

Minutes of the Joint Liaison Meeting – Secretary’s Forum Held in Birmingham on 22 June 2002

Present

Mark Newby : Hon. Secretary.

John Handley : Gen. Secretary.

Admin Committee Martin Johnson (NC33)

David Lumb (NC40)

Neil Levitt (NC17)

Chris Harness (NC9)

Albert Phimister 44

Warren Douglas 19

Chris Stevenson 52

John Kilshaw 8

Andy Leslie 7

Carl Bradley 30

David Campbell 33

Ian Lomax 45

Will Stevens 18

Vaughan Harris 2

Ian Johnson 25

Mike Garner 40

Andy Burrows 20

Ian Donaghey 11

Key Discussion Items

Mark opened the forum and welcomed those present. The Honorary and General Secretaries, the Administration Committee and the Area Secretaries present all introduced themselves.

The problems related to the late receipt of AMR’s from Tables to the Area Secretaries and to National were discussed. Difficulties in producing directories, both Area and National were identified with up to date contacts, and contacts being the most important.

There then followed a brief interruption by the Conference Officer and the Newcastle 2003 Conference team. Cost and Transport issues were raised.

The difficulties in identifying past Tablers who had become Honoraries and were still of Table age was raised, this information is not always available from Marchesi House if not provided by the Tables.

John Handley advised that an email of the details for an Area’s constituent Table’s members could be provided on request in order to assist Secretaries produce an Area directory.

The problems of identifying members who had been members of Round Table for more than 10 years, particularly those with discontinuous service, in order to present a lapel badge in recognition of this achievement were discussed. No solution was proposed because the information is not available from the RTBI membership system that records re-joiners as New Members.

In order to organise Presidential Representations, Mark requested as much notice as possible. Requests should be made to him directly and not to MH or the President/ Vice President.

John suggested that the 75th Anniversary Year was a suitable “hook” to hang an Area Celebratory event on and encouraged Areas to consider this, even by linking with adjoining Areas to make it a big event. A number of Tables and Areas are planning such events.

David outlined the requirements of each Table in England and Wales to register with the Charities Commission if they raised over £1,000 Gross per annum. A guide to creating an appropriate Trust is available from Marchesi House which gives samples of the forms and how to complete them correctly. It was confirmed that it was not available from the Website because it contains sample forms and also the forms required for registration.

It was noted that the Charities Commission Website lists registrations of all Charities www.charity-commission.gov.uk. In addition where these details had been provided to Marchesi House by Tables they are recorded and could be accessed from the Membership Database.

Martin detailed the current IT situation and outlined the plans in place for the upgrades to the computer hardware and software at Marchesi House. In addition the planned update to the Website in conjunction with the Media & PR Committee (who are responsible for the 'front end' of the Website) was discussed. Martin advised everyone of the user id and password (members/marchesi)

Chris outlined the annual Insurance review process and described the "Guide to RTBI Insurance - Is it covered?" manual available from the Website or from Marchesi House.

Neil outlined the current, and growing, Fireworks legislation which Tables organising a Firework Display need to be mindful of. A link will be entered onto the RT Website as soon as possible allowing Tables to keep up to date with this information.

Martin outlined the history and planned enhancements to the Membership database which would be carried out in conjunction with the Website and Computer systems upgrades at Marchesi House. The desire is to meet the current and projected needs of the Association whilst maintaining a tight rein on costs.

David Lumb detailed the future National Council Meetings; 26 Oct 2002 Sheffield, 1 March 2003 Edinburgh and 9/10 May 2003 Newcastle.

Mark outlined the proposed enhancements to the Office Procedures Manual for Marchesi House and also re-iterated Nick Lawton's (National IPC) report from the morning's National Council Meeting with respect to the position we are in regarding Marchesi House.

John reported that Marchesi House was there to support Tablers and the Round Table movement, it is a resource that can be called upon for information and assistance. As an example he advised copies of all past National Directories are held at Marchesi House in addition to details of Table and Area Charters etc. This information may be useful and could be used in advertising or for documents such as menu cards for Charter Anniversaries etc.

A final discussion took place on the "buddy system" operated in some Areas where an Area Executive member is allocated responsibility for getting to know and dealing with requests etc. from a number of Tables is in operation rather than the Area Secretary having to deal with them all.

Mark thanked everyone for attending and wished them well in their year in office.