



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

NOTICE & AGENDA

NATIONAL COUNCIL MEETING
Saturday, 1st March, 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, 1st March 2003 at The City Chambers, Edinburgh, 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 February 2003

AGENDA

1. Preliminaries

- (a) Approve notice convening the meeting.
- (b) Confirm the minutes of the meeting held on 26th October 2002.
- (c) Matters arising.
- (d) Apologies and communications.

2. Reports Presented by Officers (Appendix A)

- (a) President – Ken Donald (page 5)
- (b) Vice-President – Chris Horsfall (page 6)
- (c) Immediate Past President – Nick Lawton (page 9)
- (d) Honorary Secretary – Mark Newby (page 10)
- (e) Honorary Treasurer – Adrian Gibbons (page 12)
- (f) Media and PR Officer – Fraser Skells (page 13)
- (g) International Officer – Arawn Johnson (page 14)
- (h) Membership and Development Officer – Andrew Hornby (page 18)
- (i) Community Service Officer – Mark Gray (page 20)
- (j) Conference Officer – Paul Jay (page 22)
- (k) Marketing and Sponsorship Officer – Mark Tipping (page 20)
- (l) Sales Officer – Dave Ellis (page 21)
- (m) Sports and Social Officer – Shaun Redman (page 23)

3. Receive Resolutions (Appendix B).

4. Receive Resolutions for Submission to the Annual General Meeting (Appendix C)

5. Approve Annual Report

6. Nominations for National Officers Received

Notice will be given to the meeting of all nominations for National Officers made by Area Councils and received

7. Transact Any Other Business permissible under National Rules and Standing Orders.

Appendix A – Officers' Reports

(a) President – Ken Donald

Focus on Fundamentals

Firstly I give my thanks to all the Areas and Tables that Karen and I have visited over the year since the Plymouth AGM. The quality of events that are put on is very high, and the enthusiasm remains tangible. We all need to tap into this reservoir of goodwill and enthusiasm to promote the activities of our own Tables and our own Areas to the next generation of Tablers. It is our duty as the current custodians to ensure Table remains buoyant.

First or Foremost

My Presidential Liaison Committee and I look forward to welcoming well over 300 to Edinburgh for what we trust will be a heady mix of Table business and pleasure, with the unique brand of fun and fellowship we offer. A special welcome to the Irish Areas, who hold their Rally in Edinburgh – I am sure they will be seen and heard. A few tickets remain, bookable through the Website, for both the Friday night entertainment and the Ball. Please read these papers and debate any of the relevant issues in your Tables and Areas, and ensure your Area is represented at the National Council meeting to give them a voice in the management of the Association.

Once again we are proud that a local council, in this case Edinburgh Council, support and welcome Round Table into their inner sanctum.

Friendship over Frontiers

I am delighted in Arawn's success in the recent election for EMA Vice-Chairman, which ensures a voice for RTBI near the top of international Tabling. After all, we started Table in this country, and it continues to grow and be a success around the world. The last National Council meeting voted through a modest supplementary budget to help a first Round Table open in Greece, and there is great enthusiasm for this event scheduled to take part on March 22nd in Athens.

Face our Future

This year has also been hard work for many reasons, but most importantly due to the staff changes and the process involved. Thanks are due to Nick Lawton, but particularly Mark Newby for their diligence in this regard, and of course we thank the staff for their forbearance, loyalty and their many contributions over the years. We now need to welcome Joan and Matthew into our team, and make the best use of the resource the staff we employ provide. In the meantime we believe it would be precipitate to initiate any further moves away from Marchesi House, but efforts are underway to maximize the use of the building.

Forward or Fail

At Plymouth, the movement cried out that we address the twin challenges of change and value. Your National Executive continues to work to deliver and add value to the privilege of being a member of Round Table, and also to effect change. Never before have so many member benefits and opportunities been available, and efforts continue to raise our profile, even though this can be difficult without expenditure. I, or my representatives, have attended (or shortly will do so) a number of public events to generate news stories such as:

- Unveiling a plaque at the City of London lunchtime club
- Attending the celebratory anniversary meeting of WAGGGS

- Memorial Service and reception for Shirley Nolan
- Sir Steven Redgrave Charitable Trust reception
- Volunteers in Action
- Launch of the Air Ambulance Foundation
- Attending a dinner in the Guildhall in the presence of the Queen
- Various Civic and Rotary receptions and functions

On 12th March we will again be in the public eye with the renaming of the Anglia Railways Locomotive “ The Round Tabler” in the presence of various dignitaries and also our Life Honorary Member, Sir Steve Redgrave. I hope many Tablers will be present to greet the train when it arrives in London Liverpool Street around 12.45pm.

Faith in our Future

It can be easy to get despondent if numbers in your own club are falling. Internationally Tabling is a success, and they still do not have any member Associations with numbers anything like as high as ours. Many of our own clubs of course continue to grow and flourish. It is incumbent on each and every one of us reading this to make the effort to inspire those around you to ensure their own clubs are successful. Focus on the fundamentals of a good and varied programme, timely communication, and effective leadership to let enthusiasm breed success. Lead by example and invite participation which will ultimately bring the fruits of membership. Tabling is the perfect antidote to the stresses of modern day living.

(b) Vice- President – Chris Horsfall

Diary

My Presidential diary is filling up nicely and invitations to Area events are coming in. If any Area Vice Chairman has not advised me of the date of the event that they wish me to attend can they please let us know asap.

Visits so far

I have attended quite a lot of meetings and events over the past few months and have enjoyed talking to so many Tablers and listening to your views. I am looking forward to seeing you at the Edinburgh National Council Weekend which will give us all a chance to see what a beautiful city it is.

I will be holding a meeting of the Candidates for National Office at lunchtime of the National Council meeting. I would encourage anybody to have a go and stand for election to the National Executive. It requires a bit of commitment and time but the rewards are a super Tabling experience with a bunch of good Tablers.

Presidential Liaison Committee

My PLC team are doing a super job and I am really grateful to them and all the Tablers and Circlers who are working so hard to make my Presidential year a successful and memorable one. I am looking forward to it.

Forward Planning.

Volunteers in Action!

A further meeting of VIA! Is scheduled for 25 February 2003 at Rotary headquarters in Warwickshire. I will try and attend and we will be discussing how we can all support one another and create awareness of what service clubs are all about. I will provide an update in Edinburgh.

Dual Gender

This issue is still being discussed or should I say some sort of umbrella organisation is being considered

NALC Liaison: - President Ken and I have continue to meet with NALC President Janet and Vice Chairman Tracey to try and work together on various topics.

Associate Membership: – some Areas are having great success with this concept and Area 16 are pushing this forward. I have been advised that Rotary are doing a similar thing with a development they are calling Interact so it shows there is merit in this novel approach.

Area Restructuring or Guidance: – with the number of Tables in some Areas reducing sadly there may be opportunities to consider mergers. We will give as much help and support from the National Executive as possible but the decision will be from the Areas themselves.

