

BRITISH CACTUS & SUCCULENT SOCIETY

Minutes of the Board of Trustees Meeting, held on Saturday 15th May 2010 at 10.30 a.m.
at the Holiday Inn, Milton Keynes, Bucks.

<u>Present:</u>	Dr Alasdair Glen (AG)	Vice Chairman
	Mr David Kirkbright (DK)	Treasurer
	Mr Eddy Harris (EH)	Secretary
	Mr Tony Morris (TM)	Membership Secretary
	Mr David Quail (DQ)	Advertising & Journal Production Officer
	Mr Roy Mottram (RM)	CactusWorld Editor
	Dr Colin Walker (CW)	Bradleya Editor
	Dr Tony Mace (AM)	Publications & Internet Officer
	Mr Barry Tibbetts (BT)	Shows Committee Representative
	Mrs Suzanne Mace (SM)	Committee
	Dr Roland Tebbenham (RT)	Committee
	Mr Bill Hildyard (BH)	Committee/Forum Moderator

AGREED VERSION

10/22 APOLOGIES FOR ABSENCE

Mrs A. Vanden Bon and Mr J. Arnold. Mr D. Kirkbright had to leave at 1pm so items involving him were dealt with early.

10/23 MINUTES OF THE B.O.T. MEETINGS HELD ON 6TH FEBRUARY AND 20TH MARCH 2010

These were formally ratified and signed after correcting 1 minor error (minute 10/02 should be 5TH DECEMBER not 12TH DECEMBER). Dr Tebbenham would now distribute the latter minutes to the rest of the Futures team and Mr Harris to all Branch Secretaries and Zone reps.

10/24 MATTERS ARISING FROM THE MINUTES

09/08(d) Promotional CD – Dr Tebbenham said that John Gander had now scanned the material and distributed a copy of this on CD to all Board members for information and comment.

09/18/2&3 Digital Material – Mr Arnold had now produced an acceptable copyright statement which would appear on such items.

10/4(a) Book Royalties – Mr Kirkbright had now arranged these, including the new *Stapeliad* book.

10/5/2 Society Archivist – Mr Harris had collected the items held by John Cox and reviewed these. Apart from the Society minutes and membership renewal records, most of the remainder comprised short, incomplete runs of various branch and other Society magazines. He had also spoken to Mr Lowry, the journal librarian, who had said that most of these were repeats of what was already in the library or no longer exchanged. Mr Lowry had also said that he did not have room to store anything more than our current exchange journals. The minutes were being scanned to disc and would be stored on our server and the membership records passed to Mr Kirkbright for review.

10/25 ELECTRONIC DECISION MAKING

There had been discussion and suggestions on ways of improving attendance at the AGM and October General Meeting but no decision had been made to date pending the result of the survey of Branch Secretaries being conducted by Mr Harris as agreed at the recent A.G.M. There was also discussion at this meeting on possible rule changes so that all elections were conducted at the A.G.M.

10/26 COMMUNICATIONS

1. Members Slides – David Greenaway, the Slide Librarian, had written asking what should be done if the Society was offered big slide collections. This had been raised because he had been offered those of two deceased members. Mr & Mrs Mace were prepared to store such donations prior to decisions being made as to their use and digitising for the Slide Library. There was also a need for somebody to provide an adequate commentary to go with these. The discussion broadened to include helping members with advice on the digitising process and using the Zone Reps to flag up future slide and plant collections that may become available. We would also need to be careful not to raise people's expectations of what can be done with such collections. Mr Quail was compiling a procedure for coping with the disposal of plant collections.

2. Littlehampton Branch – A letter from its Chairman had been received reporting the successful amalgamation of their and Worthing branches. The amalgamated branch would be known as the Littlehampton Branch.

