

***Draft Minutes of the Board Meeting of the Radio Society of Great Britain held on Saturday 11<sup>th</sup> September 2010 at The Mansion, Bletchley Park, Milton Keynes, MK36EB***

**Present :**

**Directors**

Dave Wilson M0OBW	President, International and Regulatory
Don Beattie G3BJ	Technical (Environmental),
Leslie Butterfields G0CIB	Technical and Propagation Studies Committee
Don Field G3XTT	Radio Sports, IOTA, QSL Bureau
John Gould G3WKL	Spectrum
Charlie Morrison GI4FUE	Public Service (co-opted)
Brian Reay G8OSN	Amateur Radio Development
Jim Stevenson G0EJQ	Regional Council delegate

**Ex-officio**

Peter Kirby G0TWW	General Manager
Rupert Thorogood G3KKT	Company Secretary
Bob Dingle G0OCB	Honorary Treasurer

The President opened the meeting at 1115 following a visit to the NRC and welcomed the members to the first meeting at Bletchley Park.

**1. Director's declaration of interest.**

1.1 There were no declarations.

**2. Apologies**

2.1 There were apologies from Phillip Brooks G4NZQ Regional Council delegate and Membership portfolio and Iain Philips G0RDI ETCC portfolio.

### **3. Minutes of the previous meetings held on Saturday 10<sup>th</sup> July 2010 at the Garden Court, Holiday Inn, Sandy, Bedford.**

3.1 The Minutes were accepted with the following correction –

Item 12.1 should read First Class CW Operators Club (FOC).

### **4. Matters Arising**

**4.1 Alignment of the Radio Amateurs examination with Vocationally Related Qualifications previous item 4.1** Brian Reay G8OSN Amateur Radio Development said that the Examination Committee has modified the Record of Achievement cards and they feel that there is still probably six months to a years work ahead. The Examination Committee are still committed to this but the Board thought that a statement from the RCF containing timescales, cost and benefits would be useful. Ongoing.

**Action:** Amateur Radio Development Portfolio Holder to ask for a statement from the RCF via Anthony Vinters G0WFG

**4.2 New software for exam papers previous item 4.2** The General Manager said that this has been completed. Closed.

**4.3 Memorandum and Articles of Association previous item 4.5.2** The Technical (Environmental) Portfolio Holder said that this is should be considered by the Management Committee with a first draft by May 2011. Ongoing.

**Action:** President to task the Management Committee with revision of the Memorandum and Articles and Bylaws.

**4.4 Advertisement for Trophy Manager previous item 4.5** The General Manager said Simon Wilson M0BOX has been appointed. Closed.

**4.5 Society's Business Cycle previous item 4.6** There were no comments so the matter is closed. Closed.

**4.6 Annual Report to Members previous item 4.7** The Company Secretary to look at the way forward for the AGM in general. A paper had been tabled by the Company Secretary but the Board felt that this should dealt with by the Management Committee. See 4.3 above. Ongoing.

**4.7 Portfolio Holder's Terms of Reference previous item 4.8.** General Manager to issue a GI. Completed and closed.

**4.8 Meeting Calendar previous item 4.13** General Manager had circulated a draft calendar. This was reviewed and will be revised and re-circulated. Ongoing.

**4.9 Confidential Minute previous item 5.4.3** The President to meet with the Member concerned. The resignation of the member concerned was accepted by the Board. Closed.

## **5. Chairman's Report**

**5.1** This was previously tabled by the President and noted by the Board.

## **6. Management Report**

**6.1** This has been previously circulated by the General Manager. He drew attention to the following points -

**6.1.1. Staff.** No specific issues.

**6.1.2 Strategy working Group.** The Spectrum Portfolio Holder, the Radio Sports, IOTA, QSL Bureau Portfolio Holder and the General Manager have agreed to produce a survey which will be launched at the Hamfest on 1<sup>st</sup> October and will run for three months. See Agenda item 9

**6.1.3 GB4FUN** had been loaned to the local club for the Bedford River Festival and sustained approx £700 of damage. The club has made an offer towards the costs of the repair.

**Action.** General Manager to investigate third party liability for clubs.

**6.1.4 IT problems** have occurred with the membership database and the accounts system and are still not resolved. As a result there is £40k of uncollected direct debits. There may be some issues regarding re-establishing member's direct debits. This issue will not cause members to lapse.

## **6.2 Financial Report.**

**6.2.1** This had been prepared by the Financial Controller and previously circulated. It was presented by the Treasurer.

**6.2.2** He drew attention to the end of year forecast which should be treated with caution.

**6.2.3** The General Manager said that the end of year forecast depended on the income streams being maintained and that some budgeted expenditure items which will not now happen.

**6.2.4** There was a question about the subscriptions in June. The General Manager explained that this is a reconciliation issue see 6.1.4 above.

**6.2.5** There were no further questions.

### **6.3 Commercial Report.**

**6.3.1** This was presented by the General Manager on a paper previously circulated by the Commercial Manager.

#### **6.3.2 Advertising.**

**6.3.2.1** He added that October advertising had progressed well and should meet budget

#### **6.3.3 Books.**

**6.3.3.1** Similarly with books, the forecast should be achievable.

#### **6.3.4 Membership.**

**6.3.4.1** He said that it does not appear that the expected attrition following the changeover to DD had occurred.

#### **6.3.5 Rallies.**

**6.3.5.1** He said that the book sales at Freidrichshafen had been good. He said that Freidrichshafen and Dayton will be organised differently next year.