National AGM: – we will try and fill that City Hall for the AGM. If we can get Members to attend they should then be entertained and as always, all the business carried out in a professional, workmanlike and some times light-hearted manner. Hopefully some changes that are being considered will make the lads want to come and enjoy the AGM.

Area and Grass Roots Tabling: – As stated before, the idea is to build on what we have got, to try and put simple programmes into practice, from the Area meetings to specific Table meetings, things which many of us take for granted:-

1. Area Chairmen visiting and getting to know all their Tables in their Area.
2. Then in return Table Chairmen attending Area meetings.
3. Spending time getting to know one another.
4. Building on what we have got.
5. Areas supporting Table events and vice-versa.
6. If Areas are struggling seek inter-Area support from adjoining Areas.
7. National Executive support at events and with planning if so requested.
8. Giving value in all Tabling.
9. Ethnic Membership, we have few members from Minority groups.
10. Last but not least, I know we are all busy but it is the only way it works, try and give more than we take. TIME AND COMMITMENT.

PLEASE REMEMBER LADS, WE ARE ALL THERE TO HELP AND GIVE VALUE.

(c) Immediate Past President – Nick Lawton

Staff Review

A review of the existing staffing levels and roles was carried out immediately after the AGM at Plymouth and a Review Document presented to the Staff at Marchesi House on the 29th July 2002. Over the Summer and Autumn the timetable within the Review has been followed with the aim of concluding matters within this Table year.

As reported at the National Council Meeting in October new positions were created and the existing staff were offered the opportunity to apply for the new positions.

In the event applications were received on the 18th October from John Handley, Maureen Huggins and Ann Roberts.

John Handley was interviewed and appointed as General Secretary, effective from 1st December 2002.

Maureen Huggins was interviewed and appointed to the PA and Event Administrator position, effective from 1st January 2003.

Ann Roberts was interviewed and appointed to the Part Time Sales Administrator position, effective from 1st January 2003. Whilst the initial hours may vary the intended working hours for this position are 10am – 2pm Mon to Thurs and 9am to 5pm on Friday.

The remaining staff did not apply for a new position and consequently Tony Mace, Irene Richards, Vivienne Barton and Shemin Noorali will be leaving the employment of the Association on the 14th February 2003 although Irene, Vivienne and Shemin have finished early on 31st January 2003.

The remaining positions were advertised in the Birmingham area and on the Round Table and 41 Club Websites and interviews took place on the 9th December 2002. Following the interviews Joan Adams accepted the position of Membership Administrator, Matthew Piper accepted the position of Accounts Administrator and both commenced employment with the Association on the 20th January 2003.

There will be initial bedding in time, however the overall outcome is anticipated to give Marchesi House a more proactive role in the affairs of the Association and a co-ordinated and forward looking approach to integrated IT management.

The Staff Review is now nearing completion and I must commend the time and effort put in by Honorary Secretary Mark Newby in bringing the process to this stage.

Marchesi House

We have received a further reply from the Embassy Group Ltd., the head leaseholder, confirming that they are unwilling to allow us to sub-let part of the existing building. The reasons stated are mainly related to the size of Client that they are looking to attract the site. We have not as yet discussed any payment to the leaseholder to allow us to sub-let a floor, but, given the reply received, it is unlikely that this option will be made available to us.

It is possible that we could test the realisable value and appetite of the market and look to sell Marchesi House in the relatively short term. The marketing costs for preparation of brochures, agents fees etc will be in the region of £10 - £15K. Given the recent and impending upheaval in the staff I would strongly recommend that we look to remain in Marchesi House in the short term and review this in 12/24 months time.

In the meantime, we can reorganise the existing space following the new staff appointments. There is likely to be a cost involved in any alterations and the level of this cost will depend on the extent of the proposed alterations.

(d) Honorary Secretary – Mark Newby

Staff Review

Following the report given by Nick Lawton and myself last October in Sheffield the staff review has moved on a pace and as Nick has been able to report fully, has now been completed with the appointment of Matthew Piper as Accounts Administrator and Joan Adams as Membership Administrator. I am sure they will be both up to speed very quickly but your cooperation and assistance during this process will be greatly appreciated.

I would also like to thank the leaving staff for their loyalty and support to the Association over many years of service and particularly during what was a very difficult process this year.

The work goes on and we are now looking to finalise new Appraisal systems and fully documented office procedures for Marchesi House to ensure we obtain maximum benefit from our new team.

Marchesi House

Nick again has reported on the ongoing situation with the proposed letting of Marchesi House and I must support and echo his comments. I can tell you that dealing with the staff review has been a full on process this year and there was no way in which both issues could have been tackled within the one year. I sincerely hope that either through the Administration Committee or the IPP we tackle the issue once and for all next year.

Database and IT Plan

I pleased that with the assistance of Martin Johnson (NC Area 33) from my Committee we have made great strides in moving on the Database upgrade. As you know this is now essential both to further develop our services to the membership and to develop a replacement for the current DOS based system. Schematics have been approved and the Specification will shortly go out to tender.

An IT Strategy is currently being prepared by me for the Association to encompass e-mail and Website development, so that we have a consistent policy that is maintained across the board and the Website develops as the Membership wish to see it. Full consultation has taken place with all National Councillors through the Standing Committees and I hope to drive this forward in the few months remaining in this Table year

Presidential Representations

These continue to be received. Please remember that if you give short notice of a Charter event you are unlikely to get your requested Presidential representative

National Councillors 2003/4

You will shortly be holding your Area AGM and your new National Councillor will then takes office. It is essential that you notify me and the General Secretary of the new National Councillor and complete the form recently sent well before the National AGM. We have to allocate National Councillors to Standing Committee's during the National AGM Weekend and

it proves a nightmare if we only obtain partial information. Current National Councillors are requested to please notify me of their successor as soon as he is known.

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 which have different registration arrangements; and we hope to issue that guidance shortly.

Fireworks Survey

I am pleased to report that Neil Levitt's (NC Area 17) survey was a considerable success and the statistics will be of considerable use in analysing risk in the future. It was however disappointing that a large number of National Councillors failed to help Neil chase the remaining Tables in their Area's.

Resolution Deadlines

A final reminder that the deadline for resolutions to be submitted for the AGM from Area's closes on **Friday 28th February 03**. The resolutions must be approved by your Area Council and signed by the Chairman/Secretary. **I will not accept any resolutions that do not comply with these requirements**. Please remember I am in Edinburgh from Thursday lunchtime so do not post any resolution to me if it will arrive later than morning post on Thursday 27th February. If you wish to post direct to the Hotel I will be stopping at the Hilton Hotel, Edinburgh.

Nomination Deadline

Also remember that if you are standing for National Office your nomination form (original signed) must be with the General Secretary **no later than 12 noon on Saturday 1st March**. Again remember John Handley will also be in Edinburgh from Thursday Morning so do not post it late to Marchesi House

A Final Note

Just a final note to put on record my thanks to my Committee and the General Secretary for all the hard work done so far this year. Of course we as a Committee continue to work right up until the new team takes over in Newcastle so it is not quite time for a congratulatory beer yet

(e) Honorary Treasurer – Adrian Gibbons

Draft Accounts for the year ended 31 May 2002

At the National Council meeting I will be in a position to issue draft accounts for the Association for the year ended 31 May 2002. These accounts have been audited and show a loss on normal activities for the year of £94,263. This compares with a budgeted loss of £63,220 and my predicted loss at the Plymouth AGM of £80,000.