3. Sedum Society – a Dr Karahan of Turkey was arranging a group visit of collections with Ray Stephenson, this to be financed via a Turkish organisation (CFCU) provided the Sedum Society was a registered organisation with the UK NGO (Non-Government Organisation), which it was not. It had been suggested that one way to get round this would be if the Sedum Society could be partnered with our Society in the application. Further investigations revealed that despite being a registered UK charity, the Society was also not registered. In discussion it was suggested that perhaps an approach to Kew be made as a possible partner. It was also suggested that more information of this type of funding be discovered as this might be of benefit to our Society (AG).

4. Awards – Two Awards of Merit were approved. Current stocks of AOM were 25 badges and 166 certificates and of RHMA 24 badges and 31 certificates. Discussion of the current process resulted in it being agreed that on receipt of a nomination, this would be circulated to the Board members by email asking for comments and additional information, this to be done within a finite time. Then a vote would be taken, again by email, thus allowing more time for other items on

the agenda.

10/27 **REPORTS OF OFFICERS**

1. **Vice-Chairman:**

- a) Dr Glen reported that he knew of no new plans for branch closures/mergers or of any more Zone Rep. vacancies and that changes in Zone 8 and 13 were still to be finalised. There was also a possibility that John Carr may reconsider his decision.
- b) He had made enquiries about holding a local event in the N.W. area, but although interest was expressed by those attending the recent Northern Weekend, nobody was prepared to organise it. He would make further enquiries before abandoning the idea.
- c) He said that further to the recent email correspondence regarding Albert Pritchard's slide collection, the subject was more complex than at first thought with more slides involved. We would need to set something up to deal with this and future similar donations.
- c) Further to Minute 10/11, he had conferred with the Chairman and Secretary about the variety of styles within the Secretary's Pack and job descriptions to hand and between them they would try to come up with a standard format by August, with the approval of the existing holders, with the view to issuing a whole new Pack by November.
- d) He said there was a possible need for the Bournemouth branch to be resurrected, dependant on a survey being conducted on support in the area. This may well apply to other areas and there was some discussion on possibly encouraging affiliated Societies to become branches in our Society.

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2. **Membership Secretary:**

- a) Mr Morris reported that since 6th February 2010 he had enrolled 45 new members, comprising 35 Full, 8 Senior, 1 Junior and 1 Associate, 9 of whom had also subscribed to Bradleya. Of these 13 were from overseas and he had also reinstated 8 former members. This made a total of 115 new members since 1st October compared with 140 for the same period last year. He said that renewals had been initially slow in arriving but had improved slightly later, but that this had resulted in over 200 copies of the journal having to be separately posted. He also reported that death of members was in double figures this year and that one U.S. member had asked that an opaque cover be used when posting the journal to prevent its theft in the post.

3. **Treasurer:**

- a) **Membership** - Mr Kirkbright reported that membership to date for this year compared with the same period last year was: Full 1682 (-136), Senior 862 (+3), Junior 8 (-1), which with the 94 Full members that renewed as Senior and 31 of last year's Senior renewing as Full, gives a final figure of 2544 Full/Senior members (-133) and a Journal taking total of 2552 (-134). Bradleya renewals to date were 532 (-26) which was similar to the membership shortfall. There were still some 300 of last year's members still to renew despite being mailed, but he said that all known branch officials had renewed.
- b) **Books** – The advance royalties had now been paid to the authors, which had affected cash flow. *Echeveria* book sales now needed £4,500 (165 copies) to break even which was well within expectations and the *Ferocactus* and *Ariocarpus* books were in profit. Nothing more was known on the progress of the *Aloe* book which was due at the end of this year. He would check with John Harris of Kew Publishing as to when flyers and order forms for inclusion in the September journal would be available. Mr Mottram would provide a suitable cover article publicising the book and Dr Walker would also make enquiries on its progress via Susan Carter. The final material for the *Lithops* book had been received and the planned publication date was expected to be early next year. Work on the *Stapeliad* book was progressing well, proofs were now available and it was agreed that it would be publicised in the June CactusWorld. Royalty payments for these two books were factored into their selling price.
- c) Gift Aid – This year's claim had been submitted and payment received.

