

Minutes of the 89th Meeting of the CLUB COUNCIL

Monday 11th September 2023, commencing at 11.00am, via Zoom

Attendees: Club Council Members:

Madeleine Grubb, Club Leader - MG
 Pete Gregory, Deputy Club Leader - PG
 Geoff Gaunt, Club Treasurer - GG
 Ian Jarrett, Motoring Leader – IJ
 Mike Biss, Motoring Groups Deputy Leader - MB
 Graham Davis, Camping and Caravanning Leader - GD
 Jeff Kenyon, Local Groups Representative – JK
 Janice Stace, Local Groups Representative - JS
 Bob Thomas, Local Groups Representative – BT
 Alan Thurbon, Independent Council Member – AT

By Invitation:

Nick Hoath, Head of Member Communities & Events – NH

1. Introductions and apologies for absence

Martin Fearn, Independent Council Member - MF
 Kadie Crichton, Member Communities Marketing Manager - KC
 Pete Worster, Chief Operating Officer - PW
 Simon Amos, Invited Observer
 Rob Eagles, Events Manager

2. Minutes from the 88th Meeting held on 27th June 2023

The minutes of the 88th Meeting were accepted as a true record.

2.1 Matters Arising

There were no matters arising not already covered on the meeting agenda.

2.2 Action Points

Action No.	Description of Action	Who responsible?
1	NH to inform all Groups of the change regarding the minimum number of committee members required. COMPLETE: Included in July Communique	Nick Hoath
2	NH add the Club Leader and Club Treasurer election processes to the September Club Council Agenda COMPLETE	Nick Hoath

3	Club Council members to complete the Self-Assessment document and return to NH by Monday 10 th July. COMPLETE – ICM to address under Agenda item 7	All Club Council Members
4	NH to enquire with the H&S team as to whether the member's car damage at a Marshalling event needs to be recorded. COMPLETE: Although no action was required, a record of the incident has been taken.	Nick Hoath
5	NH to invite Rob Eagles to present to the September Club Council meeting COMPLETE	Nick Hoath

3. Member Events Presentation

RE was unable to attend the meeting, the Events Presentation has been deferred to the November Club Council meeting.

ACTION: NH to add the Events Update Presentation to the 1st November Club Council meeting

4. Matters Arising from the Interest Group Leaders and Local Groups

4.1 Motoring Groups Report

IJ circulated a report prior to the meeting.

MG enquired as to whether the Severn and Avon Classic Vehicle Group had any events planned apart from their regular social gatherings, IJ will investigate. PG added that the Coffee and Chrome events are proving of interest to the Classic Vehicle Group.

4.2 Camping and Caravanning Report

GD circulated a report prior to the meeting, noting that Sheffield Group are still proving difficult to engage with.

GD proposed a Club Award for a long serving supporter of the Club. The Club Council approved this nomination.

ACTION: NH to organise the appropriate Club Award as agreed, GD to present the award.

GG noted that it would be preferable for Club Awards to be considered for worthy recipients who may still be serving volunteers as well as those who are stepping down.

4.3 Local Groups Report

The LGRs circulated a report prior to the meeting. JK noted that North Somerset remain inactive, JK will be discussing with the Group whether they should close. JS indicated that she received a report from NW Motorsports very late and so was not able to include this. IJ added that Shropshire Group have received 4 new enquiries from members following their event being listed in the magazine. IJ added that Groups should be considering what they can do for future events, rather than what they currently do. GD noted that the C&C Facebook page is seeing increased numbers of NHS members joining the page, recognising the shift in member recruitment. MG noted that there was not a response from Thames Valley Group for the LGR

report again and mentioned she will speak with the Group Chair. JK responded that he had subsequently received the Thames Valley Group newsletter from Allan Goddard and noted the Group are very active. MG also noted the online booking system for Berkshire Group is not working effectively, NH added that this may refer to the C&C Booking Form that has now been removed from the booking processes. MG also reflected on the request from the Milton Keynes Group organiser to have more dedicated (printed) induction resources. GG enquired as to whether the Local Groups report could be more widely circulated, such as including it on the Volunteer Hub for members to reference. NH agreed and will action this. ACTION: NH to add the Local Groups Report to the Volunteer Hub along with the Club Council Minutes.

