

# BRITISH CACTUS & SUCCULENT SOCIETY

Minutes of the Board of Trustees Meeting, held on Saturday 9<sup>th</sup> May 2009 at 11.30 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 David Slade (DS)	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
	Mr Tony Morris (TM)	Committee
	Dr Roland Tebbenham (RT)	Committee
	Mr Bill Hildyard (BH)	Forum Moderator (Coopted)

## AGREED VERSION

### 09/12 APOLOGIES FOR ABSENCE

Mrs A. Vanden Bon

### 09/13 MINUTES OF THE F&GP MEETING HELD ON 7<sup>TH</sup> FEBRUARY 2009

These were formally ratified and signed

### 09/14 MATTERS ARISING FROM THE MINUTES

07/45 Society Logo – Since the last meeting, no decision on a final design had been reached so, Mr Hildyard had produced two further designs, which were the last 2 designs submitted without the border scroll and Society name and Mr Quail 3 proposed designs based on the Society badge without the border scroll and name. It was agreed that the exercise should be finalised at this meeting and following further discussion and a vote, Mr Quail's designs in monochrome and colour were narrowly chosen for future use (7 votes to 6). Thanks were again extended to Messrs Hildyard and Quail for their hard work in producing the various designs.

08/43/1 R.H.S. – Mr Mottram's article had yet to appear.

### 09/15 ELECTRONIC DECISION MAKING

None

### 09/16 COMMUNICATIONS

1. David Slade – A letter of thanks had been received from David Slade for his Life Membership and gift.
2. Chris Moore – He had recently died and his funeral would be on 20<sup>th</sup> May at Eltham Crematorium. Prior to his death, he had produced a DVD containing 6 digital talks on the **Asclepiadaceae** plus scripts, a copy of which Mr Harris had been given. He had asked Chris Moore's brother for permission to put this into the Society Slide library which had been given, subject to it only being used for this purpose and not as a source for pictures. The DVD was given to Dr Tebbenham to pass on. This led to a discussion on copyright issues when future distribution of digital talks was started and it was agreed that whilst this was a matter of trust, a note about this would be included with each future posting of digital talks. Mr Arnold would compose a suitable covering letter for this purpose (JA).
3. Digitising of Journal Library – Dr Tebbenham said that currently no volunteers to do this had come forward. An outline process for doing this had been compiled following discussions with Chris Dean and it was suggested that Martin Lowry be contacted for his thoughts and possible participation in this exercise. It was also suggested that Chris Davies, Tim Edwards and Chris Dean be consulted again (JA & DQ) although none were able to undertake the task. It was agreed that it would be a long term task (say 2 years) and other questions to be addressed were server archive space and ensuring access by members only. A vote agreed that more server space be bought for the task. Mr Quail said that he was currently processing the journal Quark files that he currently held.
4. Hungarian Web Site – It had been learned that a book seller was offering illegal copies of the *Ferocactus* book via this. Mr Kirkbright had challenged the web site provider about this under Hungarian copyright law and the offer had been quickly withdrawn. He was monitoring the site to ensure that no other illegal copies of our publications were offered.
5. Awards – A request for an R.H.M.A. was not approved.

### 09/17 REPORTS OF OFFICERS

#### 1. Vice-Chairman:

Dr Glen reported that Peter Arthurs had taken over from Doris Sharp in Zone 13 and that Ralph Hewitt wished to continue as Zone 2 rep for a little longer, with the reassurance of Graham Walker's offer to provide oversight if he wished to stand down in the future. He said that the Society would again be represented at the R.H.S. show at Tatton Park, support being provided from branches in Zones 5 and 9.

2. **Membership Secretary:**

Mr Slade reported that since the A.G.M./E.C. meetings he had enrolled 12 new members and reinstated a lapsed member and total enrolments from 1<sup>st</sup> October to 6<sup>th</sup> May were 140 new members compared with 115 for about the same period last year. These comprised 101 Full (14), 24 Senior (3), 3 Junior (2) and 12 Associate (6) a total comparative increase of 25 (21.74%). Of the 140 enrolled, 39 were from overseas and 91 had joined via the internet. Subscriptions were still coming in following Mr Kirkbright's mailing exercise.

He reported that York branch had had an excellent 4 day show at Harrogate and gained a Gold Medal for their display and a Silver Gilt Medal for their container display. Over 400 membership forms were taken away and hopefully would result in a positive return.

