item 3.1	Ian Jarrett
4	NH to circulate the Local Groups Report to all Local Group Secretaries COMPLETE: NH circulated 23 rd June	Nick Hoath
5	NH to liaise with CMG regarding the next Volunteer Survey COMPLETE: MG updated that the survey will not be circulated in 2022 due to the duplication of 2021. Next Volunteer Survey to be scheduled for Summer 2023	Nick Hoath Club Management Group
6	NH to advertise the Motoring Groups Deputy Leader and a Local Group Representative role, for election by September. COMPLETE: Included in July Communique, new Council members duly elected.	Nick Hoath
7	NH to circulate the Social Breaks discussion paper with the Club Council regarding the background to the proposals to disband the Social Committee following the planning workshop. COMPLETE: NH circulated 23 rd June, to be addressed under Agenda item 3.3	Nick Hoath
8	NH to circulate the Member vs Non-Member pricing differentials to all Groups to introduce the model from January 2023. COMPLETE: Included in July Communique	Nick Hoath
9	NH to include the revised guidelines for the Volunteer Recognition Scheme in September 2022 when he invites Groups to apply for funds. COMPLETE: NH will include the revised guidelines in the invitations to apply for funds in Sept/October 2022	Nick Hoath

10	<p>NH to contact Geoff Gaunt to inform him of his co-option until November (when he will be formally elected) NH also confirm with RA whether he wishes to step down as an ICM.</p> <p>COMPLETE: NH contacted Richard and Geoff on 23rd June. Geoff co-opted, Richard decided to step down due to work commitments.</p>	Nick Hoath
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3. Matters Arising from the Interest Group Leaders and Local Groups

3.1 Motoring Groups Report

IJ had previously submitted a report to the meeting. IJ welcomed MB to the Club Council as Motoring Groups Deputy Leader. IJ also noted Bernard Ward stepping in as Motorsports Secretary.

IJ added to his report regarding the NW Motorsports preference to remain as a Local Group, rather than becoming a subsidiary of the Motorsports Group. MB confirmed that this was also Steve Johnson's viewpoint as Chair of the Group.

PG enquired as the Karting situation between the national Karting Interest Group and the North London Karting Group, indicating that many of their activities appear to be shared. IJ noted that he and MB will be re-opening conversations with the 2 Karting Groups regarding their potential joint working practices.

3.2 Camping and Caravanning Report

GD had previously submitted a report to the meeting.

GD added that the issue of late SEN submissions from some Rally Marshalls is still causing concern meaning they will not be included in the C&C printed lists to be circulated in January.

GD also noted that the Boundless Health and Safety team have queried some SENs on sites where own sanitation is required or the Public Liability Insurance is not readily available. NH advised he has asked the H&S team for these types of queries to be liaised through his team and the Rally Marshall as appropriate rather than directly with the site owners to prevent damage to the relationships held. NH will be discussing the issue of Public Liability requirements with PW and LP in due course.

GD reported that we're approx 6-8 rallies short for 2023 from the expected and hoped for numbers or Rallies.

3.3 Social Breaks & Holidays Report

TR had previously submitted 2 reports to the meeting. One reporting the attendance numbers for Breaks over the past 3 months and the other addressing his personal reservations over the proposed future of the Social Committee. MG responded to each of TR's points individually. MG indicated that there have been a series of meetings between the Club Leadership and members of the Social Committee to address the issues, and indicated her frustration that there have been negative, unsubstantiated statements from some members of the Social Committee to members regarding the future of Social Breaks. MG added that she would like the Social Committee to be more positive about the proposed changes and to see the benefits these bring for members, even if it may not be entirely what

the current Social Committee members would prefer. MG added that progress is already being made in relation to the sharing of data regarding members booking on Breaks with one supplier; an issue that has limited the member experience previously.

TR indicated that he feels that Covid is affecting Social Breaks, as is the closure of hotels to accommodate immigrants. GD indicated that this has affected all Groups, although the situation has considerably eased and should not be a reason for delaying making decisions over the future operation of the Social Breaks.

MG outlined the Club Leadership's Social Breaks Proposal for a revised operating model from 1st January 2023. PG requested any feedback from Club Council members. MG added that the proposed change for Social Breaks is designed to expand and enhance the offering to members. IJ indicated that the key element for a Social Break is the social element with other members, not a discounted offering. NH confirmed that this is a specific offering, not a partnership style offering where members may experience less of the Boundless experience. MF enquired as to expertise for delivering Social Breaks outside of the Committee. NH indicated that the Britannia House functions do have the appropriate skill sets to enhance the operational delivery (contract checking, financial modelling, member insight etc.), however the practice of using experienced/trained volunteer hosts on the Breaks themselves is being retained for exactly the reasons stated in the proposal that they greatly enhance the delivery of the Breaks.

PG concluded the discussions and asked the Club Council to vote on the disbanding of the Social Committee from 31st December 2022. The proposals were passed with a majority decision; 7 for and 4 against.

PG also requested the Club Council approve the invitation of a Social Break host to each Club Council meeting on a rolling basis. NH explained that there will be regular hosting panels held to gain feedback from all hosts, however the feedback to the Club Council (attendance numbers and high level feedback) will be provided by the Member Communities team. The host feedback to and from the Club Council will be direct communication channel between the Club Council, the hosting panels and the members on Social Breaks. Hence the proposal to invite hosts to attend Club Council meetings on a rolling basis. This proposal was passed with a majority decision; 9 for, 1 against and 1 abstention

MG thanked TR for his representation on the Club Council and for the Social Breaks Committee for their work and hoped they would be fully engaged with the process going forward.

