

MINUTES

- 1 Present: Tim Harrison (Chair), Barry Owen (Vice-Chair), Mike Wills (Secretary), Nicole Hill (Treasurer), Peter Scatchard (Branch Liaison Officer), Peter White (International Liaison Officer), Dave Kington (Web and Data Manager). No apologies
- 2 Matters arising from the minutes of the Admin Sub-Committee Meeting held 14th January 2018.
 - 2.1 Calendar postage rates – no update.
 - 2.2 Records Officers Charges – agreed. Now have a 'dealer rate'.
 - 2.3 50th Anniversary of the Commando – have the pin and some activities lined up.
 - 2.3 Event 1st and 2nd September at Donnington Hall – members agreed to support, but more details needed from Stuart Garner.
 - 2.4 Branch Grants: there had been a complication with money arriving in Branch accounts without notification. It was felt this was due to a lack of communication between Branch Secretary and Treasurer, so the solution agreed at the AGM was to have a second contact in Branches and to let PS know, however the Branch Secretary would remain as the primary contact. The NOC Treasurer will in future let Branch Secretaries and 'deputies' know when grant payments have been made. The International Branch Grants went through smoothly, although some cuts had to be made to initial claims.
 - 2.5 NOC Rally bookings: are coming in well. Weeting picking up as well.
 - 2.6 Netherlands Rally: no dates yet so need to press.
 - 2.7 NOC Strategy Discussions: it was noted that two Executive Committee members had asked that 'Machine Dating and Records' was not discussed without them present. This was accepted. A discussion followed on the roles held by members and the hard work put in by all. In particular members considered whether it was possible to make the job of membership secretary any easier with the introduction of one annual renewal date, or to outsource to an agency. The printing and issuing of membership cards and crash cards onto the same piece of paper was discussed.
- 3 Treasurer's Report and Membership Update
 - a) The Treasurer sought clarification on whether monthly invoices that never changed, for example Barn rent, needed to be sent to the committee for authorisation. Confirmed.
 - b) Audit: Rees Russell have appointed a new auditor who has made contact and sent a comprehensive list of how to complete the electronic audit, which is near completion. Looking for new auditors for next year.
 - c) The Treasurer reported that she hadn't been able to complete recent accounts as quickly as she would have liked, however January, February and March accounts were now done. Nicole asked that the sub-committee look through them first before wider circulation. Several suggestions and points of clarification were made.
 - d) Membership update: agreed Treasurer and Membership Secretary would regularly reconcile numbers. It was confirmed that there were just under 5,000 members at the last count. A discussion followed on the different ways figures were recorded and the confusion it created.
 - e) The Treasurer advised there had been some problems with the way GoCardless were reporting, but that she and Joan were liaising with them to resolve.

4 Dispute with Andover Norton

The Chair reported that he had written to Andover Norton as per the legal advice received, and they had agreed to meet on the 23rd May 2018. Chair proposed that at least he, Barry Owen and Peter White attend the meeting - agreed. The Chair had also received a letter from Stuart Garner advising that he considered he was the owner of the intellectual property rights associated with the drawings, but the committee felt it was a matter between Norton Motorcycles Ltd and Andover Norton. The Chair had responded in writing to Stuart Garner to reassure him that the drawings had not been passed on to anyone else. The Club purchased the drawings from Joe Francis in 1990.

5 General Data Protection Regulation (GDPR)

Peter White gave a presentation on GDPR that was coming into effect on 25th May 2018, and the implications for the Club and Branches. It was explained that individuals had new rights over how their data was processed, and organisations could face heavy fines if the regulations were breached. More care needed to be taken over the processing of members' data. As Branches were part of the Club, the National Club held overall responsibility for GDPR, and therefore would seek to train Branch Secretaries. A discussion followed on the status of social members, and who held responsibility for the processing of their data. A list of tasks had been drawn up. After amendments, the sub-committee agreed the Privacy Policy, which would need to be placed on the Club's website, and Branches' sites would need to link to it.

All members would need to be contacted, whether by email or letter, to ask whether they agreed to have their data processed by the Club. An abridged version of the Privacy Policy would go into the Roadholder: Peter to liaise with the printers.

Peter White proposed that the Club identified a Data Processing Officer. Dave Kington offered to cover the role – agreed. Nicole to pay the £40 registration fee to the ICO. White Hot Design to be asked to arrange relevant members' consent via the website, at usual rates. A PO Box to be arranged for the Secretary. Agreed keep members' details for six months, then delete if membership not renewed.

The position of social members was discussed. Branches needed to ensure that they obtained social members' consent for their data to be processed every six months. Agreed Club would provide guidance.

Peter White was thanked for the work he had carried out on GDPR.

6 Honorary Membership

Proposed Bob Trigg be made honorary member – agreed.

7 Forks DVD

Has been promised by end of June. Distribution and sales to be discussed at the Executive meeting on 15th July 2018.

8 Branch Liaison Officer's Report

- a) Branch Closing Procedure: Secretary to incorporate the Branch Closing Procedure into the Constitution, and to check for any typos before Dave places on the website. Noted that a section needed to be added regarding the Privacy Policy and GDPR, to be agreed at the next AGM.

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Donnington Hall, 11:00 Saturday 12th May 2018

- b) Standard 'Boilerplate' Letter: Peter Scatchard to draft and send to Executive for approval. A section needed to be added to the Constitution on what would happen if the National Club folded.
 - c) Branch Secretaries' Check-list of tasks: Peter Scatchard is drafting and will send to
 - d) Round-Britain Relay: is currently with Tamar Branch, due to be passed to Devon. Agreed Peter Scatchard to encourage Branches to take photos for publicity and for Secretary to send on to Eric Cox's family.
- 9 Norton Motorcycles Ltd (NML) Free Membership to New Owners
Discussions had been held but no progress had been made. Consideration needed to be given to how the process would take place – different methods discussed. Agreed Peter Scatchard would draft a leaflet and speak to Stuart Garner about including it in the after-sales pack. Leaflet to be agreed at next Executive Meeting.
- 10 Anniversaries
Peter Scatchard raised concern that anniversaries were being missed. A discussion followed on what was coming up: Diamond Jubilee Year 2019, Dommi engine 70 in 2019. Pin badges discussed – Barry proposed that every member receive a Diamond Jubilee badge. Members considered whether the Diamond Jubilee be tied to an event, eg the under-cover rally at St Audrey's Bay (Somerset/Dorset border) in September.
- 11 Required Amendments to Constitution
Peter White proposed a working group be formed from the membership to review the content of the Constitution, for approval by the Executive Committee and AGM.
- 12 Public Relations Officer
Members discussed the merits of having such a role, i.e. being pro-active in liaising with the press and marketing the Club.
- 13 Any Other Business
- a) Dave Kington had received a Data Processing Agreement for signing from Ladinums. Agreed Dave could sign.
 - b) Proposed Peter White be co-opted onto sub-committee. Proposed the Executive Committee consider the membership of the admin sub-committee at the next meeting.
 - c) It had been agreed at a previous meeting that White Hot Design would upgrade the Club's website at a cost of £6,040. The company had asked for 50% up front. Peter White withdrew for this item. Proposed Dave Kington, seconded Barry Owen. £3,020 upfront. Proposed by membership secretary, seconded Barry. Peter White withdrew.