He would be dealing with the addresses for the mailing of the June journal before handing over to Mr Morris on the weekend of 5<sup>th</sup>/6<sup>th</sup> June, but would still be available to assist him where required during Mr Kirkbright's holiday in June.

3. **Treasurer:**

a) **Membership** - Mr Kirkbright reported that membership to date for this year compared with the same period last year was: Full 1818 (+10), Senior 859 (+67), Junior 9 (+3), making a journal taking total of 2686 (+80), and Associates 251 (-2). Adjusting for the 87 Full members who renewed as Senior members this year, the Full member total would have been 1905 (+97) and Seniors 772 (-20). Mailing of the 405 non-renewed UK members was completed 3 to 4 weeks earlier this year and if the renewals resulting from this were removed, the number taking Journals would be 41 down. The mailing of a copy of the December journal to non-renewed 2008 overseas members had only resulted in 2 renewals and would not be repeated. Current Bradleya subscriptions were 558 (-10). Mr Kirkbright showed a graph that showed that the yearly trend of membership renewals was fairly similar until mid-year, after which divergence from the norm did occur.

b) **Gift Aid** - He had submitted the claim for the fiscal year up to April 2008, the total being £8,879 of which £667 would apply to the Conservation and Research Fund and £362 would be repaid to branches who had consolidated donations, leaving £7850 from regular income (£295 down on last year).

c) **Books** - The *Ferocactus* and *Ariocarpus* book sales were both slow but together were £4,971 in surplus. The *Echeveria* book sales had slowed down considerably, net sales in April being only £624 and still needed £8,142 to break even. Dr Mace said that in addition to this, a shipment of 50 *Ferocactus* and 50 *Echeveria* books had been sent recently to Rainbow Gardens prior to the U.S. Convention and the monies from this will add another £1,120 to the *Ferocactus* sales and £1,505 to the *Echeveria* sales. Additionally a further 20 *Echeveria* books worth £664 had been sent to Ulrich Haage which should reduce the gap a little more.

4. **Shows Committee:**

a) **National Show CD** - Mr Tibbetts reported that a further 100 had been produced by Gillian Evison, and that these were being passed to Dr Mace at this meeting to fulfil orders already received. Thanks were recorded for the work done by Gillian Evison and David Terrett

b) **Judges Course** - The total take up for this was 35 to date, including committee and speakers and a further announcement about it would appear in the June CactusWorld.

c) **Revision of Handbook of Shows** - The Shows Committee article in the June CactusWorld would be asking for ideas, proposals, comments, etc, these to be submitted by 31<sup>st</sup> December, after which the committee would review all information received. There would also be an open discussion at the forthcoming Judges Course.

d) **Branch Shows** - The Committee was concerned that too many branches no longer held full branch shows, confirmed in the recent Futures questionnaire and this would be looked at in future meetings to see what help, if any, the Society could give branches to improve this situation.

5. **Conservation Committee:**

Dr Maddams in a written report said that there was nothing further to add to that already detailed at the April Executive Meeting, except that the chairman had produced a tentative draft of an article on ex-situ conservation for CactusWorld. This would be finalised in the light of any relevant information on the topic that might emerge from the Prague Convention in June at which Mr Mottram would be present.

6. **Research Committee:**

Alan Hill in a written report said that there was nothing new to that reported at the April Executive meeting.

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

a) **Advertising** - Mr Quail reported that the 2<sup>nd</sup> quarter advertising income was £671, a welcome increase from the 2007 figure but needing further returns to show that this was not a one off.. Last year's June total included National Show advertising so was not truly comparative. He was still trying to find somebody to assist with the advertising and had made a start in updating our reciprocal adverts. in other journals to include the new Membership Secretary's details.

b) **Journal Production** - He said that the March journal colour was again almost perfect and that the June journal work was nearing completion and should be with the printers on time. Mrs Vanden Bon had taken on a significant share of the layout work this quarter as Stephen Morris had been unable to help. Extra work had also been necessary, caused by late and or incomplete articles, which required much chasing and correction work to be done. This was not helped by the journal delivery dates creeping forward each year, necessitating them to be moved back by a week in the near future. He was also considering bringing the journal advertising deadlines forward so that all journal material deadlines were the same and this was agreed as 10<sup>th</sup> of January, April, July and October for all material. He had also agreed with Mrs Vanden Bon that they jointly lay out the September journal with the intent that she undertook all or most of the December journal layout. This would then permit him to go on holiday at that time.

c) **Guidelines for Choosing Branch Venues** - Due to other priorities he had not progressed this, but still aimed to do so

8. **Bradleya Editor:**

Dr Walker reported that work on Bradleya 27 was progressing well with 11 articles fully edited and that pagination of these was in progress. 4 further articles were in hand and the total article count should be 16. The issue, although a special featuring Darwin and Evolution, should not be excessively long and nowhere the length of the 25<sup>th</sup> anniversary special. Adverts. had appeared in both the March issues of the U.S. journal and CactusWorld and a slightly modified version had been produced for the June CactusWorld.

