

**The Hertfordshire Centre Caravan & Motorhome Club**

**Minutes of committee meeting held on 14 February 2022**

**Video conference**

| **Position** | **Members** | **Initials** | **Attended** |
| --- | --- | --- | --- |
| Chairman / Website Editor | Alan Evans | AE | Yes |
| Treasurer | Vanessa Cannon | VC | Yes |
| Secretary | Jean Hickman | JH | Yes |
| Rally Secretary | Sandie Evans | SE | Yes |
| Social Secretary | Jenny Vardon | JV | Yes |
| Rally Equipment Officer / Health and Safety Officer | Gordon Pearcy | GP | Yes |
| Public Relations Officer | Michele Gilbert | MG | Yes |
| Attendance Officer | Doreen Page | DP | Yes |
| Audio Equipment Officer | Mick Lucas | ML | Yes |

**MEETING MINUTES**

|  | **Discussion** | **Action To Be Taken By** | **When** |
| --- | --- | --- | --- |
| **1.** | **Welcome** |  |  |
| 1.1 | The chairman opened the meeting and welcomed committee members. |  |  |
| **2.** | **Apologies for absence** |  |  |
| 2.1 | No apologies for absence were received. |  |  |
| **3.** | **Minutes of meetings held on 09 November 2021** |  |  |
| 3.1 | Minute 8.2 should read a ‘special’ booking form and not a ‘specific’ booking form. Otherwise, the minutes were agreed to be a true record of the meeting. |  |  |
| **4.** | **Matters arising from previous meetings** |  |  |
| 4.1 | All the matters arising had been actioned. |  |  |
| 4.2 | It was suggested that a further survey should be carried out on Facebook to ask ralliers what sort of rallies they would prefer in the different seasons of the year. | MG | 3/21 |
| **5.** | **Chairman’s report** |  |  |
| 5.1 | AE reminded the committee that since the last meeting, the Centre had held its Christmas party which had gone very well. He thanked JH and MG and their husbands for their hard work in making this a success. |  |  |
| 5.2 | It was noted that the New Year rally had not gone ahead due to the landowners cancelling the booking. AE said he thought that this had been a bit previous as a number of other Centres’ rallies had gone ahead without any problems. |  |  |
| 5.3 | A winter walk on 8 February had been well attended, with 33 people walking and others joining for the meal in the pub afterwards. A second walk was planned on 27 February in Whitwell and quite a few ralliers had booked, including some new ralliers. |  |  |
| 5.4 | The valentine’s rally had gone particularly well this year with lots of very positive remarks from everyone that attended. AE said that it was especially nice to hear from other centres. |  |  |
| 5.5 | AE concluded his report by saying that it had been a very positive start to 2022 which he was sure would continue throughout the year. |  |  |
| **6.** | **Treasurer’s report** |  |  |
| 6.1 | VC presented her Treasurer’s report. She reported that the bank balance at the end of October 2021 had been £10,870 Expenditure had been £733, most of which was attributable to the deposit for Chancellors school for the valentines rally and various expenses. Income had been £2,963 from rallies, mostly for the New Year rally. |  |  |
| 6.2 | The bank balance had been £13,100 at the end of November 2021 with  expenditure of £1880, mainly from the Christmas party rally, and a number of New Year refunds due to the last minute cancellation by Alameda school. Income had been £1,589, which was income for the Christmas party rally plus the refund from Alameda school . |  |  |
| 6.3 | The bank balance at the end of December 2021 had been £12,809 and at the end of January 2022 £12,096. Expenditure was £1,721, most of this was for the hire of Chancellors school for the Valentines rally. Also there were various refund cheques that had been cashed. Income was £1,008, for various rallies and the 200 club. |  |  |
| 6.4 | VC advised that two 2021 rallies had made a loss; Cardington (£8) and the Christmas party rally (£250). She reminded the Committee that the Christmas party rally was always expensive to run and did normally make a loss, although the loss in 2021 was a lot less than two years previously. |  |  |
| 6.5 | VC finished her report by advising that the accounts for 2021 had been submitted to the accountants and she was now awaiting their return. She was pleased to report that the Centre had again made a profit in the year. |  |  |
| 6.6 | AE suggested that some of the funds could be used to support rallies, such as a minibus to take people to and from the hall at the Easter rally. |  |  |
| **7.** | **Secretary’s report** |  |  |
| 7.1 | JH advised that the letter sent to new ralliers needed to be revised and updated. She suggested that in place of the letter being attached to an email which required the new rallier to open the email and then open the attachment, it would be more accessible to have an eye-catching email in place of the welcome letter. A link to the short video made by JH could be included in the email together with a link to the Centre’s Facebook site and website. It was agreed that this would be a good idea and JH offered to make a first draft and send it around to Committee members for their comments. | JH | 4/21 |