The main difference between the actual figures for 2002 and my predicted figures is the drop in our investment income. In my report to the Plymouth AGM the budgeted investment income was £25,000 but the actual income received was £8,334. The drop of £16,666 in investment income explains why the loss for the year is much higher than I had expected.

Our Auditors have reviewed the value of the Association's investments and have recommended that for the year ended 31 May 2002 we reduce the carrying value of the investments by £32,000 to reflect the impairment in their value. I have agreed with this treatment and the accounts also reflect this reduction. The full impact of this is to reduce the Association's reserves by £126,263.

Financially the Association is still in a strong position, with reserves of £534,790 at 31 May 2002. The financial result for the 2002 year underlines the prudence of increasing the Capitation for the 2002 - 2003 year and the need for the National Executive to continue to find cost savings.

Financial results for the year ended 31 May 2003

The costs for the year ended 31 May 2003 are performing in line with the budget that I set. Our income for the year has held up well, with the exception of our investment income which continues to show a poor return due to the current state of the equity markets.

The Association has also incurred one-off redundancy costs that were not budgeted for in the 2002/2003 budget. In the short term the restructuring that has happened at Marchesi House will cost the Association money but the longer term benefits of the changes will improve the cost position.

Subject to the redundancy costs I expect the accounts for May 2003 to show a small loss.

Budget for the year ended 31 May 2004

The proposed budget for the year ended 31 May 2004 is set out in Appendix D to this Notice. The budget has been based on 9,500 Active Members and 1,000 New Members. We believe this to be an achievable target in terms of membership for 2003/2004. The current membership is around 10,850 Active Members.

I am proposing that the Capitation Fee should be £43.80 for the 2003/2004 year.

The Capitation Fee for the 2002/2003 year was set at £43.20. This represents an increase of 1.4% on last year's Capitation, an increase that is well below the underlying rate of inflation of

around 2.4%. This has been achieved against a background of falling membership numbers. The breakdown of the capitation is set out below:

The breakdown of the Capitation fee is as follows:

	£	£
	2003/04	2002/03
Marchesi House	16.09	14.77
All Insurance	8.10	7.30
Magazine	4.47	4.35
Meetings	3.52	3.85
Membership Development	3.58	3.65
Conference	2.46	2.56
President and VP	1.49	2.07
International Representation	1.36	1.65
WOCO/RTI/EMA	1.52	1.24
Website	0.95	1.02
Post	0.74	1.00
Professional Fees	1.05	0.90
Directory	1.05	0.90
Benevolent Fund	0.84	0.80
Marketing	0.31	0.50
Offshore Support Fund	0.30	0.45
Sports and Social	0.37	0.34
	48.20	47.80
Less Investment Income	(1.05)	(2.50)
Sales Profit	(3.35)	(2.10)
Capitation	43.80	43.20

Other Issues

Matthew Piper has commenced employment as the new Accounts Administrator replacing Irene Richards. He has settled in very quickly and is now reviewing and improving the first draft of the Accounts Procedures Manual for the Accounts department.

(f) Media and Public Relations Officer – Fraser Skells

Tabler

The Spring issue of *Tabler* magazine is now taking shape and we are working with Prolog to produce another quality edition. As a committee we have several ideas on how to improve the magazine further in the next two issues that fall into our term of office. We feel that the *Tabler* has come a long way in the past ten months but still has a little way to go.

We again thank each and every one of the Members who have contributed to the magazine in any way. As I keep on saying, we cannot make the news, the membership has to do that, but then they have to tell us all about it.

The Winter edition went out with 10% more pages than previous issues and less advertisement space, whilst maintaining advertising income levels to meet the budget requirements.

The Spring edition will by now be almost put to bed and I am waiting only for the front cover story, which takes place on 12 March and we hope will give a good story and a good photograph for the front page.

Please keep your Table and Area stories coming in and send them to your Area liaison contact (see past copies of the magazine for their details) or to me directly. We have received some articles via Marchesi House this quarter. Please try to avoid this as it just creates extra work for the staff. The articles should be submitted on e-mail, in a "Word" document format about 250 words in length together with one or two jpeg photographs with captions, all as attachments please.

Website

The RTBI Website is up-dated regularly, but needs and will get, more articles posted to bring it up to speed. We are currently discussing how this is to be efficiently done.

Media & PR Awards

There are eight awards for Media & PR initiatives. I strongly urge everyone to go back to their Tables and Areas and remind them that they have until 31 March 2003 to submit them to me. If you have a Website that you think is worthy of recognition, do not keep it a secret, tell me how to find it. A simple e-mail saying, "Hi Fraser, check out our Website on www.blablabla.org" is great, short and to the point. Details of the awards are in the National Directory and my address for mailing hard copy entries is detailed in the National Directory. Don't be shy, give it a go and who knows, your Table or Area maybe one of the winners at Newcastle!

(f) International Officer – Arawn Johnson

Round Table International (RTI)

Following the encouraging support of the National Council at the last meeting, I am pleased to report that the charter of RT 1 Athens will take place over the weekend of the 20-23 March 2003 and RT Cyprus and RTBI are to be the mother Associations. I hope to see as many of you as possible in Athens - booking forms are available on our Website. There are currently nine people booked in from RTBI which is excellent, but let's see if we can make it 15?

We have not been actively involved in the development of RT worldwide for some time and this sponsorship of RT Athens has done wonders for our relationships across RTI, especially in the European, Mediterranean & America's (EMA) Region. Coupled with my recent election as the EMA Vice Chairman, and Mark Gray's plans to seek approval for a RTI Trust Fund, we can certainly mean it when we say we are leading the way in International Tabling. The icing on the cake will be to bring the administrative headquarters of RTI back to Marchesi House, and this is something which I am working on, although we need to ensure that with the recent staff changes, our own administration is in good shape first.

Communication throughout the RTI family is also an important issue. The RTI Website (www.roundtableintl.org) has recently been extended and now has, in addition to an events database, a database for international service projects. Here you can find details of approved projects, mainly from third world countries, that are looking for support. At the next EMA meeting in June this year, there will be a Community Service Market where some of the

projects will be presented. Any Table or Area with money in a charity account that would like to support one of these projects can contact me for further information, or better still, why not book yourself in for the EMA meeting and bring your fellow Tablers with you. We are trying to encourage widespread participation at these events. They aren't just for official delegates but floor members as well. They are about fellowship and community service first and foremost and always have good non-delegates programs of a cultural nature. Details can be found by links from the events database pages of the RTI Website.