9. **Journal Editor:**

Mr Mottram reported that there had been limited comment on the March journal all of which had been favourable. He also commented that there had also been a noticeable fall in the rate of new contributions over the past quarter, with only 2 new articles from a single author, compared with 5 in the same period last year. However, there was still sufficient material in hand to fill the remainder of this year's journals. He gave details of the 22 items currently in hand, amounting to some 106 pages and said that the June journal should appear on time and would include an item on *Hesperaloe*.

10. **Publications/Internet Officer:**

- a) **Internet** – Dr Mace reported that due to pressure of other work, he had only been able to do routine maintenance on the B.C.S.S. internet systems. He had started to set up a more reliable email system for the board (to replace [fgp@bccs.org.uk](mailto:fgp@bccs.org.uk)), but work on this had stalled due to other priorities.
- b) **Publications** – Dr Mace reported that orders had been steady if not spectacular and that some prior orders for Bradleya 27 had been received via post and the internet, thanks to pre-publication advertising. The first batch of National Show CDs had sold out immediately and a number of orders were waiting on delivery of the second batch. As he would not be at the E.L.K. this year, he would be relying on John Pilbeam and Keith Larkin to sell our publications and hopefully Tony Morris would be able to take any subscription renewals. He said that the use of a mail consolidator for bulk orders seemed to be better, being faster and more economical. A quote to repair the roof of the B.C.S.S. literature store had been obtained and accepted and additional storage racking would be sought to increase storage space and allow the remainder of the *Ariocarpus* and *Echeveria* book stock to be housed there.

11. **Forum:**

Mr Hildyard reported that there had been a recent increase in overseas membership of the Forum.

**09/18 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 a status report on current projects. All but one of the higher priority/critical items and one of the medium/lower priority items were in progress and he gave details of some of these supported by a slide presentation. He also gave details of the publicity ideas used by various other societies at this year's Malvern Spring Show. He said that one critical problem was that there were currently no volunteers to undertake the digitising of the journal library. However, there were four available to digitise the slide library, although this would need a slide scanner to be purchased at a cost of up to £1,200. This could be loaned to speakers to digitise their slide based talks, once the main exercise was completed. He said that he had also had received some comments from a member on that member's views on the team's efforts and outcomes which, although yet to be considered in detail, were considered overtly critical and belittling. He also gave the project reporting schedule for this year and said that the team would formally disband on completion of the outstanding paper and summary report.

The second document dealt with the summary of the feedback from members of this board to a draft Society Vision prepared by the Futures Team. The original had comprised of 19 statements and the board had been asked whether they agreed or disagreed with each and to offer comments where necessary. He ran through the various statements and comments received and as a result of these, 2 additional statements were added and many of the others modified to produce a final proposed list of 21 statements. He would produce a revised version of these statements in the light of these discussions for review by this Board and perhaps ask Messrs Keen and Rowley to comment on the proposed final version.

He summarised the expectations and material received from branches for the proposed publicity material CD that was to be compiled. As well as the normal publicity material, other suggestions included information on Society branch locations, Society information less subscription rates, to avoid future redundancy in the event of these changing and possibly an outline show schedule. He estimated a time scale to completion of about a year, due to the amount of work still to be done.

He ended his report by asking the board to consider what form the final report to the members should take; should it be a statement of what had happened as a result of the team's work rather than a statement of results?

Mr Arnold again thanked the team for all their hard work.

