



Patron:  
H.R.H.  
The Prince Philip  
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K.G., K.T.

# **NOTICE & AGENDA**

**NATIONAL COUNCIL MEETING**  
**Saturday, 28th June, 2003**

TO TABLE CHAIRMAN, SECRETARY, VICE CHAIRMAN

PLEASE NOTE THAT THIS AGENDA IS SENT TO YOU BY E-MAIL WHERE YOUR ADDRESS IS RECORDED, TO ALLOW YOU TO PASS IT AROUND YOUR MEMBERS. NO OTHER SETS ARE SENT OUT TO INDIVIDUAL TABLERS.

**Fun, Friends and Fund-raising**





I hereby give notice that the National Council will meet at 9.30am on Saturday, 28th June 2003 at The Council Chamber, The Council House, Birmingham, to transact the business as shown on the Agenda. Subject to accommodation, any Active Member may attend the meeting as an observer.

MARK NEWBY  
National Honorary Secretary

Marchesi House,  
4 Embassy Drive,  
Edgbaston,  
Birmingham  
B15 1TP

Saturday  
7th June 2003

# **AGENDA**

## **1. Preliminaries**

- (a) Approve notice convening the meeting.
- (b) Confirm the minutes of the meeting held on 9<sup>th</sup> and 10<sup>th</sup> May 2003.
- (c) Matters arising.
- (d) Apologies and communications.

## **2. Reports Presented by Officers (Appendix A)**

- (a) President – Chris Horsfall (page 5)
- (b) Vice-President – Adrian Gibbons (page 6)
- (c) Immediate Past President – Ken Donald (page 6)
- (d) Honorary Secretary – Mark Newby (page 7)
- (e) Honorary Treasurer – Steve Cavell (page 10)
- (f) Media and PR Officer – Fraser Skells (page 11)
- (g) International Officer – Steve Parsons (page 12)
- (h) Membership and Development Officer – Andrew Hornby (page 14)
- (i) Community Service Officer – Mark Bonham (page 17)
- (j) Conference Officer – Gavin Parkes (page 19)
- (k) Marketing and Sponsorship Officer – Hitesh Pandya (page 20)
- (l) Sales Officer – Nigel Middleton (page 22)
- (m) Sports and Social Officer – Shaun Redman (page 23)

## **3. Receive Resolutions (Appendix B).**

## **4. Appointments**

## **5. Transact Any Other Business permissible under National Rules and Standing Orders.**

## **Appendix A – Officers’ Reports**

### **(a) President – Chris Horsfall**

#### **General Matters**

I must firstly extend my thanks to Len Aitchison and the Newcastle Conference Team for putting together an excellent weekend. In addition I must thank all the Tablers who supported me especially the members of my PLC, the Tablers and Circlers from Area 9 and everybody behind the scenes. It was a wonderful occasion matched only by the warmth of the good wishes from so many Tablers.

I was delighted at the enthusiasm shown by the new National Executive at our first meeting in Newcastle, and feel that we as a group will try to deliver some beneficial change to the Association. We need to continually be seeking to improve what we do and where possible reduce the costs. All this will help provide added value to the members.

The Standing Committees of National Councillors have all now met and we are up and running for the coming year. I would encourage all National Councillors to take a full and active part and if they cannot make it to the meeting to send apologies to the Honorary Secretary and ensure that someone else attends from their Area to give the Tables and Tablers a voice in the management of the Association.

My first event this year was to attend the 70th Charter of Belfast RT which was a really good do with Tablers from all over RTBI supporting the event. Over the next year we have a number of important Charters for Tables and I will do my best to attend if possible or make sure a Representative is appointed from the National Executive.

In June I am in Lausanne for the EMATM Meeting, a tremendous way to start the year. Throughout May and June I will have visited Areas 33, 11, 9, 8, 35, and visited Marchesi House several times as well as attending the VIA Meeting.

#### **Area Structure**

I intend to discuss this matter further with the Area Chairmen at the JLM and will report at the October National Council Meeting.

I will be shortly writing to all incoming Area Chairmen asking them to look closely at their individual circumstances particularly the strength of their Tables with a view to achieving a few mergers, boundary alterations and the like from their suggestions.

#### **Presidential Charity Appeal: The Prostate Cancer Research Fund**

My Presidential charity for the year will be The Prostate Cancer Research Fund, which is supporting research at the Imperial College of Science, Technology and Medicine in London. Prostate Cancer accounts for 11% of all male cancer deaths and by 2018 it is suggested it will be the biggest cause. It would be nice to help a charity that in years to come may help us Tablers and I will be writing to you all asking for your support. Do please help me raise a big sum for this worthy cause. If every Area managed to raise say £1,000 it would make a big difference to their funding.

Those of you that were at the AGM heard me say how excited I was at the beginning of my year. Well I'm still excited and hope to be able to say hello to all of you soon! I am looking forward to a great year! Thank you for the opportunity.

The future's bright - the future's Table.

### **(b) Vice- President – Adrian Gibbons**

I am delighted to be serving as National Vice President this year. Our first Forward Planning meeting will take place on the 5<sup>th</sup> June after the Joint Liaison Group Meeting with 41 Club, Tangent and NALC. We are looking forward to continue the good work done by President Chris and last year's Committee and we will be working hard with the *Volunteers in Action* Group.

The Forward Planning team will be considering a number of specific issues that include the following:

- ❑ A review of Marchesi House
- ❑ Three year plan for Round Table
- ❑ Area Vice-Chairman forums
- ❑ Ways of working more closely with 41 Club

I will be able to give more details on the issues being covered by the Forward Planning Team at the June National Council meeting.

The Presidential Liaison Committee is up and running under the Chairmanship of Alastair Hill of Huntingdon RT 410 and bookings are already being taken for Presidential visits. My wife Judith is acting as my Diary Convenor and is looking forward to booking dates for me to visit your Area or Table's special Charter etc.