| 7.2 | The Committee discussed ways of encouraging new ralliers and JH suggested that they could be invited to an online Zoom webinar to find out what rallying is all about. This would be a safe environment for them to ask questions without having to go out on a rally. It was noted that the Committee could explain how to manage without electric hook-up, what happens at a social, etc. It was agreed to find a date and trial it. A further suggestion put forward was to invite all members to an open day to find out all about rallying. This was thought to be a good idea and it was suggested that this could be held on the Saturday afternoon on 11 June at the rally in the Highfield Trust, St Albans. A video on how to set up off-grid, i.e. how to site the van/motorhome, how to empty the toilet, etc could be produced to go on facebook, website and new ralliers’ email. | JH  JH  AE | 4/21  4/21  4/21 |
| 7.3 | AE advised that the Region had requested for the Centre to provide a list of all the electrical equipment owned. AE had contacted the Region and been informed that this was to check that it had been PAT tested. He had confirmed that it had. |  |  |
| 7.4 | SE asked if JH could send her and AE an email from The Box which explained some changes to the Region. | JH | 2/21 |
| **8.** | **Rally secretary’s report** |  |  |
| 8.1 | SE reported the following:   * All the information had been sent to rally officers. * Alameda school had made a small increase to the hiring costs and had advised that the kitchen was no longer available as they had francised it out. This would not impact on this year’s New Year rally as the kitchen was not required, but it may affect other rallies. * A new school in Stotfold was being investigated as a possible new venue. * The Children in Need rally which was planned for Old Walden would now be held at Cardington as it had been well attended in 2021 and Old Walden only holds up to 10 vans. * Thanks were given for the positive comments about the online rally book. It is available on the website and can be updated as required. AE advised that the details of rallies had now been linked to the rally list on the website. |  |  |
| 8.2 | AE was delighted to report that the Centre was getting lots of bookings for rallies; 120 since January, which was around five a day. He felt that this was due to the easily accessible, informative rally book and to the information that was being put on Facebook. |  |  |
| 8.3 | The Committee was asked by AE if any information needed to be added to the online booking form to make it better. It was agreed that the form was easy to use, understandable and contained all the relevant information. MG asked for the payment details to be explained better, i.e only the few pre-paid rallies needed to be paid in advance. |  |  |
| 8.4 | SE noted that there had been quite a number of cancellations for the valentine’s, which had been expensive to run. However, the rally had really lifted the Herts Centre profile and any additional costs would be recouped in other ways as a number of bookings for future rallies had been received from valentines, such as for the summer ball, Easter and Searles. |  |  |
| 8.5 | ML advised that he would email SE the details of a site in Crowmarsh in Oxfordshire, which could be used for rallies. It was £18 a night with electronic hook-up. The site was close to the Thames and within easy walking distance to the town. |  |  |
| **9.** | **Any other business** |  |  |
| 9.1 | AE remarked that even though COVID-19 restrictions were being lifted, he felt the Centre should continue to provide hand sanitiser at the water tap. The Committee agreed that this was a good idea. |  |  |
| 9.2 | The Committee was asked if the name ‘rallying’ should be replaced, e.g. with something like ‘glamping’. After discussion, the Committee agreed that rather than change the name, more information about rallying should be made available, such as the proposed open day. |  |  |
| 9.3 | AE volunteered to help new rally officers to site vans if they were worried about doing it. |  |  |
| 9.4 | MG asked whether the Centre should consider giving a discount to ralliers who rallied through the year. It was thought that although this may be a good idea to say thank you to rallies, it had been shown to have a negative effect by other centres. |  |  |
| 9.5 | It was noted that the Centre’s Facebook site was open to everyone, whereas some Centres only allowed their own members to access the site. It was agreed that this was working well for providing information to other Centre members and encouraging them to book onto Herts rallies. |  |  |
| 9.6 | JV thanked everyone for their support on the sad death of her husband, Colin. |  |  |
| 9.7 | GP asked AE to mention in his rally update that the flag and yellow reflectors were missing from the number 2 rally kit. If anyone had them, could they return them. |  |  |
| 9.8 | MG enquired whether some handheld light up sticks/paddles could be added to the rally kits so they can be used when rallies open in the dark. It was agreed to look into this. |  |  |
| 9.9 | VC reminded the Committee that a meeting was required in early March in order to sign-off the accounts. It was agreed to hold the next meeting on 8 March. |  |  |
| 9.10 | SE advised that she was drafting the next newsletter and requested for any articles to be sent to her. She also needed the roll of honour from DP. | DP | 02/22 |
| **10.** | **Close** |  |  |
| 10.1 | The meeting closed at 08.30pm. |  |  |