There is also a separate site where you can register to participate in exchange programs for children, homes or services (www.rtexchange.com). I believe that interest in the exchange idea has been a little slow to start as this is a new idea, but it has to start somewhere and is a useful added value service for Tablers across the RT world. We are currently trying to find a children's' exchange for the family of a Norwegian Tabler. The benefit of exchanging through RT, apart from the cultural side, is of course that you already have some idea of the type of family you might be sending your children to.

Travel Bingo

We will be carrying out another draw during the National Council meeting, and once again we will be asking the IRO from the winning Area to carry out a similar draw from the Tables in his own Area. The Table can then nominate someone to take the prize and they should be asked to contact me as soon as possible to sort out arrangements. The prize will be free registration and accommodation to attend the next AGM of RT Norway. Flights will have to be met personally by the winner. I would ask that Tables try and encourage one of their newer members who may not have previously taken part in any international Tabling to take the prize, if at all possible. It is important to get younger members into international Tabling as soon as possible.

Overseas AGM's

To the best of my knowledge, by the March National Council meeting we will have already attended the French, Finnish, Polish, Romanian, Czech Republic, San Marino, and Tunisian AGM's and plan to go to the Portuguese, Gibraltarian and Luxembourg AGM's. Our international relationships continue to flourish thanks to the efforts of those that travel, so please keep up the good work.

I am particularly keen to hear from anyone planning to go to an overseas AGM in May or June of this year (e.g. Morocco, Hungary, Latvia, Germany, Cyprus, Estonia or the Netherlands) as this is the hand-over period when most AGM's take place and it may be too late for the next IRO to book in to any of them at short notice, so we really need to be planning now for attendance at these events, so do please keep me informed.

Mass Tours

Mass Tours are usually extremely good value for money due to the hospitality of local Tablers and their willingness to home host. We would encourage you to join one before you lose the opportunity once you leave Table. We currently have information on about five pre WOCO 2003 tours in August, the Owen Frye tour in South Africa (22 March - 6 April 2003) the Ice and Fire tour in Iceland (26 July – 6 August 2003) and the Shangri-La tour in Nepal (4-12 August 2003).

Twinning

There is really no substitute for travelling yourself if you want to find an overseas Table to twin with. This has been proven to me twice this year when I have been accompanied on trips by Tablers who have come back with unbelievable twinning arrangements! One managed to twin with a Table in Vienna, whilst the other got involved in an International Wine Festival. Another success story is a Table that is involved in the Loyal Order of the Elephant.

The point here is that if you get out there yourself and show others that you are interested in international Tabling, the opportunities do exist, whatever your Table number is. Go and get involved and the benefits are there, we can always help you decide which events to attend to find your own contacts, but don't rely on us to provide you with your own twin in Paris or Amsterdam! Ultimately this is not a numbers game but a people game and you never know, by travelling you might just meet up with a Tabler from one of those cities and pull off a major coup for your Table!

RTBI Welcome Tour

Sadly, due to the early sell out of Conference tickets, the tour has had to be cancelled.

Newcastle Conference

There will be a maximum of 16 international guests at Conference who don't yet have an Area dinner to go to on the Saturday night. Since offering their help at the IRO's forum at the JLM last year, the Area IRO's have been asked if they can "adopt" one or two internationals for the Saturday. Ideally, they would be responsible for getting them to the AGM first thing on Saturday morning, they would then be welcome to join in the city tour and visit to the local football stadium, after which they would be brought back to the AGM, around lunchtime, or go off with their respective Areas for the rest of the day. We are hopeful that we will find enough Areas that are willing to sponsor a meal or two on the Saturday night after which they can be brought back to the Final Night Party, in fancy dress. We will need to know far enough in advance what your Area theme is so we can advise the internationals accordingly.

We are extremely grateful to any Area that offers to help in this way and believe it is a great way for Tablers in an Area to really get to know a few of the internationals.

European, Mediterranean & Americas Region (EMA)

The Annual Regional Meeting of the European, Mediterranean & Americas Region (EMA) of RTI will next take place in Lausanne, Switzerland, on 18-22 June 2003.

The next Sub-Regional Meetings will be in Florence, Italy (7-9 March 2003) for the South European Meeting (SEM), in Vilnius, Lithuania (16-19 October 2003) for the Nordic Tablers Meeting (NTM) and our own Sub-Regional Meeting, the Joint Board Meeting (JOBBO) will be in Gdansk, Poland (January 2004 – precise date not yet fixed). Following the recent JOBBO 2003, in Vienna, there is a definite commitment to reducing the level of business to just the important issues and increasing the level of cultural activities and fellowship.

Other events of interest within the EMA region include a Carnival in Venice, Italy (28 February 2003), the EuroSki Meeting in Are, Sweden (2-9 March 2003), the EuroTennis Tournament in Eger, Hungary (11-13 July 2003), the EuroSail Meeting in the Baltic Sea, Germany (16-23 August 2003), the Formula 1 Weekend in Budapest, Hungary (22-24 August 2003) and the EuroMountain event in Kufstein, Austria (2-5 October 2003).

Danish Axe Award

The lucky winner of this award will receive a contribution towards the cost of flights, accommodation and registration at an international event next year. The award is for the Tabler, Table or Area that does the most to further international Tabling during the coming year. All applications should be made in writing - please feel free to nominate someone you know if you feel they have been making a difference on the international scene.

John Watts Travel Fund

The purpose of the fund is detailed in the RTBI Directory and further guidance can be found on the Website. Applications for this also need to be made in writing with as much detail as possible. Please keep those applications coming in.

World Council of Service Clubs (WOCO)

The next WOCO will be held in Stockholm, Sweden from 18-24 August 2003. It is being organised by both RT Sweden and LC Sweden (who are also members of WOCO). Booking forms can be found by linking from the events database on the RTI Website or direct on www.woco2003.org. The Community Service Market idea started in the EMA region of RTI is to be tried out at WOCO as well this year. I hope that we will be able to show the Service Clubs of the World what we are trying to achieve with our club-to-club twinning arrangement with Active 20-30 Costa Rica.

The idea is to open a centre that will give the opportunity to people of low incomes to obtain knowledge that will allow them to improve their quality of life, through Cooking Courses, Computer, English, Basic First Aids, Administration Principles, Voluntary Services, and other courses for single mothers, young mothers, elders, kids, and children in social risk. Not forgetting that in the day it will also work as a Primary School for the children in this area.

There will also be a room for blind children, with 10 braille typing machines, Perkins Trademark and a computer system with appropriate software, and Nursery Home, that will include green area for children, playground, and sports area.

A landscape of 3,000 metres is needed for this and the Tres Rios club is currently working on one of the biggest ranchers of the Tres Rios zone (located between two very poor zones) to get the land donated.

Any Table or Area that would like to get involved in a club-to-club twinning arrangement with Active 20-30 Costa Rica (where WOCO will be held in 2005) please contact me for further information. We hope to match funds raised by you with funds from a worldwide organisation called Development Space (although we can't guarantee it) a facility made available to us through our membership of WOCO.