I have already enjoyed a trip to Belfast RT 53 for their 70<sup>th</sup> Charter night and Judith and I are looking forward to WOCO in Sweden in August and the EMATM meeting in Lausanne in June. I am also looking forward to meeting the Area Vice-Chairman at the National Council/ JLM in June. Please encourage your Area Vice Chairman to make the trip to Birmingham where as well as enjoying the superb fellowship, they will benefit from meeting other Area VCs and the discussion on preparation for their year as Area Chairman.

Looking forward to seeing you all at the National Council / Joint Liaison Meeting in Birmingham on 28<sup>th</sup> June.

### **(c) Immediate Past President – Ken Donald**

Congratulations are firstly due to Len Aitchison and his team who worked so hard and delivered a most memorable and hugely enjoyable conference at Newcastle. It was an excellent Carry-On. The presentation and professionalism of the AGM continues to improve and we succeeded in shortening it.

Less than a week after handing on the Presidential jewel to Chris, I attended Belfast RT 53's 70<sup>th</sup> Charter both in support of that Table/Area and also Chris.

Indeed my role this year is to support Chris and the rest of the National Executive but in particular Vice-President Adrian in his Forward Planning brief. This report is written before our first Committee meeting and therefore any outcomes and preliminary conclusions will be brought to June's National Council meeting.

Before then we would be grateful to receive any contributions from everyone interested in the long-term future of Round Table. How can we best adopt the successes of what is a proud history full of achievement, adapt these as necessary and add a healthy dose of improvement to ensure Table is fit and relevant for the future. Round Table contributes enormously to society and the personal development of its members, and deserves to succeed. One definition of success would be to reverse the membership decline.

- How can we motivate clubs to attract the best quality of new members?
- How can we still be relevant in today's ever changing society?
- What would you like to see most changed about Round Table?

**Please e-mail your thoughts and contributions to [ken.donald@bigfoot.com](mailto:ken.donald@bigfoot.com)**

#### **(d) Honorary Secretary – Mark Newby**

##### **New Teams**

As a New Table year starts we now have two new teams in place from an Administration perspective. Firstly we have the new staff at Marchesi House who after a good few months are working together very well as a team. I am now looking forward to further developing their talents through a new Appraisal System.

Secondly I have a new team of National Councillors who will be able to help me deliver the Administration Brief over the next twelve months; they are Massoud Aghassi (NC Area 17), Richard Dean (NC Area 18), Duncan Baldwin (NC Area 34) and David Lumb (NC Area 40)

We shall be looking at a number of areas this year to further develop my theme of tackling difficult issues and bringing about real change which benefits the Association. Highlights will be:

- New Advice on Firework Regulations
- Extension of Charity Advice to Scottish and Irish Tables
- New Model Standing Orders for Areas
- Fiscal Review of the Administration /HQ Budgets
- Introduction of documented Office Procedures
- New Advice on Data Protection
- Review of the Insurance Premium and delivered covers

##### **Marchesi House**

Following the completion of the Staff Review we have been turning our minds to the issue of Marchesi House. Like the argument over Capitation this is an issue that needs putting to bed one way or the other to allow us to concentrate on developing our organisation.

We are disappointed at Ladies Circle decision not to consider relocating their administration to Marchesi House, but we intend to continue dialogue during the forthcoming months in the Joint Liaison Group. In this forum we continue to also explore the possibility of expanded provision to 41 Club and offering service to Tangent. In addition there is the possibility of offering the use of the facility to other organisations and I hope to report more on this in due course.

The National Executive will respond to the Area 35 motion in June that deals with marketing of Marchesi House. Whilst we are grateful for the motion being suspended whilst negotiations were underway with Ladies Circle, we still feel it is too early to accede to this motion. The cost of marketing Marchesi House – taking a “punt” could be as much as £15,000.00 and such marketing activity may not place us in any better position. In any event, in real terms the cost of currently maintaining Marchesi House is minimal compared to the costs of buying and up keeping a new property or indeed a repairing covenant in a new lease.

If the decision is taken to sell Marchesi House then any capital sum would be very much seen as another VAT Refund and would be subject to annual attack, very soon the asset itself would be depleted and that does not take in to account the annual rental charges for any new property

We are in a situation this year where the National Executive have now shown a track record for tackling difficult issues and we are prepared to tackle the Marchesi House situation. We want to explore the full potential of our Administration services to other organisations, but discussions do take time. I would therefore urge the defeating of the Area 35 Motion. Instead the National Council can resolve to keep this matter under regular review to ensure we are acting in the Association’s best interests

### **Database and IT Plan**

We shall be interviewing for the new position of Honorary IT Consultant on Thursday 26<sup>th</sup> June and, if appointed, I will be presenting him to you at the National Council Meeting. I hope then to be able to drive forward with the IT Plan and see the introduction of a seamless policy of IT Development.

The Membership Database Invitation To Tender will go out to interested suppliers before the National Council Meeting, so if you are interested in tendering for this development then please let Marchesi House have your details as soon as possible

### **Presidential Representations**

These requests continue to come to me for allocation. Please remember that if you give short notice of your event you are unlikely to get your requested Presidential representative

### **Fiscal Review**

One area I am very keen to tackle this year is Administration and HQ spend. I have tasked Richard Dean with his Accounting Skills to review expenditure with the General Secretary to see where we can shave off some costs. This is tied in with putting in place documented

Procedures on how Headquarters is run, thereby ensuring new efficient systems of operation which should in turn drive down costs

### **Data Protection Act Advice**

For the first time we shall be issuing guidance this year on Data Protection Act Registration and I shall be asking Duncan Baldwin from my Committee to collate and issue that advice to Tables and Areas during the year.

### **Child Protection Act Advice**

This is a very important issue which you should all be concerned about. In our fundraising activities we come into contact with children on a very regular basis, yet we meet no standards as an organisation in dealing with children. This places our members at huge risk of allegations of abuse, which may be entirely false. We should also be acting to protect the children we come into contact with.