5. Update from CMG/Club Leadership

MG provided an update from the work of the CMG:

Local Groups email trial.

MG updated that KC is currently assessing the numbers of new members recruited in the 3 areas identified for the trial to ensure appropriate resource can be applied to deliver the best communications for this trial.

SEN Review:

MG updated that CMG have been discussing the feedback from members to work towards providing a more workable solution. MG raised the risks attached to Groups putting on events without any SENs, as this represents a significant risk to the business.

Data Protection:

MG will be reviewing how Groups use member data and revising the current Data Protection Policy for Volunteers.

Recognising Volunteers Funding:

MG updated regarding the discussions CMG have held to better recognise those Groups who go over and above in their work for members.

Volunteer Survey:

MG noted that CMG have received the first results and will be analysing these to identify trends that can be addressed. These initial results have been circulated to the Club Council and MG invited comments on any feedback on this survey. MG noted that the SEN, Volunteer Hub and Training will be a focus for improvement.

Group's Events on the Website:

MG indicated a concern that several Groups have no events on their web pages, and that this is very off-putting for new members. MB added that Groups should be encouraged to provide basic details of their events at an early instance, as this will help to promote the Group's activities.

ACTION: Club Council members to review their constituent Groups to ensure that all Groups have a least one live event on their web pages.

Club Council 'Try Something New':

MG explained that CMG have been discussing holding an extended meeting in 2024 to explore some potential changes in how the Member Communities activities are served/promoted to the membership. As part of this, Club Council members are invited to put forward ideas as to what could be developed for the future and how these events are promoted to members who might not be aware or understand the Groups structure.

Networking Meeting:

CMG have been preparing the for the Leeds Networking Meeting on 10th October, and already have strong attendance booked for this meeting.

Club Leader and Club Treasurer Election proposals

MG referred to the submitted document for changing the Club Leader and Club Treasurer elections and re-naming the Deputy Club Leader position and asked for Club Council feedback, noting that the proposals will also be passed to the Governors for their views, prior to be proposals being placed to the CSMA Board and the subsequent Article Changes required at the 2024 AGM.

JK felt the proposals make sense to expand the pool of potential Club Leaders and increased democracy. IJ agreed the opportunities for members is a real positive, although queried the ability for the Club Leadership to be able to veto nominations. NH explained that the option for existing Non-Executive Directors to interview and act on whether a nomination should go forward for election would be considered good practice within the Corporate Governance Code and would also protect the ethos of the Association.

MG concluded her update to inform the Club Council that Heather Glanville will be stepping down as the Association Chair at the end of the 2023 AGM. The CSMA Board have appointed the Vice Chair, Gerard O'Sullivan to take over as Chair at this point. Consequently, MG has been appointed by the Board to take over as Vice Chair thereby leaving a vacancy for the role of Club Leader. NH outlined that nominations for the role of Club Leader will be circulated following this meeting for return to him by Monday 23rd October. NH detailed that the election for the role (if there is more than one candidate) will then be held at the 1st November Club Council meeting. The successful candidate would take up the role from that date until the end of the current incumbent's term of office in May 2025.

ACTION: NH to circulate Club Leader Nomination Forms to all Club Council members.

JK enquired as to whether the successful candidate would complete their existing term of office or take on the new term of office as indicated for the Club Leader. NH confirmed the term of office would be the Club Leaders, i.e. until May 2025.

6. Club Treasurer's Update

GG thanked the Group Treasurers for their prudence of spend during 2023 against the background of a considerably reduced budget for the year. GG also noted that the Groups 2024 budgets are also coming in and all applications seemed appropriate at this stage. GG reminded all Groups that the absolute deadline for Groups 2024 Budgets to be received is Friday 29th September, any budgets requests received after this time may not be funded.

GG outlined that five Groups have been selected to receive enhanced Recognising Volunteers funding as acknowledgement of their efforts during 2023 and improved levels of participation.

