

BRITISH CACTUS & SUCCULENT SOCIETY

Minutes of the Board of Trustees Meeting, held on Saturday 5th December 2009 at 11.00 a.m.
at the Holiday Inn, Milton Keynes, Bucks.

<u>Present:</u>	Mr John Arnold (JA)	Chairman
	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
	Mrs Alice Vanden Bon (AVB)	Committee
	Dr Roland Tebbenham (RT)	Committee
	Mr Bill Hildyard (BH)	Committee/Forum Moderator

AGREED VERSION

09/38 APOLOGIES FOR ABSENCE

None

09/39 MINUTES OF THE B.O.T. MEETING HELD ON 1ST AUGUST 2009

These were formally ratified and signed after correcting 1 minor error.

09/40 MATTERS ARISING FROM THE MINUTES

- 09/08(d) Promotional CD – Dr Tebbenham said that John Gander had agreed to scan the hardcopy material supplied for this prior to a menu for the CD being developed.
- 09/18/2&3 Digital Material – We had been made aware of possible copyright legal issues which might affect the digitising of journals, magazines and books. Mr Arnold would check the legality, etc of doing so with Dr Gillian Evison who was believed to have a better understanding of this.
- 09/21 Trustee Status and Rules – The concerned branch had written to say that this minute in the August minutes had not reflected the context of the apology given and that the relevant section of the minute should read ‘Mr Arnold said that he had received some adverse comments on the changes when speaking at a local branch, but after challenging the people concerned and explaining our reasons for the change process, had received apologies for any upset caused by the comments from the people making them’.
- 09/37/1 Society Scanner – Mr Tibbetts had researched the market and produced a number of choices, these being limited due to changes in photographic technology. Choice seemed to be between 2 Nikon Coolscan scanners and before a final decision was made, the opinions of John Ellis and a Photographic Shop friend of Mr Hildyard would be sought (RT/BH).

09/41 ELECTRONIC DECISION MAKING

None

09/42 COMMUNICATIONS

1. I.O.S. – The latest issue of Repertorium Plantarum Succulentarum had been received and opinions were wanted as to whether an electronic or hard copy would be preferred for future issues. After discussion it was agreed that both options would be our preference. This would be relayed to Dr Hunt (EH)
2. 2009 Convention – A reply to Mr Kirkbright’s letter to branch secretaries urging support of this had suggested that the lack of response was due to it being an uneconomical event for the average member compared with the E.L.K. However, Mr Kirkbright had replied refuting this as the latter was held at a subsidised venue of which the sender had not been aware.
3. Cactus Mall – A letter from a Mr Kettle (a non-member) had been received asking if it was possible to upload his photographs on the B.C.S.S. photo gallery for the enjoyment of members. Dr Mace said that this would not be a problem as he was its administrator and would check on their suitability before allowing them to be posted.
4. Branch Closures – Notice had been received from 2 branches wishing to close. Worthing branch wished to amalgamate with the nearby Littlehampton branch, whilst Mid-Cheshire branch wished to close due to a very small membership and lack of funds. It was thought that its few active members would attend the nearby Macclesfield branch meetings. Steps would now be taken to ask permission of the next General Meeting that these wishes take place (EH).
5. Rule Changes – As well as the suggested rule changes received from Zone 3 concerning rules 8, 9, 14 and 17, 3 other changes had been proposed concerning rules 3, 11 and 36(c). The latter two were necessary to align the timing of receipt of nominations and rule amendments with the published last date of items for the March journal
6. Awards – Two R.H.M.A.’s were approved. A third R.H.M.A. was deferred until the latter part of next year. Dr Glen said that there still appeared to be ‘dead spots’ in the award process and we should make time to resolve this at our next meeting (EH). It was also said that where this committee suggested awards, a check be made with the branch to ensure that these met with their approval as there had been an instance in the past where the branch concerned were not happy with our decision.