3.4 Local Groups Report

JS/BT/JK had previously submitted a report to the meeting. PG thanked the LGRs once again for their comprehensive report.

JK indicate there are on-going concerns regarding the SEN process and has been encouraging anyone struggling to contact the Member Communities team if they require assistance.

JK also added that the LGRs are considering requesting Groups conduct periodic checks on members status as being fully paid up attending their events. JK added this should be at the discretion of individual Groups, however this should ideally be conducted twice a year. Any individual not carrying their membership card, should be asked for their name and postcode, and this could be forwarded to Member Communities to check on the database. JS added

that York Group don't see many non-members and did not expect this to be issue with her Group.

PG noted that there is the potential for 2 new Groups in the offering, JK will be working with NH to progress this.

4. Update from CMG/Club Leadership

MG updated from the previous CMG Meeting at the end of the month.

MG outlined the proposed Club Council schedule for 2023

- Zoom meeting: 10.00am, Tuesday 24th January 2023
- In-person meeting: 10.30am, Friday 21st April 2023 (prior to the 100th Anniversary Dinner in Stratford-Upon-Avon)
- Zoom meeting: 10.00am, Tuesday 27th June 2023
- On-the-road meeting: (South-West either Dorset or Exeter) late September/early October TBC (subject to the Association AGM)
- Zoom meeting: 10.00am, Tuesday 21st November 2023

MG explained that the Treasurer training sessions are to be prepared and circulated to Groups, adding that most requests have been for 1-to-1 sessions to address specific issues

MG briefed that there are 3 localised Networking Meetings planned for 2023:

- Edinburgh (localised to Scottish Groups and those in the north of the England) - Thursday 2nd March 2023
- Tunbridge Wells – Tuesday 7th March 2023
- Leeds – Thursday 9th March 2023.

MG indicated the Networking Meetings will include a focus on Groups advertising channels and promotional methods and requested other topic area suggestions from Club Council members

ACTION: Club Council members to forward Networking Meeting topic suggestions to NH by 24th November Club Council meeting

MG indicated the Club Leadership's concerns at the lack of forward planning from some Groups, thereby limiting the number of promotional activities that can be delivered effectively. This was particularly noticeable at the 2 large scale hospitality events in Bristol and Eastbourne where there were not any events available to promote in the local areas.

MG outlined the revised printed media (Social Breaks Brochure 20-page fold out, C&C Handbook ½ page per Rally and Motoring Events lists) and the benefits this should bring in the ease of preparation and production.

MG reiterated the Volunteer Survey will be moved to Summer 2023 and not conducted in 2022.

MG explained that the Groups 2023 budget requests have been circulated and are now being received.

MG referred to the Club Leader's 3-Year Plan circulated to Club Council members. This has been presented and approved by the CSMA Board. CMG will be reviewing the actions required to deliver this plan. JS enquired whether the 3-Year Club Leader's Plan will be circulated to all Groups – MG confirmed it will be once the Action Plan is also established.

ACTION: NH to circulate the 3-Year Club Leaders Plan and associated Action Plan to all Groups (following CMG meeting in October)

5. Club Treasurer's Update

GS updated that the Expenses Sub-Committee will be meeting on the 30th September to review the current Mileage rates.

GS also added that he has an induction pack available for any prospective Club Treasurer candidates.

6. Independent Council Member Update Report

MF submitted a report to the meeting, the submission of the findings of the project will be submitted to the November Club Council meeting

7. Member Communities Update

NH informed the Club Council of the revised schedule for the Club Treasurer election following the postponement of the AGM. NH will invite nominations following this meeting (i.e. 14th September). The deadline for receipt of nominations will be 12th October (nominees must be nominated by a fellow Club Council member). NH will circulate nominations to Club Council Members for voting: 12th – 21st October (if required). The elected Club Treasurer will be invited to an FCA training day on the 24th October and the 25th November CSMA Board meeting. NH confirmed the term of office for this role will be for 3 years until October 2025. All nominees will be required to have a pre-nomination discussion with GS (as the outgoing Treasurer) to advise on the demands of the role. NH indicated a Club Treasurer Induction Pack and Nomination Form will be circulated by him after the Club Council meeting.

NH also indicated that the Deputy Club Leader role is also up for election. NH will circulate the Nomination Form to Club Council members following the meeting, this should be returned to NH by Monday 14th November. The voting, if required, will take place by email in time for the result prior to the 24th November Club Council meeting. The term of office will be for 3 years.

8. Health and Safety Incidents at Groups Activities

NH reported there had been 2 first aid incidents on a C&C Rally in June and a heart attack on a Social Break in July. All reported appropriately and recorded by the Boundless H&S team.

9. Any other urgent business

GS thanked the Club Council for their support during his tenure. PG and MG thanked GS for his work as Club Treasurer.

IJ noted Shropshire Group have a new Treasurer and would like to request specific training focused on the QBA and Budget Submission paperwork.

IJ noted that the PLI certificate would not attach to the One Trust Assessment he completed for a recent event. NH will investigate.

Next Meeting: 10.30am, Thursday 3rd November 2022 at Double-Tree by Hilton, Chester

ACTIONS FROM 14th SEPTEMBER CLUB COUNCIL MEETING

Action No.	Description of Action	Who responsible?
1	CMG to consider options for encouraging more volunteers to put themselves forward for governance roles.	Club Management Group
2	Club Council members to forward Networking Meeting topic suggestions to NH by 24 th November Club Council meeting	Club Council members
3	NH to circulate the Action Plan drawn up from the 3-Year Club Leaders Plan to all Groups (following CMG meeting in October)	Nick Hoath