We shall be issuing guidance this year and I must ask you all to act upon it, as this is a very serious issue. As a Criminal Advocate specialising in defending falsely accused carers and teachers, I can tell you that this issue cannot be taken seriously enough, I would hate to see a Round Table member being sent to prison for an allegation that could have been prevented

### **National Councillors 2003/4**

National Councillors have now been allocated to the Standing Committees and as usual we are quite a few Councillors short. Being on a Committee is a tremendous experience and if you are a National Councillor and have not yet been allocated to a Committee, please consider it and contact me if you would like allocation. It is also important that all Areas are represented at each and every National Council Meeting. Please ensure a deputy is appointed if for any reason your National Councillor is unavailable.

### **Charities Act Registration**

Rather than simply bang on about the same old thing, I hope we are now tackling relevant issues. Accordingly we are now preparing advice for Scotland and Ireland who have different registration arrangements and we hope to issue that guidance shortly. This is being dealt with by David Lumb from my Committee.

### **Fireworks Survey**

I am pleased to report that Neil Levitt's survey carried out last year was a considerable success and the statistics will be of significant use in analysing the risks in the future. It was however disappointing that a large number of National Councillors failed to help Neil chase the Tables in their Areas who had not responded. David Lumb will be building upon that advice this year

### **Resolutions**

A National Council Meeting or AGM is only as good as the Resolutions it receives for consideration. Please help us to have a good meeting with plenty of debate by submitting appropriate Resolutions in accordance with the Rules.

### **Joint Liaison Meeting**

All of the Areas have been circulated with details of the JLM. Please ensure your Area Executive members make a full weekend of it and attend the National Council Meeting and the

various Forums'. They will enjoy the weekend including the Friday Night around Birmingham and will learn quite a lot to help in their Areas whilst they do it.

### **A Final Note**

So, you can see it is going to be a very busy year. However if there is anything I can do to help you or your Area or Table then please contact me, the General Secretary or any member of my Committee.

### **(e) Honorary Treasurer – Steve Cavell**

I met with Matthew Piper, the Accounts Administrator at Marchesi House, soon after taking office and spent the day reviewing his systems. In addition, I met with Adrian Gibbons recently to hand over the relevant files, spreadsheets and data he accumulated over his two-year tenure in this role. I am confident that these actions mean that the membership should have been presented with a seamless handover.

### **Budget**

The AGM endorsed, without too much discussion, a Capitation fee of £43.80. We must not take this swift endorsement as a sign we can relax our scrutiny of the national costs and value for money that we all receive from our membership of the organisation.

On the theme of value for money, as I have stated before, I am a firm believer that the national functions and services are part of the Round Table identity and without them we would become a disparate group of local clubs. To paraphrase my predecessor's comments last year, we must continue to try and ensure that the membership is aware of the services and support that the national organisation provides.

### **Accounts for the Year ended 31 May 2003**

I hope to be able to up date the National Council meeting on the likely results for the year just ended at the June JLM meeting.

### **Committee**

The Finance Committee consists of myself, Jonathan Birch (NC Area 9) and Kevin Johns (NC Area 45). Jonathan will be acting as my liaison with the Southend 2004 Conference team and Kevin will fulfil a similar role for the Keele NSW 2004 team. Their brief is watch over the budgets of the two events in conjunction with the local event Treasurers.

### **National Events**

I understand that the accounts for NSW 2002 are very close to completion and I will be meeting with Shaun Redman to discuss this prior to the Council meeting. These accounts are now overdue and Shaun and I will be looking to close the books on this event as soon as possible. The only other event outstanding is Conference 2003 and I am not aware of any issues that might prevent these accounts being submitted on time.

### **Marchesi House**

Matthew Piper has started to write a Procedures Manual for the financial systems at Marchesi House. I shall be looking to complete this with him during the year as well as carrying out some basic risk management procedures.

## **(f) Media and Public Relations Officer – Fraser Skells**

The first few weeks of the year have been quite busy for the Media & PR Team. The new Committee have met at Marchesi House in May, and many thoughts and ideas were discussed. I will update the National Council at the meeting in Birmingham. The team 2003/2004 team consists of:

**Derek Tomkinson, NC Area 41.** Derek will be responsible for collation of *Tabler* reports from Areas 2,6,14,16,17,18,24,26,30,33, and 41, and their constituent Tables.

**Neil Rose, NC Area 54.** Neil will be responsible for collation of *Tabler* reports from Areas 1,12,19,25,31,37,48,50,54, and 3, and their constituent Tables.

**Ross Woodall NC Area 5.** Ross will be responsible for collation of *Tabler* reports from Areas 4,5,7,22,23,35,36,43,45 and 53, and their constituent Tables.

**Tim Hanton, NC Area 25.** Tim will be responsible for collation of *Tabler* reports from Areas 8,9,10,15,20,21,32,34,40, and 46, and their constituent Tables.

**Peter Walker NC Area 30.** Peter will be responsible for collation of *Tabler* reports from Areas 11, 13,29,38,39,44,47,49,51, and 52, and their constituent Tables.

### ***Tabler***

I am relatively happy with the direction that *Tabler* magazine is going. I regularly receive compliments regarding the content of the magazine, so do not plan to make too many radical changes, having established a formula that seems to be working. However, we will continue to monitor its progress, and act accordingly as and when required.

### **Website**

I am happy with the way the Website has moved on in the last quarter of 2002. Now we have some kind of momentum, I plan to build on this to bring it right up to speed. I am pleased to say that the Executive pages were updated with the new Officers details within a few days of the AGM. The links to the Southend 2004 Website were on line within hours of Newcastle Conference closing, as was the new Presidents Welcome page. This is how it should be, and is something that I want to pay particular attention to this year. By the time of the National Council meeting, there will be a full report on the National Conference in Newcastle.

### **Objectives for the Year Ahead.**

- Update the current Media & PR Guide. This document was prepared by the 2000/01 Media & PR team. We need to take a close look at this, and update it as necessary.
- Achieve a higher profile in the National Press. To do this we need to produce a database of National newspapers and other publications enabling us to issue more frequent press releases with minimal effort.
- Achieve higher profile on Television and Radio. I don't know how we are going to achieve this, but we are open to advice, and will find a way.