REPORTS OF OFFICERS

1. **Vice-Chairman:**
Dr Glen reported that he had written to the branch secretaries in Zone 5 to ask for suggestions for a replacement for the late Albert Pritchard (the previous Zone rep.). Two additional speakers had been added to the Speakers List, namely John Foster and Tim Marshall. A start had been made on revising the Secretary's Pack, but although a new edition could be issued and would be helpful, with items such as the resources CD, revision of the Zone Rep. guidelines and the introduction of any changes arising from the Futures Review still in the pipeline, it would soon become outdated. It was suggested that comment from the experienced secretaries within this committee on the relative merits of the current content would be useful (**EH/AM/AVB**). Comments had been received from some Zone Reps on their job function in that it was not an exact science. Mr Harris would circulate all the various job terms of reference that he had to the rest of this committee for discussion and possible revision (**EH**).
 2. **Membership Secretary:**
 - a) Mr Morris reported that since 1st October he had enrolled 29 new members, comprising 22 Full, 5 Senior, 1 Associate and 1 Junior. Of these 9 were from overseas. He had also reinstated 3 former members.
 - b) As the current stock of membership cards was running low he had arranged the printing of a small stock of new credit-card sized cards in landscape format with the logo in colour.
 - c) He had received a small stock (20) of journal binders to take to events that he attended.
 3. **Treasurer:**
 - a) Membership - Mr Kirkbright reported that membership to date for this year compared with the same period last year was: Full 1971 (-95), Senior 889 (+23), Junior 13 (+4), making a journal taking total of 2873 (-66), and Associates 259 (-13). Adjusting for the 89 Full members who renewed as Senior members this year, the Full member total would have been 2060 (-6) and Seniors 800 (-66).
 - b) Books - The *Echeveria* book sales needed £5,028 to break even. It was hoped that the outstanding invoice to Rainbow Gardens Bookshop would be settled shortly due to a deal brokered by Keith Larkin and for which the Board expressed their thanks.
 - c) Accommodation Payments - These would remain unchanged except for Mr Quail's amount which he asked to be downgraded to Group 3.
 - d) Society Assets - The audited balance sheet showed these to be £257,463 as at 30th September 2009. These accounts had now been signed by the identified Trustees.
 4. **Shows Committee:**
 - a) Judges Course 2009 - Final attendance had been 37 which had proved ideal for comfort in the lecture room and all attendees agreed that it had been one of the best weekends for some time. A report on the weekend would appear in the December journal. Of the 28 people taking the test, 16 passed the Cactus section and 13 the Succulent section. Following this the Judges List for 2010 would be sent out to branches shortly and would show there were now 54 qualified judges, 42 of which were qualified in both sections, 8 in cactus only and 4 in succulents only.
 - b) Judges Course 2010 - This was booked for 3rd to 5th September 2010, price for the weekend remaining unchanged at £125. Several of this year's attendees had already confirmed their attendance.
 5. **Conservation Committee:**
Dr Bill Maddams in a written report said that there was little to report from that outlined at the October General Meeting. The report on ex-situ Conservation was now with Mr Mottram and Oxford branch wished to assist financially with a conservation project. Consequently Martin Scott was being contacted for the costing for an already identified project, viz. fencing an area near Albertinia, R.S.A. where *Haworthia magnifica v. splendens* grows in very small numbers.
- Research Committee:**
Alan Hill reported that there was nothing additional to that outlined at the October General Meeting.
6. **Advertising/Journal Production Officer:**
 - a) Advertising - Mr Quail reported that the 4th quarter advertising income was £424, compared with £653 last year and that one series of 4 advertiser had been lost. This was a tour operator who hopefully would start again next year. A previous series of 4 advertiser had also rejoined. A replacement Advertising Officer was still being sought and the post would be advertised again in the March journal (**DQ**).
 - b) Journal Production - He said that the missing pages problem experienced with the September journal had been taken up with the Managing Director of Charlesworth and that they were anxious to make amends, although the changeover had otherwise gone relatively smoothly, with a good standard of printing and colour matching. Production of the December journal had been given to Castle Colour as a one-off trial basis on their new machine and agreed clear targets set for colour matching and general quality. The material for this had been finalised early with Mrs Vanden Bon putting it together successfully (her first attempt at this); a major step forward in proving the resilience of the Journal Production process. Castle Colour did, however, fail to produce checking proofs on time, necessitating special arrangements to be made to rectify this. He felt that now there were 2 printers on board, we should use them to produce alternate journals, thus giving us more flexibility of production. This was agreed, but Mr Kirkbright asked that the December journals be produced by Castle Colour for the next couple of years as their mailing house was holding a large stock of journal mailing envelopes. Mr Quail also proposed to bring forward the Journal despatch day next year from Wednesday to Tuesday, but at the same time to redress the steady annual forward creeping of despatch dates by one day (two in leap years) by dropping back the dates by a week (effectively by 5 days next year). This would relieve the pressure on Journal deadlines,