(h) Membership and Development Officer –Andrew Hornby

Onward & Upward

Have you checked out my updated membership pages on the Website? Visit www.roundtable.org.uk and log into the Members Area (login = members; password = marchesi), click on Current News and then follow the Membership News link. There you'll find 20 pages of useful information, guidance and best practice on all kinds of membership issues. If you still have questions, please contact me or any one of the M&D Team, as listed in your National Directory.

New Members

I am delighted to report that we have inducted well over 700 new members to the Association so far this Table year, all of whom have had a special mention in *Tabler* magazine. The exact and current figures will be presented to National Council at the meeting.

Copies of the New Membership Return are, as always, available on request from Marchesi House, and the form will soon be available as a download from the Website. The form also includes the request for the free New Member's Polo Shirt and a Membership Recruitment Award (Bronze, Silver, Gold or Diamond) for the *Tabler* that introduced him.

Tables still have to be reminded that their New Members can not be registered (and therefore insured) until a fully completed New Membership Return has been submitted to Marchesi House, together with payment of the New Member's Capitation for the remainder of the Table year. By return post the Table will receive the New Member's Kit, including his badge, certificate, Round Table polo shirt, and two-day pass to National Conference (itself worth £63). And there is no joining fee.

Vice Chairman's Forums

Over 50 VC Forums were set up this Table year, and the feedback from the Table Vice Chairmen that attended showed that they went away enthused, motivated, inspired, confident and – most importantly – focused on making 2003-4 the best year's Tabling ever for themselves and their fellow members. As well as acknowledging all the VCs that attended, a special mention needs to go to the members of the M&D Committee, the National Executive and the many other *Tablers* around the UK that helped to make these forums happen again. 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.

All Table Vice Chairmen (whether or not they were able to attend a VC Forum) have been encouraged to get together with the other Table VC's in their Area at a meeting set up by their Area Vice Chairman over the next few weeks. These events are different to, but equally important as, the National VC Forums. These Area meetings will enable and encourage everyone involved to co-ordinate their diaries for next year, and focus on their involvement in the future of Tabling in their Area.

Next year's VC Forums are already being put together, and it is hoped that next year's Area Chairmen and Membership Officers will help co-ordinate one forum in each Area, at a time and venue convenient to local Table VCs, and which next year's M&D Committee can facilitate – as well as promote to other VCs.

Promotional Materials

The range of promotional materials (including the leaflets and beer mats) is still available free from Marchesi House upon request. The leaflets have been reprinted numerous times this year as so many Clubs are realising the cost effectiveness and potential benefits of local leaflet drops. The current leaflets are being redesigned at the moment and the new style will be made available shortly.

Membership Initiative Awards

Many thanks to all the Tables that wrote in with their answers to the \$64,000 Question that I posed last summer. The closing date for these awards was 31st December 2002, and £200 each has since been paid out to all the successful applicants. They told us what they've been doing to get guests along to their Table events, and supported their applications with a copy of their 75th Anniversary Year

Membership Plan. This information is very valuable and we will now be able to share it with the rest of our membership.

Membership Plans

Having a membership plan is crucial to the future success of a Table. All Tables are encouraged to document their plans for creating awareness and recruiting new members. All entries will be judged and the Acton Trophy presented to the winning Table at the Newcastle AGM. Getting ideas down on paper is the most fundamental but often the hardest step; once you've planned it all you have to do is make it happen.

Membership Recruitment Awards

Toddington & District RT 1118 (Area 54) was the winner of this year's second Quarterly Membership Trophy. The trophy will be presented again, at the Edinburgh National Council meeting, to a Table that has increased in size by a huge 80% from 10 to 18 members. Individual Tablers continue to receive Bronze, Silver and Gold badges for personally introducing new members; application for these awards is made on the New Membership return forms.

(i) Community Service Liaison – Mark Gray

General

The CSLO committee have had a busy few months and I am pleased to present a pretty progressive report and my thanks go to all the individual Tabler's, Tables and Area's for making these Community Service projects happen.

RTCW

24 Tablers are setting off to the Sahara this month for the Cycle Ride. In addition two mailings have gone out to network supporters regarding the organisation of a Charity Golf day and the future strategy of RTCW. It is hoped that from this a picture of the grassroots supporters can be developed and then built on by the development of regional fundraisers, Wish co-ordinator's and speakers prepared to promote RTCW to other groups.

If there are any Tablers who wish to become involved locally in RTCW they should Contact Paul Hampton at the RTCW office.

RTCW are currently booking runners to fill their Golden Bond places in the London and Edinburgh marathons there are twelve places available for the latter.

Whizz Kidz

Table Chairmen and Secretaries will shortly receive a mailing about the Whizz Kidz Trek to Peru along the Inca trail this October. This is a once in a lifetime opportunity to trek along some of the most spectacular and mysterious scenery in the world. Don't miss out we only need around twenty of you to make it happen. All proceeds go to the funding of mobility aids to physically disabled children across the UK.

The charity are also looking for London Marathon runners and are offering a free pair of Puma trainers for anyone who wishes to run for them.

Anthony Nolan Trust

The Community Service Committee are currently in negotiation with the Anthony Nolan Trust for this years project but in the meantime you can help by getting on the register or organising a donation day. For more details contact Ian Pritchard (NC Area 49) on the CS Committee.

RNIB

The 4X4 Driving Challenges have been confirmed and the heats will take place at the following places and dates leading to the grand final on the 6th September at Cardiff.

RNIB will take the morning sessions and do all the organising Marketing and publicity for the event. RTBI will register the people in the afternoon sessions and provide help as stated in each heat. Places are limited to 100 people from RTBI and NALC for each heat.

East Midlands	18th May	Nr Oxton
South Regions	25 th May	Woodley, Nr Reading
Scotland	2 nd June	Stirling
North	15th June	Thirsk, North Yorkshire
West Midlands	15th June	Telford

Andrew Wickerson (NC Area 18) is now liasing with Area Vice Chairmen regarding the support required for these events. The final will be held near Cardiff at NSW weekend.

Sir Steven Redgrave Trust

There are three events for SSR in 2003 the first being the annual London 10K run. I have reserved 12 places for the 10K, which will take place on the 13th July. Already four places have gone and a further six are reserved for Area 6. If you would like to take part the cost is £30 entry plus a minimum of £100 sponsorship. If the demand increases I will apply for further places.

Round Table Big Splash will be held at Holme Pierpoint, The National Water Sports Centre in Nottingham on the 13th September. The event will take place against a Charity Row in Sculls against the five times Olympic Gold Medallist Sir Steven Redgrave Five places for this event will be auctioned to the highest Bidder, two to NALC and RTBI and a further three on eBay the online auction site in the late summer.

The Sheriff of Nottingham will open the event and the BBC and Trent FM Roadshow will be there during the day.

There are opportunities to enter teams in Dragon Boat racing (20 teams of 12), White Water Rafting (20 teams of 8) & It's a Knockout! I am still confirming team sizes on this. In addition you can water ski or do Quad Biking The event will be a great family day out and if you're a caravanner there is a campsite at the venue.