- Give greater assistance to the Area, and Table Media & PR Officers. We need to realise that it is the local Media & PR Officers that really create public awareness. It is therefore those guys who need to be helped and encouraged to spread the word. I would like to see regular Press Releases going out to local Tables that can be easily adapted by the local Table.

**(f) International Officer – Stephen Parsons**

I would like to add my congratulations to those of the rest of the National Executive for the Newcastle Conference team for a superb weekend of Tabling at its very best, culminating, for me in the election results at the end of the AGM. What a tremendous buzz it was winning your vote of confidence for the year ahead, and I'm already busy beginning to repay your faith, details of which will follow.

I would also like to congratulate my predecessor Arawn Johnson for an unprecedented year as RTBI National IRO. Quite apart from his efforts in attending a multitude of overseas AGM's, as well as WoCo and the EMA meeting, to have played such a pivotal role in the charters of the three new Associations was a huge effort. This was emphasised, of course, in the Charter of our latest daughter association, Round Table Greece, in Athens in March. Now Arawn will be going further still, by taking over the Chairmanship of the EMA Region of Round Table International this year, and I wish him every success in that role.

**European Mediterranean and Americas Tablers Meeting (EMATM)**

By the time that we all convene at the National Council meeting and Joint Liaison Meeting in Birmingham, the first major International event of this Table year will already have taken place. The EMATM takes place between the 18<sup>th</sup> and 22<sup>nd</sup> June in Lausanne in Switzerland, and at time of writing over 60 Tablers and their partners from over a dozen Associations are booked in. I hope to see a good representation from RTBI over that weekend and I will update the National Council at the Council meeting. It will still be possible to register right up to the start of the weekend itself, so for those interested in more information on this, go to the Lausanne Website at: [www.rt1.ch](http://www.rt1.ch).

**The World Council of Service Clubs (WoCo) Convention**

The WoCo Convention takes place this year in Stockholm, which gives us no excuse not to attend in good numbers! At the Round Table International AGM, which takes place during that week, Arawn Johnson will take over as EMA Chairman, which must be another good reason to attend. The packages put together by Round Table Sweden for the week are very competitively priced, and full details are available from their Website: [www.woco2003.org](http://www.woco2003.org).

**Twinning Database**

I have already received requests for assistance in furthering International Twinning arrangements and would certainly encourage Tables and Areas to promote this as a great way of getting involved in International Tabling. For Tables which don't have a natural link e.g. numbers club or similar. Mark Sulway (NC Area 35) from my Committee will be administering the Twinning Database this year, and I would urge you to contact him with any information or requests for assistance.

## **Hosting Register**

This has continued to grow in recent years and I would encourage Tablers to put themselves forward as potential hosts for visiting Tablers to RTBI. There is no commitment involved in simply being on the register. You will always be contacted in advance and are not obliged to host at all. If you do, however, it can be a very rewarding experience and one where life long friendships can be made. Again, Mark Sulway will be administering this during 2003/4.

## **Overseas Dates**

As highlighted by Arawn in his report for the AGM, there are events taking place in overseas Associations all the time. Rather than repeating what he said, therefore, we will be updating the International pages of the RTBI Website with new dates and any changes as soon as we know them. Once again (as last year), these pages will be under the conscientious stewardship of Neil Dashfield (NC Area 37) who will be delighted to hear from any Tablers with International news that can be imparted to the movement as a whole. I would also refer you to the Round Table International Website: [www.roundtableintl.org](http://www.roundtableintl.org) for up to date details on events as well as latest news from around the Round Table world. Please take a few minutes of your time to consult these pages and see what's happening and what's coming up. Any member of the International Committee will be able to give you more information if required. At the same time, if you know something is going on which isn't mentioned, let us know.

## **John Watts Travel Fund**

I would remind you all that this fund is available to assist in furthering International Relationships, and all requests received will be given consideration by the committee. Please send all requests in writing (letter or e-mail) to Dave Barker (NC Area 53).

## **Round Table International**

I am continuing, with President Chris, Arawn Johnson and the General Secretary, to look into the proposal to bring the RTI Headquarters back to Marchesi House, but it remains important that the staff there are settled before we bring more change in.

## **International Service**

As the EMATM in June, we will have participated in the Community Service Market, and, all being well, will have shown the RTCW presentation that reduced everyone to tears (once again) at our AGM in Newcastle. I intend also to bring to that market many of the other important National causes that we support such as Whizz-Kidz, Anthony Nolan Trust etc. and am liaising with National CSLO Mark Bonham to ensure that this happens.

I am also keen to continue to promote the Club-to-Club Twinning project with Active 20-30 Costa Rica, which Arawn has already explained in detail at the AGM. To explain in brief, this has the aim to build new schoolrooms – the WoCo school – in time for the WoCo Convention in the summer of 2005, which will be held in Costa Rica. Importantly as well, this provides an opportunity for clubs in RTBI to nurture a permanent link between other clubs from a different Association but which has similar objectives. I feel sure that such links bring benefits for both clubs and enable even better understanding of the day-to-day problems that each encounters and would heartily recommend you all to consider building it into your Community Service and fund raising activities. The Scottish Areas en masse have already embraced this concept.

## **Travel Bingo**

There will be a draw at the National Council Meeting to send a floor member to an overseas AGM. This is a good opportunity for RTBI members to see how our colleagues overseas do things.

At the same time, I am aware that members of RTBI are already booked into several of the National AGM's that take place around the world at this time of year, and look forward to hearing back from them on their return.

## **RTBI Welcome Tour**

Despite there not being a Welcome Tour prior to Newcastle, I am endeavouring to ensure that there will be a tour before Conference in Southend-on-Sea next May. I am already in contact with the Southend Committee and we will start promoting a self financing tour at the EMA meeting. Dave Barker (NC Area 53) will be taking this task on and we will update National Council as the year progresses.