particularly for reporting the summaries of General Meetings, (though special arrangements would still be needed for this) and would need to be repeated every five years or so. This was agreed.

- c) Editorial Team – Thanks to a good response to the appeal in the September journal, John Foster had taken over compiling the Calendar of Events and Philip Barker the Branch Newsletter following Val Sawfoot's resignation from this post. Joel Robinson had been appointed to take on the layout of B.C.S.S. News in QuarkXpress
- d) Society Logo – Changes had now been completed although the advert. for Society sweatshirts still showed the old logo and needed to be changed if further supplies needed to be ordered. These were marketed by Zone 18 via Fiona Patrick who would be contacted on this (DQ).

7. **Bradleya Editor:**

Dr Walker reported that he had received little feedback on Bradleya 27 so far. He was aiming for a standard if not slightly smaller issue for Bradleya 28 and gave details of the 8 manuscripts currently being progressed. He also proposed to send authors copies as pdf's rather than reprints of their items. Mr Mottram had produced an index of the first 10 issues and it was agreed that this be published electronically.

8. **Journal Editor:**

Mr Mottram reported that there had been little comment on the September journal but that he was still receiving favourable comment on last December's one. New contributions continued to arrive at a satisfactory rate, including ones from 3 new authors, and he had sufficient articles in hand to complete the March and June journals, most of which had already been designed ready for processing. He gave details of these and their current state of progress. He said that the December journal should appear on time and gave a brief synopsis of its content. He also said that he had made slight alterations to part of Dr Maddams' article on ex-situ conservation to make it appear less negative, subject to his approval of the changes. There was some discussion on how this type of conservation should be carried out and which the Conservation Committee must address, say in the form of guidelines for people undertaking this.

9. **Publications/Internet Officer:**

- a) Internet – Dr Mace reported that he had not produced an internet report but that there were aspects of our website that needed extensive discussion. Due to time constraints it was agreed that this would appear as a separate item on our next meeting agenda (EH).
- b) Publications – Dr Mace reported that sales had been fairly slow since the last meeting although there had been some improvement over the last couple of weeks. With the refurbishment of the publication store now complete, a source of additional racking was being sought (2m high x 1m deep x 5m long). This would be installed once the better weather arrived next year. Permission had been given for the production of a new French edition of Steve Hammer's *Lithops* book and the Society would receive some 10 free copies of this publication. It was understood that this had been slightly reduced in content.

10. **Forum:**

Mr Hildyard had previously reported an inappropriate posting that had appeared on the forum and been immediately removed. Mr Quail expressed his dismay that this type of posting had appeared on a Society site but was assured that it was a one off incident and would be monitored to prevent a re-occurrence. Mr Hildyard would circulate the results of his recent forum Society survey (BH).