The first event of the year though is a little closer and takes place In Norwich on 12th March when the locomotive The Round Tabler will be named. It will then travel on to London where you can join the London Round Table Lunchtime club and Sir Steven Redgrave for another naming ceremony on its entry into London. If you would like to take part places are limited please contact General Secretary John Handley at Marchesi House.

If you would like to help us raise money for Sir Stevens Charity you can guess how long the journey will be from Norwich to London by pledging £5.00 The winner will receive a cheque for £100

TOFS

We have now completed the TOFS appeal for Leaflet sponsorship my thanks to all those who participated.

RTBI lottery

The December Draw took place on the 17th of January in Wakefield and the January 2003 draw took place at Ilkeston RT Ladies Night on the 1st February. The results are posted on the CS area of the Website.

The February 2003 draw will take place in the Carlsberg Brewery, Copenhagen on the 22nd February and the March Draw will take place on the Round Table train journey to London on the 12th March 2003. The April Draw I would like to be held over to take place at Newcastle AGM in May

Denis Tizard Trust

There are still no further applications to report if you would like to organise or support a holiday for Children or disabled adults we have plenty of money that can be used to help for an application form go to the Round Table Website and send it in to Ian Pritchard (NC Area 49).

Charities for 2003/2004

I have had two formal requests to be considered for next year's Guest charities, the Children's Heart Federation, and Different Strokes If you have a charity you would like National to consider then please let me have the name and details of the charity by 31st March 2003.

(j) Conference – Paul Jay

Newcastle 2003

I am pleased to report that the capped President's Ball is now full with a waiting list. Numbers attending are in line with the last two Conferences which means that the next 500 delegates will book in between now and May 2003. Can I encourage you to chase your members to book in as soon as possible so that that Len Aitchison and his Conference team can retain the budgeted infrastructure of the Conference and not have to cut back because delegates have only booked in at the last minute. The Newcastle team are flat out at the moment getting everything ready for you to have a memorable event.

Gavin Parkes (NC Area 22) will be chasing National Councillors for the last few bookings. To book in you need to call the following Hotline number - 08700 111336 or log on to the Website: www.newcastle2003.org.uk.

Can I also remind you that it is your responsibility to book your own accommodation.

Southend on Sea 2004

Conference Chairman Richard du Bois has now got a full team of Convenors with each one very busy with their own area of responsibility for Southend on Sea 2004. Their budget is finalised, literature is being produced and the Website is ready to go live at Newcastle 2003.

As you know Southend will be our second two day Conference and have a similar programme to the previous two, apart from the Saturday evening which will have a cabaret type evening function followed by the Final Night Party which will set the standard for future Conferences.

Future Conferences

The Conference Committee team attended a bid weekend with the Scottish Areas back in November last year. Can I thank Graham Drummond, Damian Sharp and their team for the hospitality and fellowship we were shown.

I am pleased to report that the bid met all criteria detailed in the Conference Manual and the relevant documentation. So the Conference team will be recommending the Glasgow bid for Conference 2005 to National Council for approval.

Area 16 is still in correspondence with me with reference to a future Conference bid. If you are considering putting a bid forward for Conference please contact Simon Govier, (NC Area 19).

(k) Marketing and Sponsorship – Mark Tipping

This report focuses on three areas being addressed by the Marketing & Sponsorship Committee:

- the Round Table Marketing Pack;
- affinity deals that benefit the Association;
- and affinity deals that benefit Tablers.

The Round Table Marketing Pack

Work has begun on the Round Table Marketing Pack. The three aims of the Pack are:

- to explain the purpose and nature of Round Table;
- to profile who Round Tablers are;
- and, through this, to show to potential sponsors and advertisers the benefits from working with Round Table.

The Marketing & Sponsorship Committee is developing the content of the Pack and we hope to have a draft Pack ready for the end of first quarter of 2003.

The primary activity here is to develop an up-to-date demographic profile of who Round Tablers are as this task was last carried out in 1997 and needs updating. At the time of writing this report, we are at the point of conducting this exercise. My thanks go to the General Secretary, John Handley, for progressing this in my absence.

Affinity Deals That Benefit the Association

At the moment, the main deal in place is that with MG Rover who provide a Presidential car. We continue to seek to develop a relationship with them that enables the promotion of their cars to the Association and secures a longer-term commitment.

A further success is the agreement of Anglia Railways to name one of their engines "The Round Tabler" as a replacement for the originally named locomotive that was damaged by fire. The naming ceremonies will take place on Wednesday 12th March 2003 at both Norwich and London Liverpool Street where we will be joined by Life Honorary member Sir Steve Redgrave. Tablers from east Anglia will be able to join the train as guests of Anglia railways and it is hoped a large contingent of London based Tablers will be able to greet them when they arrive.

An outstanding issue is to find a new sponsor for the National Community Service Award. An approach has been made to a firm of Accountants that specialise in the not for profit sector and a response is awaited.

Affinity Deals That Benefit Tablers

The RTBI Website now has an updated web page in the Members' Area detailing all the affinity deals currently available to Tablers, in particular:

- Ramada Jarvis – discounted weekend breaks;
- Thomas Cook – discounted holidays;
- David Lloyd Centres – discounted membership;
- Athelion (trading as Cordon-Bleu) – significantly discounted wine;
- Time4Leisure – quality bargain breaks;
- and RCI – holidays in spare timeshare slots (available via Time4Leisure).

Discussions will continue with these suppliers to "refresh" the arrangements periodically. My particular thanks go to Howard Joseph (NC Area 46) for his work with Athelion and Time4Leisure.

When additional affinity partners are identified and signed up, these will be announced to Tablers and details placed on the web page.

However, my final comment is to remind everyone is that in order to retain these affinity partners, it is important that Tablers take advantage of the deals they offer. "Use it or lose it" is the main point to remember.

(I) Sales- David Ellis

The Sales Department has gone through its usual busy Christmas period, and now after the break the Jewel and Regalia invoices have been dispatched and once payment has been received, the Jewels will be dispatched to Areas.

Marchesi House

By the time you receive this report Tony Mace will have left his position as Sales Administrator and the newly formed part-time position will have been taken over by his Assistant Ann Roberts. I feel it is very sad to lose a person of Tony's character and he will be missed. However I would like to take this opportunity to thank Tony for his loyal service to the Association and to wish him every success in his future, in whatever avenue he proceeds.

During the changeover Ann will be taking on current projects and it is anticipated that the usual good service to the members by the Sales Department will continue.

Ann or another member of Staff will answer the telephones at Marchesi House, and we will still be able to offer the service of obtaining goods for Round Table.

Finance

The Sales Committee team are continuing to keep a watch on the long-term outstanding debt to the Association. Area debt is continuing to reduce and the 60-day payment term is being adhered to. However there are one or two Areas, which appear to have problems which will need to be resolved before the National Council Meeting

The outstanding debt to the Association at the time of writing this report was a little over £48,000 although it is more concerning that the amount in 90 days overdue is £16,000. However this is not unusual at the beginning of the year. The Sales Committee is anticipating that this balance will reduce by the time of the Edinburgh National Council meeting, as the payments for Jewels etc are received.