It also seems prudent to start looking to the following year in Glasgow, as this may help to avoid the situation that we had in Newcastle where the Conference was such a success that they sold out before we could book any overseas Tablers in to the Friday Night Banquet! I will be looking at this with my Committee and the Glasgow 2005 team.

## **Joint Liaison Meeting**

In seeking your vote for election to this post at the AGM in Newcastle, I set out four objectives for the year, which can be summarised as communication, encouragement, involvement and enjoyment. With the Committee now in place, having already met and working hard, I feel confident that these can be achieved. However, I also need your feedback to do this, and I look forward to meeting with Area IRO's at the International Forum taking place as part of the JLM again this year. Please try to ensure in your Areas that they are well briefed enough before they come to Birmingham to be able to play a full part in the discussions. As a result, I am certain that we will be seeing RTBI members continuing to lead the way in International Tabling over the months ahead.

## **(h) Membership and Development Officer –Andrew Hornby**

### **Having Trouble Getting It Up?**

I am of course talking about your Table's membership. If so please point your browser in the direction of my Membership News pages at [www.roundtable.org.uk](http://www.roundtable.org.uk). Login to the Members' Area, go to Current News and click on the link next to my mugshot for 20 pages of best practice and guidance on how to **Get it sorted, Get it seen, and GET 'EM IN!**

Between us we' have developed over 75 years of best practice on creating local awareness to help generate new members. All the information is available on the Website, in *Tabler* magazine, in your National Directory, and simply by talking to other Tablers. Essentially it's case of ensuring your Table (and your Area) is being run properly and has a properly planned programme, and an effective system of communications; of being seen out and about enjoying your Tabling; of creating awareness; of presenting your Table as something that young men will aspire to join; of inviting guests to attend all your meetings and events and treating them appropriately; and of keep all your new and existing members stimulated and fulfilled until they reach 45. Yes, it's that simple!

This year's Membership Committee, with the help of the Area Membership Officers, are offering our wholehearted support to those Round Table clubs whose future may be uncertain. It is only natural that many Tables go through a weak patch at some point, but the majority manage to reconsolidate and overcome any difficulties. Those that do not seek help however will usually close. Last year there were a number of Tables considering closure that did contact us for guidance and advice, and they are now still going strong with renewed enthusiasm. If you know of any Tables that appear to be struggling, see if you can help, or put them in touch with my committee or me.

### **New Members**

What a great start to the year! We have already had several hundred new members join the Association since 1<sup>st</sup> April 2003. I will give a full update of the current figures at the meeting.

Tablers need to remember that their new members can not be registered (and therefore insured) until a fully completed New Membership Application form has been submitted to Marchesi House, together with payment of the New Member's Capitation for the remainder of the Table year. This form is available in the Downloads section of the Website, along with the New Member Nomination form that is used within the Table when a member proposes someone for membership.

The New Member's Kit is sent out by return so that it can be presented to the new Tabler at his induction. It includes his Table badge, membership certificate, Round Table polo shirt, a £30 discount voucher for National Sporting Weekend in Cardiff, and a two-day pass to National Conference in Southend (itself worth £45), plus a load of other goodies. And there is no joining fee!

### **Vice Chairmen's Forums**

This year we hope to have at least one Vice Chairmen's Forum in each Area, and they are being organised by members of each Area Executive. The National Membership & Development Committee will provide someone from our network of facilitators to help run the event, and will also cover reasonable costs associated with the venue. Any Area that manages to get 100% of their Tables represented at the Forum will win 2 FREE tickets to NSW – which equates to nearly £260!

All Table Vice Chairmen (and their Area Vice Chairman) are expected to attend a VC Forum, although there will be a number of VC Forums held at Marchesi House in the Autumn for those that could not make their local one. Table VCs should keep in touch with their Area VC to ensure they know when and where their local VC Forum will take place. Further details can be found on the Membership Pages of the Website. By the time of this meeting, VC Forums will have already taken place in Areas 46, 47, and 48 to name a few.

As well as learning what next year holds in store for them, and how to spend this year planning for it effectively, the Table Vice Chairmen will have the opportunity to meet the other Table VC's in their Area and their Area Vice Chairman to co-ordinate their diaries for next year, and focus on the future of Tabling in their Area.

Every year the VC Forums help secure the future of the Tables represented, and are one of the best services RTBI provides to its members. Please encourage your own Table VC to attend so that he can ensure that 2004-5 will be your best year's Tabling ever!

## **Promotional Materials**

Round Table leaflets and other promotional materials are as always available free from Marchesi House upon request. Many clubs are realising the potential benefits of local leaflet drops, which provide a very cost effective means of creating awareness – inasmuch as they're free! The current range is being redesigned at the moment and the new style will be freely available very soon.

## **Membership Initiative Awards**

Once again, the Tables that produce a Membership Plan will be able to apply for a Membership Initiative Award. A Membership Plan simply demonstrates a Table's commitment to its future success, but we want to see it so that we can share the best ideas with the rest of RTBI. The awards are again set at £200 each, but it must be remembered that is offered as a reward for providing us with information, rather than a grant to help a club finance a Table meeting or event. Full details of the scheme can be found on the Membership News pages of the Website. Once again all Membership Plans received will also be entered for the Acton Trophy, which was won this year by Bramhall & District RT 674 – read why in the Summer Edition of *Tabler* or on the Website.

## **Membership Recruitment Awards**

Halifax RT14 (Area 9) won the fourth of last year's Quarterly Membership Trophies. The first one of this Table year will be awarded, at the June National Council Meeting, to the Table that has grown the most during the first quarter. At the AGM in Newcastle a new award was introduced: this went to Willenhall RT 208 (Area 5) for their fantastic achievement of inducting eleven new members during 2002-3. The award was again in the form of two tickets to National Sporting Weekend, which were very well received. Several Tables are already well on the way to being in with a chance to win this award in Southend. In the meantime there are several individuals who look likely to win a Diamond Badge for personally introducing nine or more members into RTBI. I will keep you updated on this throughout the year.