09/44 **UPDATE ON THE SOCIETY FUTURE WORKING TEAM**

Dr Tebbenham reported on progress to date. He had distributed 2 discussion documents in advance of the meeting, the first of which was the updated version of the Society Objectives. One final minor change was made to this and it was agreed that it appear in the journal with a covering introduction by Mr Keen, our President, as well as on our website. (**JA to ask WCK**). The second was a progress summary, giving the current status of the previously discussed projects and any actions needed to progress/complete them. Of those still to be completed, revised process guidance would be issued so that scanning of the slide library could commence on a priority order set by David Greenaway. Server access controls and suitable directories need to be set up before this could commence (**RT/AM**). Mike Stansbie had agreed to conduct trials with the new scanner when available and then help with the scanning. Mr Quail asked if a simplified guide, for use by current speakers who were digitising their slide talks, could be made available. Chris Dean had offered to scan his own copies of the N.C.S.S. journals, which had been accepted, and would keep Dr Tebbenham informed of progress of this, but there was a need to agree sources of any missing volumes. Mr Quail said that some progress had been made in producing retrospective pdf's from our Quark files of journals which Chris Dean does not have and that these should be completed during this winter, but that there were pictures missing from the archives for some of the earlier issues and copies of these had been requested from David Neville. A volunteer was also needed to produce web pages for the junior website, using as a basis the material worked up by Trevor Wray and Lizzie Arnold. The document also contained a list of projects arranged in critical/high priority and medium/lower priority order giving their current status and any action/decision needed. These were discussed and some decisions made. The final section was a reporting schedule for this year, most of which had been completed. Mr Arnold again thanked the team for all their hard work.

It was suggested that member's emails be asked for on the renewal/joining forms. Mr Kirkbright said this information could also be added to the Society database and distributed to branch secretaries on their November membership list for use in cheaply contacting their members.

09/45 **MARKETING**

It was felt that in the current climate we really needed a Marketing Officer to sell the Society to the general public. Although there was a current job profile, this required checking/updating before the post was advertised in say the March journal.

09/46 **SOCIETY CONVENTION**

Mrs Mace reported that bookings received to date were now 125 excluding speakers and that another cactus speaker was still being sought. 37 sales tables had been booked and items for the auction and raffle were still required.

09/47 **FUTURE PUBLICATIONS**

Mr Kirkbright said that he had now received details of how the *Aloe* book would be produced. We would be equal partners with Kew with a potential profit share of £12,000 and most of our share (about £20,000) of the production costs would not be due for almost 12 months. This outlay would be in the proportions of 30% when production commenced and 70% once available (around November 2010) and this should be recovered after 1000 of the 1500 print run had been sold. Kew would undertake all marketing both here and in the U.S.A. and provide material for us to do advance advertising via the June and September journals. There was some confusion whether the suggested timetable was correct, as Dr Walker thought that it was planned to be available for the U.S. Convention in April 2011. Members ordering in advance would get a 30% discount on the proposed cover price of £100 plus P&P. There was, however, a possible problem that this discount might not apply to our U.S. members, due to existing Kew marketing/distribution to that country. This, he still needed to resolve. It was agreed that we go ahead with the project.

It was also agreed to undertake a reprint run of 800 copies of an updated, softback version of the Steve Hammer *Lithops* book. This would be produced by Charlesworth, whose quote meant that with a suggested UK cover price of £25, the break even point would be reached after some 400 copies had been sold. Suggested overseas cover price would be £27 or £28. Mr Quail said that he had successfully reconfigured the original Quark files and that all pictures had been relinked, so we were just waiting for the updates. It would be advertised, if possible, in the March journal.

Whilst there had been no negotiation/promise to fund John Pilbeam's proposed *Asclepiad* book we would be willing to advertise it and take a small stock for resale.

09/48 **REAPPOINTMENT OF EDITORS, EDITORIAL TEAM, MEMBERSHIP SECRETARY, ANCILLARY OFFICERS, CONSERVATION & RESEARCH COMMITTEES**

All current incumbents were reappointed en bloc. Mrs Pritchard had resigned from the Conservation Committee and it was left to that committee to appoint her replacement.

There being no other business the meeting closed at 4.35pm. Mr Arnold had to leave at 4.05pm due to another appointment and Dr Glen chaired the remainder of the meeting.

NEXT MEETING: 6th February 2010 at the Holiday Inn, London Road, Newport Pagnell, MK16 0JA (just off junction 14 of M1). It would start at 11 a.m. and light refreshments would be served at 1p.m.