GD indicted that as C&C do not currently have a Treasurer, NH will be preparing a 2024 budget on behalf of the Group.

7. Independent Council Member Update

AT updated that all Self-Assessment forms have been received and reviewed. AT referred to the summary document circulated to the Club Council, noting the key issues raised appeared to be around the decision-making justification and the risks (H&S, financial, reputational, governance, etc..) attached to the Club. AT noted that much of the feedback from the self-assessment is dealt with on a regular basis in existing Club Council meetings.

In summary AT noted that most Council members are content with the current Club Council position and how the Council business is conducted. PG thanked AT for the report and analysis.

MG indicated she will be in touch with AT and MF as to the next steps for Club Council self-assessment. MG concluded by encouraging Club Council members to engage with Groups outside of their particular area of interest.

GG indicated that the Groups represented by the Club Council should also be approached for their view on the workings of the Club Council – this could represent the next stage of the project for the ICMs?

MG outlined that CMG have recognised that there has been an increased level of participation with members through online means in recent years, such as Facebook Groups, etc. and as such felt that an ICM should be appointed to represent these Groups. MG noted that CMG had considered several members, recognising those that engage with Social Media etc.. and suggested Trev Warren would be the most appropriate to undertake this role. MG proposed Trev is co-opted as an ICM to represent the online Groups, Club Council agreed. MB enquired as to whether the role should be a specific Club Council role going forward? NH agreed this would seem appropriate, although would require an Article change, and should be considered at the 2024 AGM.

ACTION: NH to put forward an Article change to recognise a specific role for Online Groups Representative within the Club Council construct.

ACTION: MG to contact Trev Warren to invite him to join the Club Council.

8. Member Communities Update

NH circulated the procedures for Low Overhead Groups and Independent Volunteers and enquired for any feedback. JK noted that the document was useful and should be circulated to all Local Groups.

ACTION: NH to circulate the LOGs/Independent Volunteers Guidelines to all Groups and add to the Club Handbook.

NH updated to note that the Magazine is moving to 4 editions per year, becoming seasonal (i.e. Spring, March-May; Summer, June-August; Autumn, September-November; Winter, December-February)

IJ enquired as to the current status with the Carbon Offsetting. NH will ask PW for an update at the next Council meeting. MG noted that on the Retro Run a contribution to offsetting the carbon usage will be paid by Boundless and Gerard O'Sullivan, Association Vice Chair, has provided an updated summary of the current position of the company in its sustainability journey which is included in the information given to entrants.

ACTION: PW to provide an update on the organisation's Carbon Offsetting Project at the next Club Council meeting

9. Health and Safety Incidents at Groups Activities

NH noted there have not been any significant H&S issues. NH added that the SEN process has been reviewed by the interim H&S Manager, from a legal/worst case perspective and he is awaiting the recommendations.

10. Any other urgent business

NH updated that the Social Breaks have been going well during 2023 with strong attendances and very well received Breaks. The number of volunteer hosts has increased considerably, and the future of the Group is looking positive.

Next Meeting: 11.00am, Wednesday November 1st, Clermont Charing Cross Hotel, London

Actions from the 11th September Club Council Meeting

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1	NH to add the Events Update Presentation to the 1 st November Club Council meeting	Nick Hoath
2	NH to organise the appropriate Club Award as agreed, GD to present the award.	Nick Hoath Graham Davis
3	NH to add the Local Groups Report to the Volunteer Hub along with the Club Council Minutes.	Nick Hoath
4	Club Council members to review their constituent Groups to ensure that all Groups have a least one live event on their web pages.	All Club Council Members
5	NH to circulate Club Leader Nomination Forms to all Club Council members.	Nick Hoath
6	NH to put forward an Article change to recognise a specific role for Online Groups Representative within the Club Council construct.	Nick Hoath
7	MG to contact Trev Warren to invite him to join the Club Council.	Madeleine Grubb
8	NH to circulate the LOGs/Independent Volunteers Guidelines to all Groups and add to the Club Handbook.	Nick Hoath
9	PW to provide an update on the organisation's Carbon Offsetting Project at the next Club Council meeting.	Pete Worster