4. **Shows Committee:**

Mr Tibbetts had little to report as the next Shows Committee meeting was not until 20th May. He said that his personal feeling was that a suggestion of having a small show as part of the October General Meeting would not make any difference to attendance and he also questioned the need for having an October Meeting.

5. **Conservation Committee:**

Dr Maddams in a verbal report to Mr Harris said that there was little to report except that Mr Arnold was preparing a response based on Ann Hill's letter which will be sent to all branches together with a covering letter from Dr Maddams. The covering letter has been sent to John for circulation but the response was still in preparation.

6. **Research Committee:**

No report.

6. **Advertising/Journal Production Officer:**

- a) **Advertising** – Mr Quail reported that the 2nd quarter advertising income was £447 (£671 last year) and that 1 series of 4 advertiser had been lost. However, a single advert from a new nursery plus an enquiry from another, possibly for the next journal, had been received.
- b) **Journal Production** – He said Charlesworth had produced the March journal without problems apart from using the wrong mailing process. This had been taken up with them and he was confident that it would not re-occur. There had also been some agreed changes which would improve production quality and costs. It had been agreed that Castle Colour would produce the June and December journals and Charlesworth the September one. The June journal was now complete, despite some of its material being delayed and requiring special measures to ensure timely production of the printer files. New processes of producing these had been set up and tested with Charlesworth and Castle Colour but the old system

could still be used in an emergency. He hoped to have another member joining the Journal team who was experienced in the Mac version of Quark, as he was currently looking at the technical issues in transferring files between the Mac and PC versions.

- c) **Lithops and Stapeliad Books** – The above changes would also apply to the printing of the *Lithops* and *Stapeliad* books and any future publications. Discussions had been held with Charlesworth on technical and other issues, including the binding method to be used, which was still under review. As the additional pictures for the Lithops book had only just been received, work on this would have to be postponed until the autumn, leaving the Stapeliad book a clear run for production this year, subject to final proof reading. An insert for this would be included in the June journal.
- d) **Digitising journals** – He said that all his work in producing PDF's from the archive files was complete and the files passed to Chris Dean who was pressing ahead with further digitisation by scanning old journals.

7. **Bradleya Editor:**

Dr Walker reported that work on Bradleya 28 was progressing steadily, with the front cover designed and final content in the order of 14 papers, although the one from Len Newton might be doubtful due to his recent serious illness. Mr Harris would write to him on behalf of the Society to wish him a speedy recovery (EH). All being well, the issue would probably be slightly larger than originally planned (which was agreed by this Board) and he gave a brief synopsis of the proposed content. Planned publication date was July, hopefully in time for the Convention.

He also raised the question of his role as Bradleya Editor and a Board Member. He was very happy to continue as the former, but in view of his limited time availability these days, was reconsidering the latter and was exploring the options available. In the discussion that followed, various options were outlined including more use of electronic discussion and decision making. Dr Walker would consider these and let us know his decision in due course (CW).

8. **Journal Editor:**

Mr Mottram reported that he had sufficient for the September issue and a bit for the December one. He said that the rate of new article submission had slowed considerably this year with only one article per month but hopefully this would improve now the better weather was here, otherwise he would call in a few favours or commission articles from specific authors. He gave a list of articles in hand, their current status and planned publication dates and said that the June issue was on schedule. He had completed the Bradleya index up to and including Volume 25 and will continue adding to this. The index was in the form of either a searchable Word or PDF document which he had sent to this Board. He asked if anybody would be prepared to print off a hard copy for Gordon Rowley, which Mr Hildyard volunteered to do.