Website

The latest news regarding the Website is that we hope to have it running on a trial basis live on the Round Table Website. There will be a secure page for payment details. At this stage the "direct pay" method will not be available purely due to the set up costs, which may be prohibitive. Credit Card details will be manually entered at Marchesi House.

Product Lines

There will be a rationalisation of some of the product lines held in stock at Marchesi House. With the requirement of most Members having their clothing Items personalised, it is more cost effective for us to order from our suppliers with any lettering added, which also reduces the cost to the purchaser. Existing stock will be sold off at the Newcastle Conference along with redundant items.

75th Anniversary

The 75th Anniversary glassware is still available and sales of these items are steady. No stock is being held at Marchesi House but special orders are still available so if you are having an Anniversary dinner or require a gift for this Table year this may be a good option as the Glassware can be engraved to your requirements.

Sales Officers

Generally Sales Officers have not been active so far this year. Tony Mace has placed the Jewel Order with our suppliers and of course the rules will be applied for the supply of Regalia. Invoices have already been sent out. With regard to the Jewel order it is surprising how many Tables and Areas fill in the form incorrectly and in some cases not at all, Tony has contacted those Tables where mistakes are evident although the Area Sales Officers task should be to ensure that the draft copies sent out are correct, otherwise mistakes can be costly!

National Events

The sales for the Newcastle Conference are encouraging, although again no stock is being held at Marchesi House. We have been able to supply the Newcastle team's requirements with little difficulty and we have supplied samples of additional lines with the logo in order to increase business. So far this has proved to be successful and the Conference Polo Shirts and

other items are selling well. The advantage for the Conference Team is that they have Credit Facilities set up and they do not have to hold large amounts of stock. It is hoped that future National events would choose to operate the same format

We are at this moment in discussion with the Southend Conference Team where Tony has sourced the badge although no agreement has been reached regarding clothing.

At this moment there is no "rule" regarding the supply of sales items to National events by Marchesi House and the situation is far from ideal. It is not policy to direct the various event organisers but it would be better if goods were obtained from one source, even if it is for the sole reason of controlling finance.

The Sales Committee

This year's team has had a reasonably easy time. All of the Sales Committee Team has been allocated Areas for which they will be responsible and though to date no serious problems have arisen, we will make up for it at the Newcastle Conference!

(m) Sports and Social – Shaun Redman

National Competitions

National 11 a side Football

Bob Minto (Area 44 NC) from my team is leading this event and the draw for the last 16 round was as follows (I will update the meeting on the current situation).

Match 1	26 Thames & Kent	V	33 Essex
Match 2	35 Heart of England	V	3 Surrey
Match 3	48 Dorset	V	4 Cambria
Match 4	22 Cheshire	V	36 Wirral
Match 5	7 SE Pennine	V	14 East Midlands
Match 6	8 Lancs and Manx	V	46 NE Pennine
Match 7	20 Northumbria	V	9 West Riding
Match 8	49 Strathclyde & Fife	V	51 Central Scotland

National Quiz and Debate

Jon Sockett (Area 8 NC) is once again running these events and the second round of matches should all be completed by the end of January. I will ask Jon to update the meeting on progress of the competition.

NSW2002 Birmingham

I can report that the event will make a profit and I should be able to report on the level of surplus at the national Council meeting. The NSW team is seeking to close the accounts off so they can go for audit and be finalised.

NSW2003 Cardiff

The number of Bookings made is at the time of writing approaching 100. Any Tabler can access the NSW Cardiff Website and check who else from their Area has booked their place.

I am happy that the Committee has things in hand and the Cardiff team is now out and about visiting the Area events to sell NSW.

NSW2004

A bid from Area 22 to host NSW in 2004 at Keele University is being prepared and is coming together. The Sports and Social Committee are will be making a bid visit to view the facilities on 7/8th February and I will update the meeting on this event and the next steps.

Future Events

Nothing has been confirmed yet and I will be writing again to all the Area's requesting bids for future events (both NSW and NFW).

Trophies

Next Table year we are going to have a new National Competition and this will be a National Ten Pin Bowling competition. The next question is which Area and who has the National Trophy for this event as it was awarded at NSW in Huddersfield a few years ago. Its return would be appreciated.

Appendix B – RECEIVE RESOLUTIONS

1. Abolish the position of National Marketing and Sponsorship Officer

Proposed by the National Executive (this Resolution requires a two thirds majority and if carried would come into effect from the 2003 AGM.)

“Abolish the position of the National Marketing and Sponsorship Officer and make the following amendments:

CONSTITUTION AND RULES OF THE ASSOCIATION

Rule 6. OFFICERS OF THE ASSOCIATION

Delete from Rule 6. (a) and Rule 6. (d) the words “the Marketing and Sponsorship Officer.

Rule 7. DUTIES OF THE ASSOCIATION’S OFFICERS

Delete Rule 7. (j) and re-number the following clauses.

STANDING ORDERS FOR NATIONAL COUNCIL AND THE STANDING COMMITTEES

Standing Order 8. THE STANDING COMMITTEES

Delete Standing Order 8 (b) (xi) and 8 (d) (xi)

2. Amend Rules regarding Visitors

proposed by the National Executive (this Resolution requires a two thirds majority)

Amend Rule 8 (d) of the Standard Rules for Constituent Tables as follows:

“8(d) Visitors

Any member may invite a friend to any Ordinary Meeting of the Table but ~~the same guests shall not be invited more than four times in any one year unless he be a prospective member and no lady shall be eligible for admission to a meeting under this paragraph.~~”

3. To End Positive Discrimination for Area Rationalisation

Proposed by Area 50 (this Resolution requires a 50% majority)

“RTBI National Executive regularly promote via written and spoken communications the value and desirability of aggregating Areas into “Super Areas.”

RTBI should recognise the potential downsides of such actions, and give equal promotion to the development of smaller Areas or the retention of the status quo if more appropriate to the circumstances of that Area.”

4. Marchesi House

Proposed by Area 35 (this Resolution 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."