## **Round Table in London**

I am delighted to report that a second Lunchtime Club has been set up in London. To cater for those working in the Docklands area, the new meeting place is at the Wetherspoons pub in The Ledger Building at Canary Wharf (contact Marchesi House for details) and the first get together was 27<sup>th</sup> May. Like the Lunchtime clubs in The City of London, Manchester and Exeter, these informal gatherings enable Tablers working locally to meet up for fellowship while also enabling them to introduce guests (e.g. work colleagues or business associates) to the spirit of Tabling. These guests may well then be inspired to go along to their own local Round Table wherever they live. It is hoped that similar informal lunchtime clubs may soon appear in Glasgow, Belfast and other city centres.

Finally it is also great news that the original City of London Round Table (no. 13) may soon be re-chartered. There is significant interest in this initiative and it will be the first 'Phoenix' club for some time. I will report further on this at the National Council Meeting.

## **(i) Community Service Liaison – Mark Bonham**

I am extremely grateful to everyone who supported me in Newcastle, giving me the opportunity to see through the projects instigated last year by Mark Gray and his team. With many community service schemes already looming large, the team has had to hit the ground

running. The period ahead of us is one for consolidation of these projects, along with a couple of new ones.

### **RTCW (Round Table Children's Wish)**

This charity retains its rightful place at the forefront of our thoughts. Tremendous progress has been made over the last twelve months, with the expansion of the staff from two to five permitting increased activity.

Of particular significance is Paul Hampton's arrival as Fundraising & Marketing Manager, giving them a more dynamic approach to such matters. I have already met with Paul since National Conference and we are actively trying to recruit runners to fill their ten Edinburgh Marathon places. Only two are taken so far, but in the worst case scenario unused places can be carried forward to next year. Entry is only £125, which is excellent value compared to the London Marathon.

Also in the pipeline is a cycle tour around the RTBI regions, hopefully around September time, plus a fabulous looking trek through the rain forests of Costa Rica next February.

The recent development of the working relationship with RMCC has meant that referrals are up, putting greater onus on the fundraising activity. However, there is no imminent shortfall in this respect. The partnership with RMCC should also help to develop greater awareness of RTCW around the UK.

### **Whizz-Kidz**

The interest level from around RTBI in terms of supporting Whizz-Kidz is still very high. I can confirm that a number of Tables have sponsored equipment needed for a child within their community. As always, both the charity and the children concerned are extremely grateful for your support.

After two very successful treks to Nepal and China in recent times, a third event is planned for this October. This time the destination is Peru, taking in part of the Inca Trail. To date, there are 20 registered participants, leaving room for any latecomers at the bargain price of just £250 each! Interested parties need to contact me as soon as possible to afford them the necessary time to raise the required level of sponsorship.

### **The Anthony Nolan Trust**

The *Big Bike Tour* last summer was a huge success, raising over £30,000 and generating more than 300 new potential donors to the register. My Committee meets with their representative on 30 May to explore new ideas and I hope to have some news by the time of the June National Council meeting.

### **Prostate Cancer Research Fund**

National President Chris Horsfall launched this appeal at the AGM in Newcastle, setting a fund target of £20,000. I believe this sum to be well within our capabilities and would like to throw down the gauntlet to the membership to come up with some interesting/bizarre ways to fundraise for this charity.

### **Sir Steve Redgrave Charitable Trust**

Entries are actively being sought for the *RT Big Splash* event at Holme Pierrepont, Nottingham on Saturday 13 September. There will be Dragon Boat Racing, White Water Rafting and an

“It’s a Knockout” style competition to choose from. Interested parties should contact me for further information.

I am keen to enhance the working relationship we have with the Trust and will be seeking a meeting with their representatives in the near future.

### **RNIB**

There are five heats planned for the 4x4 Driving Challenge. They will take the form of a time trial and a blindfold challenge. This is a superb opportunity to test your driving skills in aid of a very good cause, with your sponsorship target being a mere £100!

Heats will take place in Honiton, Telford, Nottingham, Skipton and Stirling during late June through July. The final is scheduled to take place in Cardiff on 6 September to coincide with National Sporting Weekend.

### **The British Memorial 10K Open Road Race**

This event, the third year of the race, takes place in London on Sunday 13 July. We have twelve debenture places and expect to fill these, the cost per entry being just £30 each. Our debenture means that at least the same number of places will be available to us next year. This year all profits from this event will be donated to The Sir Steve Redgrave Trust.

### **Round Table Lottery**

The number of entrants continues to grow steadily, with the monthly prize fund now in the region of £170. The May draw will take place at the June National Council meeting.

### **Denis Tizard Memorial Trust**

This fund continues to hold around £30,000, available to help Tables send disadvantaged children on holiday. No matter how hard we try to get you to use this fund, the number of requests is still well below what I would expect for such a good scheme.

### **WoCo Club-to-Club Fund**

This fund still requires a cash injection to make it effective. I have tasked the committee to come up with some ideas in this area.

### **Community Service Trophies**

After a period of almost two years, we are still seeking a new sponsor for the Stuart Devlin Trophy. £1,000 is all it costs to put your name to this prestigious trophy, which is awarded to the Table operating the best community service project. There is also a trophy for the best International Community Service project, which could also benefit from being sponsored. I am keen to resolve these matters as soon as possible and would be grateful of help from any source. All enquiries should be directed to your Marketing and Sponsorship Officer, Hitesh Pandya.

Thank you for taking the time and trouble to read all of this. No one expects you to get involved in all of the above things, just select the ones that work for you and give them your best shot. To borrow Newcastle Conference’s strap line, let’s “carry on being different making a difference!”

## **(j) Conference – Gavin Parkes**

So here we are at the start of a new Table year. Newcastle now seems but a memory as I gather together a new team to start the final push towards Southend on Sea in 2004.

