



# *The Ancient & Honourable Appointment of Conductor*

Secretary, The Conductor Branch  
The Royal Logistic Corps Association

Branch Website: <http://www.rlc-conductor.info/>  
Community Fund Raising Website: <http://www.telecomplus.org.uk/B61182>

## **MINUTES OF THE EIGHTH CONDUCTOR BRANCH ANNUAL GENERAL MEETING HELD AT GRANTHAM ON 19<sup>th</sup> JUNE 2011**

<b>Present:</b>	Maj Gen (Retd) Malcolm Wood CBE David Patterson George Beadnell John McBride Zane McLoughlin John Morrisroe Robert White George Vickers	President Chairman
<b>Apologies:</b>	Levi Ashley David Asquith Dennis Bradley Cliff Burnett Shaun Collins Lou Conibear Mike Coyle Richard Fifeld Ian Finlay Terry Fitzgerald Darren Garwood Robert Graham Dave Greenaway Lew Hasall John Hydjik John McBride Charlie McClure Del Postlethwaite Jim Roach Aubrey Smith Dave Southall Brian Townsend Gordon Webster	

Item (a)	Subject (b)	Discussion and Decision (c)	Action (c)
1	Introduction & Welcome	1. The Chairman welcome those present and thanked them for their continued support.	All
2	Minutes of Last Meeting	1. There were no points arising from the minutes of the 2010 AGM.	All
3	Finance Treasurer's Report	<p>1. In the absents of the branch Treasurer, the Chairman briefed those present on the branch liquidity state.</p> <p>a. A discussion took place over late/non-payment of branch subscription. The Chairman said he would investigate ways of hastening outstanding subscription payments with the branch Treasurer. He went onto say that where a member continues to default on subscription payments, branch memberships will be withdrawn, until full payment is received.</p> <p>b. Bob White questioned why subscription payment received for Oct 09 (£215.00) and Jun 10 (£45.00) were not divisible by 20, based on the fact that members pay an annual subscription charge of £20. The chairman agreed to investigate this issue with the branch Treasurer.</p> <p>c. The Chairman confirmed the £187.39 expenditure payment made in Jan 10 was for the purchase of a Propositions book, Minutes book and Accounts book.</p>	Treasurer
4	Website Report	<p>1. Michael Coyle the branch Webmaster was not present at the AGM, but did submitted a progress report, summarising website activities and development for the last year. Copies of the report were handed to those present for comment. The following points were made:</p> <p>a. The website is in need of an update.</p> <p>b. George Vickers suggested developing a method whereby members are automatically prompted/notified when there is something new on the website.</p>	Webmaster
5	Matters Arising	<p>Branch Annual Reunion Dinner Night 2012</p> <p>1. A discussion took place over the level of branch funds that should be made available to offset the costs of the annual branch dinner night in 2012. It was agreed to earmark £500.</p>	Treasurer

		<p>AGM 2012</p> <p>2. The Chairman confirmed the AGM in 2012 will be held during the annual Conductor celebrations.</p> <p>Branch 10<sup>th</sup> Anniversary 2014</p> <p>3. Those present agreed to earmark a further £500 towards celebratory costs for the branch 10<sup>th</sup> anniversary celebrations in 2014 and that £500 is to be allocated year on year towards the celebrations, until 2014.</p>	<p>All</p> <p>Treasurer</p>
6	Branch Committee	<p>1. Elected branch committee for 2011/12 is:</p> <p>David Patterson.....Chairman  David Southall.....Vice Chairman  Charlie McCure.....Secretary  Gordon Webster.....Assist Secretary  Bob Graham.....Treasurer  Bob White.....Asst Treasurer  Mike Coyle.....Website/PR  Mike Coyle.....Memorabilia</p>	All
7	Chairman Points	<p>The Chairman made the following points:</p> <p>1. Attendance figures are down and have been for the past two years. Whilst there may well be a number of contributing factors, the main factors are:</p> <p>a. Members failing to make subscription charges. Thereby reducing available income to offset increasing expenditure costs</p> <p>b. Increased travel and accommodation costs.</p> <p>c. Increased function costs.</p> <p>2. The following action will be made to reverse the situation:</p> <p>a. Secretary</p> <p>i. Write to all branch members requesting up to date contact details</p> <p>ii Update Conductor database with members contact details.</p> <p>iii Confirm/obtain names with Webmaster.</p> <p>iv Develop email distribution lists, (Members list and Committee list)</p>	Secretary

		<ul style="list-style-type: none"> <li>v. Forward UWDC Community Fundraising information to all branch members.</li> <li>v. Produce branch SOPs</li> <li>b. Treasurer <ul style="list-style-type: none"> <li>i. Write to all members who have not paid their annual subscription and request payment in full.</li> <li>ii. Write to all members who are not paying by SO and encourage them to do so.</li> <li>iii. Produce monthly liquidity statement.</li> </ul> </li> <li>c. Webmaster <ul style="list-style-type: none"> <li>i. Identify and raise website funding issues with branch Treasurer / Secretary</li> <li>ii Update and maintain website.</li> <li>iii Develop automatic notification system alerting members of website updates.</li> </ul> </li> <li>d. Branch Members <ul style="list-style-type: none"> <li>i. Investigate and consider switching utilities services to UWDC, saving members money and helping to raise branch funds.</li> </ul> </li> </ul>	<p>Treasurer</p> <p>Webmaster</p> <p>All</p>
8	AOB	There were no other points raised.	
9	Next Meeting	The next AGM will be held on TBC location TBC.	

David Patterson  
Chairman, The Conductor Branch  
The Royal Logistic Corps