Appendix C - RESOLUTIONS FOR SUBMISSION TO THE ANNUAL GENERAL MEETING

- a) **Capitation Fee – 2003/2004**
Proposed by the National Executive

“That for the period 1st June 2003 to 31st May 2004 the Capitation Fee and Entrance Fee be £43.80” – Note £43.20 for 2002/2003

APPENDIX D**National Association of Round Tables of Britain and Ireland
Budgeted Income & Expenditure Account for the
Year Ended 31 May 2004**

	Ref	May 2004	May 2003
		£	£
Income			
Capitation Fees	1	416,100	432,000
Entrance Fees	1	21,900	21,600
Sales Service Charges	2	21,000	21,000
Sales profit	2	10,800	0
Admin fee Ex Tablers Club		11,150	11,150
Investment Income	3	<u>10,000</u>	<u>25,000</u>
Total Income		490,950	510,750
Expenditure			
Headquarters Outgoing	4	164,000	164,100
Administration Expenses	5	113,500	113,500
Finance and Operating	6	66,200	75,400
Membership of other Assoc.	7	14,500	12,400
International	8	12,900	16,550
Magazine	9	42,500	43,500
Website	10	9,000	10,200
Membership & Development	11	34,000	36,500
Sports and Social	12	2,869	3,444
Community Service Liaison	13	3,500	4,000
Conference	14	23,350	25,600
Forward Planning	15	500	500
Marketing and Sponsorship	16	<u>2,500</u>	<u>5,000</u>
Total Expenditure		489,319	510,694
Net Profit/(Loss) for the year		<u>1,631</u>	<u>56</u>

Notes to the Budget

1. Membership Statistics

	May 2004	May 2003
Members	9,500	10,000
Capitation Fee	£43.80	£43.20
Total Income	£416,100	£432,000
New Members	1,000	1,000
Entrance Fee	£21.90	£21.60
New Members Income	£21,900	£21,600

2. Sales Department

Trading Account	May 2004	May 2003
	£	£
Turnover	200,000	200,040
Cost of Sales	<u>148,000</u>	<u>147,000</u>
Gross Profit	52,000	53,040
GP %	26.00%	26.51%
Overheads		
Salaries and NI	13,500	21,200
Staff pensions	-	1,140
Postage telephone and delivery	1,000	2,000
Stationery	500	500
Table Catalogues	-	1,000
Staff travel and sundries	700	700
Depreciation of furniture	-	0
Advertising and promotion	1,500	1,500
41 Club Commission	<u>3,000</u>	<u>4,000</u>
Total Overheads	20,200	32,040
Net Profit	31800	21,000
Service charge from RTBI	<u>21,000</u>	<u>21,000</u>
Profit after service charge	<u>10,800</u>	<u>0</u>

3. Investment Income

	May 2004	May 2003
Interest and dividends received	£10,000	£25,000

The income is shown net of tax.

4. Headquarters Outgoing

May 2004	May 2003
----------	----------

	£	£
Rent Rates and Water	5,500	5,100
Light and heat	5,500	4,500
Cleaning and equipment maintenance	8,000	7,000
Property maintenance	6,000	7,000
Salaries and National Insurance	104,000	109,500
Staff Pension scheme	6,000	6,500
Miscellaneous expenses	700	700
Headquarters travel and subsistence	4,500	3,000
Staff training	5,000	2,000
Computer support and software	6,000	4,000
Legal and professional	2,000	4,000
Property repairs provision	1,500	1,500
Depreciation of computers	5,000	5,000
Depreciation of furniture, fixtures & fittings	<u>4,300</u>	<u>4,300</u>
Total Headquarters Costs	<u>164,000</u>	<u>164,100</u>

5. Administration Expenses

	May 2004	May 2003
	£	£
Benevolent Fund	8,000	8,000
Presentations	500	500
Insurance(Public Liability, PA & General)	77,000	73,000
Printing and Stationery	4,000	6,000
Agenda and minutes	1,000	1,000
Postage	7,000	10,000
Telephone	6,000	6,000
Directory printing	<u>10,000</u>	<u>9,000</u>
Total Administration Costs	<u>113,500</u>	<u>113,500</u>

6. Finance and Operating Costs

	May 2004	May 2003
	£	£
Audit Fees	6,500	6,000
Accountancy Fees	3,500	3,000
National Council Meetings	14,000	16,000
National Executive Meetings	7,000	9,000
Committee meetings	5,000	6,000
Representations of the President	3,000	4,000
Presidents travel and subsistence	7,500	10,000
Contributions to Presidents expenses	4,500	4,500
Contribution to Vice-Presidents expenses	2,200	2,200
Liaison with other associations	1,000	1,000
Joint Liaison Meeting	7,500	7,500
Offshore support fund	4,500	4,500
Investment management fee	-----	<u>1,700</u>
Total Finance and Operating Costs	<u>66,200</u>	<u>75,400</u>

7. Membership of Other Organisations

May 2004	May 2003
£	£

Capitation fee WOCO	5,000	5,200
Capitation fee RTI	4,500	3,000
Capitation fees EMA Region	<u>5,000</u>	<u>4,200</u>
Total Cost	14,500	12,400

8. International

	May 2004	May 2003
	£	£
Delegates to World Council	2,400	3,600
Contribution to President's overseas travel	800	2,000
EMA Rally	1,500	2,500
EMA IROs meeting	400	500
EMA Joint board meeting	400	-----
European directory	400	750
Contribution to IRO Overseas travel	1,600	2,000
Vice-President's Visits	800	750
RTBI Receptions at WOCO	200	300
Danish Axe Award	400	700
Travel Bingo	1,200	-----
Conference package for Overseas Tablers	800	950
Contributions to John Watts Fund	<u>2,000</u>	<u>2,500</u>
Total International Costs	<u>12,900</u>	<u>16,550</u>

9. Magazine Costs

	May 2004	May 2003
	£	£
Printing	60,000	72,000
Postage and packing	13,500	10,500
Conference Edition	2,000	1,000
	75,500	83,500
Less		
Advertising revenue	33,000	40,000
Magazine sales	<u>0</u>	<u>0</u>
Total Magazine Cost	<u>42,500</u>	<u>43,500</u>

10. Internet

	May 2004	May 2003
	£	£
Maintenance Costs	5,000	6,200
Development	<u>4,000</u>	<u>4,000</u>
Total Internet Costs	9,000	10,200

11. Membership and Development

	May 2004	May 2003
	£	£
Vice-Chairman's forums and manuals	5,500	7,000
Membership promotion and literature	25,000	25,000
Membership expenses for visits	500	500
New members kits	2,000	3,000
Membership Forums	<u>1,000</u>	<u>1,000</u>
Total Membership & Development Cost	<u>34,000</u>	<u>36,500</u>

12. Sports and Social

	May 2004	May 2003
	£	£
NSW Liaison	1,685	2,130
National Family Weekend Liaison	120	350
Debating competition	232	232
Quiz competition	232	232
Football competition	500	500
National 10-pin bowling	<u>100</u>	<u>-----</u>
Total Sports and Social	<u>2,869</u>	<u>3,444</u>

13. Community Service Liaison

	May 2004	May 2003
	£	£
Authorised projects	<u>3,500</u>	<u>4,000</u>

14. Conference

	May 2004	May 2003
	£	£
Provision for Annual General Meeting	15,000	16,500
AGM delegates expenses	2,000	2,000
Headquarters Costs	2,000	2,000
Associations guests at AGM	750	1,000
Local conference committee meetings	3,600	3,600
New members at Conference	<u>-----</u>	<u>500</u>
Total Conference Costs	<u>23,350</u>	<u>25,600</u>

15. Forward Planning

	May 2004	May 2003
	£	£
Special Projects	<u>500</u>	<u>500</u>

16. Marketing & Sponsorship

	May 2004	May 2003
	£	£
Special Projects	<u>2,500</u>	<u>5,000</u>

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

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