Newcastle was a great success and although with very few problems to report, we did however, as always, learn a few valuable lessons which I will pass on to Richard du Bois and the Southend team at the first opportunity. I would like to thank all of those who attended and who had as always a fantastic party. I also pass on the thanks of the National Council to Len Aitchison and all of the Newcastle Conference 2003 Team who did a super job and will now be preparing the final Accounts for approval at the National Council meeting in Llandudno in October.

I have great pleasure in confirming my new Conference team to you: They are: Jon Cook (NC Area 20), Simon Govier (NC Area 19) and Steve Dite (NC Area 4). All have a wealth of experience; Jon with Newcastle 2003, Simon with Portsmouth 2002 and Steve with Cardiff 2001 so I have no worries on that score! The Southend Conference Team are now taking bookings at a fantastic rate and I encourage you all help them by booking in early. Remember we do have two National Council meetings in Southend that weekend!

Glasgow 2005 is also progressing well under the stewardship of Conference Chairman Graham Drummond with all of the main positions on their Committee now filled. A Conference theme has now been chosen and the budget is starting to take shape.

### **Future Bids**

We still have no firm bid on the table for Conference 2006 although two Areas have expressed interest. I hope to be able to report further on this issue in October and would encourage all National Councillors to consider the possibility of putting their Area on the map by hosting Conference. You only need to talk to a previous Conference Chairman to understand the benefits to your Area in putting on an event of this kind!

### **(k) Marketing and Sponsorship – Hitesh Pandya**

Firstly can I add my thanks to Mark Tipping and General Secretary John Handley for all their hard work over the last year, I'm sure that from what they have started we will build upon.

The "Hit Squad" comprises of; Nicholas Gurney-Champion (NC Area 1), Ron Shea, (NC Area 26), Jim Laity, (NC Area 3), Graham Drummond, (NC Area 51) and myself and all of us have talents that will be used in the environment of Marketing and Sponsorship I know that the team will work hard and will deliver a better Market and Sponsorship brief for the Association.

Firstly let me tell about our Continuation Project. This relates to the on going deals and arrangements that have been made over the last few years. We will be looking at refreshing those to ensure they continue and so that we get the best deals and ensure that the profile of Round Table is marketed in a good relationship. I would encourage all Tablers to use the RT Website to look at these deals and thereafter to USE THEM!

### **Continuation Project:**

#### **Rover:**

They supply the Presidents Car and we look forward to the continuation of this relationship in the future. To try and enhance the relationship further we need to achieve more 1-2-1 contact with them. We hope that the MG Rover Group would like a bigger profile on our Web pages which will also assist us further to have a well known brand name on the Website and bringing more kudos to the Association.

**Ramada Jarvis Hotels:**

This is a fabulous deal for hotel weekends away and we will be in discussion with the Group to see how better we can do to further the deal.

**Time 4 Leisure:**

This is a amazing link up as it opens up to Tablers some great deals for great breaks away from Villas to short notice timeshare properties all over the world. Once again use the links that are on the Members pages on the RT Website. Have a look as you will be surprised what they can offer.

**Thomas Cook Holidays:**

More holidays available at a cheaper rate than most of the public can get.

**Cordon Bleu:**

This is a specialist supplier offering discounted wines by the case at up to a genuine 30% off the retail price. Have a look – it was recommended by a Tabler!

**David Lloyd Leisure Centres:**

This offers discounted membership rates for their leisure and sports centres. It has been noted that some Tablers have had issues with the discounts offered by local Clubs and we will be looking at refreshing the deal and ensuring that discounts are given in the correct manner.

**Round Table Credit Cards:**

The original company, TransNational are now part of the HBOS Group and we are looking at refreshing this deal. It has been felt that the marketing and take up of this Affinity deal has been slow on both sides. We are looking at arranging a different application process to speed the issue and underwriting.

**Brand New Affinity Deal offering real benefits to Tablers!**

One of Britain's largest suppliers of new cars is to launch a unique privilege car purchase scheme to members of the Round Table. Camden Corporate Fleet Services is to offer Round Table members past and present and their families the opportunity to buy nearly new cars at trade prices and, from time-to-time, special deals on new cars may also be available. The company supplies thousands of vehicles a year to the self-drive hire industry - many of them on buyback programmes with the cars returning to Camden at the end of their fleet life of approx. 6 – 8 months. There are full details and real offers of cars at the dedicated Website: <http://www.roundtablecars.org.uk>. We are at the final stages to launching this affinity deal and should be up and running within the next few weeks.

**Comments:**

The deals that have been negotiated are all to be refreshed and I hope that our relationship with all the above can be enhanced. It should be noted that once the deals have been bought to RT then it is very much on the Marketing team to promote this to you. Once we have settled

into to our jobs that you will receive reminders and details of new deals via direct emailing from the Marketing team.

Over the next few months we will be looking at further deals and discounts to bring to you BUT before we can do that we have to produce a Marketing pack which advises potential affinity partners of the nature of Round table and it's members. This will be a professional looking pack to encourage companies not only to do a deal but also to assist in securing sponsorship.

To support this we have requested that MOSAIC Profiling on our membership be carried out by Experian Micromarketing, the leaders in database profiling. I feel that to work and promote our Association within the commercial market place we need to know the demographic profile of our membership. Thereafter we will be in a situation to market to selected companies.

What we are also looking at is assistance from within! We are looking to Tablers to promote Round Table within their own companies and for those companies to hopefully offer deals that may be of interest. Therefore can I request that everyone consider the opportunities and let me know if there's any organisation that can help.

### **Marketing:**

This is the area that we must concentrate on and we will revisit this, re-developing and re-enhancing the brand ROUND TABLE.

I have been asked many times what is ROUND TABLE and the thing that hits me is that we are not a product, we do not provide services, we are not just a charity. We are all these things and more. Therefore I hope that at the National Council meeting we will have looked at this issue and by working with other areas of Table we will enhance the image that we have and to re engage the issues that surround this fine Association.

### **Sponsorship:**

This is really a classic chicken and egg situation. Before companies bring their wallets to us we must look at ourselves. The Committee will be working closely with all areas of Table, with the Conference and National event teams etc. to help them receive sponsorship and also to learn from them, where they have succeeded to bring funding or services in kind to the association. We hope also to look at arranging sponsorship for some of the Sports and Community Service trophies.