9. **Publications/Internet Officer:**

a) **Internet** – Dr Mace said that we had been going through the most difficult period maintaining web and other services since we switched to the new server, including 'hacker' attacks, etc, resulting in a slowing down and other problems. Sorting these out had been very time consuming, resulting in lack of time to carry out all the planned upgrades. However, Mr Hildyard was making progress with the new Forum site and in general, things had continued working and membership and publication sales were continuing okay. He reported that this year's visitor statistics were similar to last year.

b) **Publications** – Dr Mace reported that he continued to receive a reasonable if not spectacular flow of orders. However, the work involved in meeting these orders seemed to have increased. He felt that more items were getting lost in the post, resulting in more queries about delivery dates, and proposed to change the posting of the higher value overseas items from the Post Office to a mailing house currently used for bulk consignments, at no cost penalty. Posting of Bradleya and journals would remain unchanged. He understood the *Stapeliad* book was going well and should be available for the Convention, and all the additional pictures for the *Lithops* book were now available and would be uploaded to the server fairly soon.

10. **Forum:**

Mr Hildyard had done further work on the revised Forum and Society web site which was still on-going. He said that the new look Forum site appeared to attract more users and visitors and most liked the new site. He wanted a volunteer to administer the new Facebook site and had somebody in mind to do this. He also suggested that a Trustee's Forum site be set up which was secure and only accessible by the Trustees. This would allow a record of any electronic discussion and decision making to be maintained.

10/28 **UPDATE ON THE SOCIETY FUTURE PROJECTS**

Dr Tebbenham reported on progress to date. Two of the critical/higher priority items identified were complete and the remaining six were in progress, whilst of the seven identified medium to low priority items, all were in progress to some degree. He said that the Futures team had now disbanded and thanked them all for their efforts. Dealing with some of these items in more detail, he said that recommendations on Zonal Organisation had been distributed to all Trustees for consideration and future action and the recent appeal for members to help promote the Society had produced no response, although John Gander had offered to help with the design of any required material. A stronger appeal would be made in the next journal and possible candidates also sounded out. He showed examples of the scanned promotional material from John Gander and a CD of this had been issued to the Trustees for information as previously minuted. Once its final format had been agreed, work would commence on the final version for distribution to all branches. This would be linked to ongoing improvements/updates needed on the Society web site.

He had now completed the basic set up of the new slide scanning equipment and once the detailed proving process had been carried out, the equipment would be handed to Mike Stansbie to start work on scanning the Society slide sets. A basic procedure had been developed and various members were scanning other slide sets and helping produce commentaries. He would continue overseeing the process.

Dr Glen asked Dr Tebbenham to pass on our thanks to the rest of the team.

- 10/29 **SOCIETY CONVENTION**
Mrs Mace reported that despite some people backing out for various reasons, bookings received to date were now 136. The final residential booking date was 23rd June. Mrs Mace had obtained a number of items from the nurseries attending the Havering Cactus Mart but reminded the meeting that items were still required both for the auction and the raffle. Help was also required to pick up Convention speakers from airports.
- 10/30 **TO APPOINT A SOCIETY TREASURER FOR 2010**
Mr Kirkbright was reappointed to the position.
- 10/31 **POSSIBLE NOMINEES FOR SOCIETY PRESIDENT**
With Bill Keen's intent to stand down next April, a replacement President would be required. It was said that the nominee should be somebody well known in the hobby, hopefully with international contacts. One possible nominee had been approached and was considering the offer and several other names were suggested. Any final choice would have to be made by 10th January so that their name could appear in the March CactusWorld.
- 10/32 **NOMINEES FOR CHAIRMAN & VICE-CHAIRMAN**
A new Chairman was also required as John Arnold had also indicated his intent of standing down next April. Nominees should have a working knowledge of how the Society and this committee worked. Nominees for both positions had been asked and were considering the offers.
- 10/33 **MARKETING OFFICER**
Mr Quail said that the advert. for this in the March journal had not produced any offers and it would be repeated in the next journal.

There being no other business the meeting closed at 3.02pm.

NEXT MEETING: 5th August 2010 at the Holiday Inn, London Road, Newport Pagnell, MK16 0JA (just off junction 14 of M1). It would start at 11a.m. and light refreshments would be served at 1p.m.