#### **6.3.6 Investment Policy**

**6.3.6.1** The Treasurer had previously tabled a paper and said that he thought the core of the policy was sufficiently secure and noted the Boards suggestion that we be more risk averse and diversify further. After detailed discussions he proposed that the expression "Taking into account any compensation schemes" should be added to the Policy. As per his paper he also suggested that investment be managed by the suggested tripartite system. Both these proposals were agreed.

## **7. Budget 2011**

**7.1** A paper had been previously tabled by the General Manager. He said that this had primarily been prepared with Bletchley Park in mind and had not taken into account any substantive output from the Strategy Group.

**7.2** The question of the staged increase in membership fees was discussed. The Board agreed with the membership increase for 2011.

**7.3** Examination fees. The proposal to increase the fee by £5 for all the examinations was approved.

**7.4** There was a question regarding the capitalization of the Bletchley Park project costs. The Treasurer said that this will be determined after discussion with the Auditors.

**7.5** The Board agreed the Budget for 2011.

## **8. Bletchley Park**

**8.1** The Board had visited the National Radio Centre prior to the commencement of the meeting. The General Manager had previously tabled two papers.

**8.2** He addressed the points made in the Confidential Minute of the May Board meeting and reported on the status of the bids for external funding.

**8.3** The Budget and strategy items are dealt with separately.

**8.4** He reported on the marketability of the building and stressed that the proposed lease is restrictive regarding term and assignment.

**8.5** The commitments from the local radio clubs are presently verbal but are expected to be formalised shortly.

**8.6** Staffing. This has been confirmed and there are no Health and Safety issues, or legislation regarding single person duties.

**8.7** Fitting out. This is proceeding well and is managed between the General Manager, the Technical environmental Portfolio Holder and the company Umbrella. He said that the budget figure of £35k will be insufficient and may be double this but could be offset from fund raising, disposal of archives etc. The Lease is still not finalised and the final Service Charge figure has not yet been agreed. Anticipate lease to be in place by mid October

**8.8** Some caution was expressed about the lifetime viability of the project. In particular the lease needs to be adjusted to enable the Society to dispose of the building through assignment of the lease and with a different permitted use. The financing of the fit out will hopefully be partly funded from disposals. It was agreed that a provision of £3k should be committed to allow the next few steps in the project plan to proceed. This will allow the concept design to be determined and detailed fit-out cost budget to be ascertained, which will be submitted to the Board around end-October.

**8.9** He hopes that the project can be completed by 18 April 2011.

**8.10** The Board agreed that subject to satisfactory discussions around the service charge, the lease assignment, including changes to permitted use, and discussions with Umbrella as regards the fit out that the BP project should be allowed to proceed with a fit-out budget of £70k. This was given provisional approval at the meeting which subject to a

satisfactory outcome will be formally approved by the Board by teleconference in late October

**8.11 Archive Equipment.** A paper had been previously circulated by the General Manager. The Board agreed with the proposal.

**Action:** Company Secretary to contact the Chairman of Trustees of Porthcurno Telegraph Museum regarding unwanted telegraph equipment.

**8.12 Objectives of the NRC.** A paper was tabled at the meeting by the Technical environmental Portfolio Holder. This outlined the key events and elements for the displays and led to the identification of likely names to head up the various project teams.

## **9. Strategy**

**9.1** A paper had been previously tabled by the Spectrum Portfolio Holder and dealt with the Data Collection Exercise. He asked for the Board approval for the three proposals described in the paper but he also wished to locate suitable persons for the resulting statistical analysis.

**9.2** The Board agreed with this but requested that a Promotion Plan be produced before the questionnaire is launched.

**Action:** the General Manager to produce a Promotion Plan for the Data Collection /Survey Exercise.

## **10. PLA/Ofcom update**

**10.1** The Technical (Environmental) Portfolio Holder tabled his portfolio report which included comments from the Ofcom meeting on 3<sup>rd</sup> August. He went on to add details from the most recent meeting with Ofcom and identified some future meetings on this subject with various interested parties.

## **11. Portfolio Reports**

**11.1** These had been previously tabled and were noted.

**11.2** The Radio Sports, IOTA, QSL Bureau Portfolio Holder commented that there is still uncertainty regarding LOCOG, the use of amateur frequencies and the special event stations.

## **12. National Council (Presentation and Awards)**

**12.1** The Technical (Environmental) Portfolio Holder suggested that the National Council should be given a presentation on plans for BP, the Strategy and Survey project and updates on PLA. This was agreed

**12.2** The General Manager said that if there any nominations for Honorary Life Vice Presidency they will have to be endorsed by the National Council at the November meeting.

## **13. AOB**

**13.1** The Spectrum Portfolio Holder requested expenses for upgrades to the 5MHz Beacon Chain. This was approved.

**13.2** The Spectrum Portfolio holder asked about ROTAB trophy and the proposed winner for G5RP Award for presentation at the Convention dinner. It was reiterated that the Contest Manager should look after all the presentations for this occasion.

**Action:** the Spectrum Portfolio Holder to advise the new Trophies Manager about the requirements for the Convention dinner.

**13.3** Spectrum Portfolio Holder asked why the minutes had disappeared from the website. The last Board had decided that the General Manager would issue a précis when the minutes had been approved however the Company Secretary reminded the Board that the bylaws required the Minutes to be published in full.

**Action:** General Manager to arrange for the 2010 Board minutes be placed on the web site

**13.4** There being no other business the President thanked the members for their attendance and closed the meeting at 1640.

## **14. Confirmation of date and venue of next meeting.**

The next meeting will be on the 13<sup>th</sup> November 2010 at Holiday Inn Sandy commencing at 0900.

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