## **(I) Sales- Nigel Middleton**

### **Finance**

The current 90-day debt level to the Association is quite low for the time of year, but I feel there is still room for improvement with tighter controls on procedures for following up on outstanding amounts. Credit management is an area the Sales Committee will be looking at to produce a new procedure and control of outstanding debts.

### **Website**

The Website is about to go live (hopefully at the JLM) with a complete product listing and picture for each item. The existing range has been re-numbered to allow for clearer identification and ease of ordering. Payment cannot be made via the Web at the moment but this is being investigated for future development in conjunction with other initiatives. Credit

card payments can be made by phone after placing the order; the order will not be processed until payment has been made - this will ensure all card details are correct.

### **Product Lines**

New lines of stock are being sourced to rejuvenate the existing range and also enhance some of the best of the old, which has stood the test of time. A product review will have been completed by the JLM to determine what we need to stock and what can be sourced via direct ordering (no stock to hold for the Association).

### **Stock levels**

There will be a drive by the Sales Committee to clear space at Marchesi House with a summer sale designed to clear old rondel stock, end of lines and one off items stocked for National Events. An extra discount day (Blue Cross Day) will be held on Saturday 28<sup>th</sup> June (JLM Weekend) to include current stock plus particular emphasis on end of range items. Area Sales Officers attending the day will be able to get hugely discounted items to help benefit fellow Tablers.

### **Promotion items for Children's hospital**

If your Table is either getting involved with or funding projects at a local children's hospital please send details to Marchesi House and we will supply free of charge a few Corgi type Round Table vans (limited edition) to leave a lasting memento of your activity. If you email a few details outlining similar projects the Sales and C.S.L.O will consider the request in the same way.

### **New Products**

By the JLM some new product ranges will have been introduced and will be available to order or purchase on the day. Remember to send your Area Sales Officers to Marchesi House at the JLM to get that extra discount for your Area. The Sales Committee is looking into new items to add to the range, and if you have an idea and a supplier, please pass the details on for the team to investigate.

### **National Events**

Further efforts will be made this year to continue the supply of clothing for National events. This will help the Association with credit facilities for the event and enhance our standing with suppliers to negotiate more competitive pricing due to the larger turnover of products.

### **Area Sales Officers**

The Sales Committee will be working closely with Area Sales Officers to help promote their worth to Area and to the Association. Areas, which currently have no Sales Officers, will be encouraged to recruit one for this year or even next year. Every effort will be made to help Areas where minimum activity is taking place with practical help and advice.

### **The Sales Department**

Ann Roberts has settled into her new role at Marchesi House and has received her first baptism of fire at Conference. Thanks must go to Ann's husband Alan for the help he gave the Sales team and the Conference team when he was at Newcastle. The old sales stand has been abandoned in favour of the newer look that was used successfully at the 2003 Conference and this means the old stand is available to anyone who may have a better use for it. A cash offer would be good or a worthy cause may be considered, please e-mail me.

## **(m) Sports and Social – Shaun Redman**

### **National Competitions**

#### **11 a side Football, Ten Pin Bowling, Quiz and Debate**

The letter inviting all the Areas to take part in the four National Competitions has been sent out. The closure date for registration is 11<sup>th</sup> July at which point we will build a draw based on geographical locations to start off with. Andrew Kennedy (NC Area 2) will be running the Football and Ten Pin Bowling this year and the Quiz and Debate will be under the control of Niall Moore (NC Area 14).

I propose that we will run a seeding system so that last years finalists should not meet in the very early rounds.

#### **NSW2002 Birmingham**

The team is trying to close their accounts so they can go for audit and I should have a balance for the National Council meeting.

#### **NSW2003 Cardiff**

Bookings currently are over 250. Anyone can interrogate the Website and check who from their Area has booked. I am happy that the Committee has things in hand and the Cardiff team is now out and about visiting Area events to sell NSW. There is serious possibility that the event will sell out so please book in now if you do not want to be disappointed. I am delighted to say that Mark Chenoweth (NC Area 22) has taken on the NSW Liaison Officer role for this event.

#### **NSW2004**

NSW in 2004 at Keele University is coming together and the team will be ready to make the event live at Cardiff. Simeon Wilkinson (NC Area 15) from my team has taken on the role of Liaison Officer and I will arrange an update for the meeting on this event.

#### **Future Events**

We are arranging a bid visit to Area 2 to look at their bid to host NSW2005 in Brighton.

There are a number of Areas that have expressed an interest in hosting National Family Weekend and my team will be working with these Areas over the coming months.

Again, do please speak to me if you want to bid for a National Event, we would be delighted to hear from you.

#### **Trophies**

Thank you to Eastbourne RT 32 for letting me know that they have the NSW Tennis trophy and I will make arrangements to collect it. This means we only have the recovery of the Novelty Trophy outstanding although there are a number of original trophies missing for which we have had to buy replacements. These are part of the history of RTBI and as such should be returned to Marchesi House were they can be displayed. I am always happy to come to Tables to collect any National Trophies that you identify.



## **Appendix B – RECEIVE RESOLUTIONS**

### **1. Marchesi House**

Proposed by Area 35

(this Resolution was deferred from the March National Council meeting and requires a 50% majority.)

"National Executive are to commence marketing Marchesi House with immediate effect with a view to relocating to alternative premises more suitable to our staffing needs, at a reduced overhead cost and giving consideration to accessibility to members."





**DISTRIBUTION (1 copy for each):**

National Executive

National Council

Area Chairmen

Area Vice-Chairmen

Area Secretaries

Table Chairmen (for the attention of the Table members)

Chairmen of National Events – (Conference, Sporting Weekend, Family Weekend)

**This Notice and Agenda is sent electronically to aid distribution to all Members. It can also be downloaded from the RTBI Website @ [www.roundtable.org.uk](http://www.roundtable.org.uk)**

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