**09/19 TRUSTEE STATUS & RULES**

At the Executive and A.G.M. in April it had been reported that under the recent Charities Act, the ultimate governing body of a charity were its Trustees. This, under the rules, was defined as The Executive Committee. However, this was a body impossible to define until the day of the meeting and therefore the members could not fulfil the role of Trustees as the names and some personal details of all Trustees have to be notified to the Charity commission on the annual return. This meant that the existing rules were no longer valid in their current form. As a matter of urgency, substantial changes had to be made to the rules to stay within the Charity Commission requirements and these then had to be implemented without following the normal process. The new Rules would mean the abolition of the Executive Committee and the present Executive Committee's responsibilities being reallocated either to the Finance & General Purposes Committee, which would be renamed The Board of Trustees, or to a General Meeting. This would actually give more rights to the general membership, who would all have equal rights to attend, stand for election to the Board of Trustees and vote at all parts of that meeting. The existing Annual General Meeting would obviously remain, but be extended into the morning session. The October Executive Committee meeting would become a full General meeting open to all Society members, who again

would all have equal voting rights. That General meeting would still elect Shows Committee members and instead of 'electing four Finance & General Purposes Committee members' would appoint four Trustees. The new rules were voted upon and accepted with only one vote against and five abstentions.

Following the meeting there had been correspondence from John Carr, the Zone 3 rep., who was unhappy with the way the rule changes had been processed at that Executive/A.G.M., which he felt was undemocratic and did not follow current Society procedure/rules. He felt that members should have had more warning and detail of these changes, so that they could come to the A.G.M. to debate these and possibly suggest alternatives. Mr Arnold had replied to his letter, reiterating the reasons why it had been done that way, but Mr Carr did not accept the explanation and still wished to pursue the matter. Mr Arnold would be writing shortly to the Charity Commissioners detailing the changes and the results of the A.G.M. vote on these and would contact Mr Carr telling him this and suggesting that if he wanted to take it further he should contact the Charity Commissioners.

#### 09/20 **PROCEDURE FOR FUTURE SOCIETY GENERAL MEETINGS**

It was said that the procedure used for the April meeting would also apply to the October one for future election of Trustees, i.e. nominations of possible candidates, suitably proposed and seconded, should be received in advance of the meeting, together with a c.v. outlining their suitability. These would then appear in the agenda notice included with the September journal. It was also felt that at some point in the future, due to the increased financial responsibilities of Trustees, a background/CRB check might be required. Mr Arnold would prepare a suitably worded nomination form to cover this. (**Post meeting update:** It was found that the Charity Commission had a model form which covered all the appropriate requirements and this would be used.). Mr Harris had prepared a notice asking for nominations along these lines for the June journal, stating that Trustee nominations in this form were to be received by 10<sup>th</sup> July. Suggestions made during further discussion on meeting procedure, included the need to continue sending out the notice for the meetings to all branches, officials, Fellows and Life Members, using self write stick-on labels for delegate identification and arranging additional features to attract more delegates. These included emphasising the social side of the event, providing Road Show style information tables on such subjects as plants/cultivation advice, journal, Society, etc where delegates' questions could be answered and maybe holding an auction or possibly having a mid-term speaker. These would appear in the meeting agenda notice and be coordinated by Mr Harris (**EH**).

It was also asked if a speaker for the April 2010 Hampshire/Dunn Memorial Lecture had been chosen and suggestions were Bob Potter, Paul Klassen and Mike Gilbert. It was eventually decided to invite Bob Potter to give the lecture.

#### 09/21 **PHOTOGRAPHIC COMPETITION**

Derek Tribble had agreed to organise the next one and wanted 3 points answered to help with this, i.e.; that he would appoint the judge, agreement for him to seek outside sponsorship and whether it would be for Society members only or open to all. Mr Mottram had circulated these points in advance of the meeting. On the 1<sup>st</sup> point there would be no objection although it was suggested that perhaps Geoff Bailey, Angie Money and/or Gillian Evison might be considered as judges. On the 2<sup>nd</sup> point, whilst there was no objection to this, it was felt that outside sponsorship might be hard to find and that if prize money was too large this may change the reasons for entering. The Society was quite prepared to fund it again. On the 3<sup>rd</sup> point, whilst it might attract a bigger participation, it was generally felt that it should be restricted to Society and Forum members as it was felt that if somebody from outside these groups won, it could have a detrimental effect on future competitions, especially as it was a Society organised event. However, it was felt that the numbers of non-members was likely to be small so it could be open to all. It was also suggested that perhaps a compilation of the entries be issued in CD form for members to purchase. Mr Mottram would contact Derek and inform him of this. (**RM**)

#### 09/22 **JOURNAL PRINTING**

Negotiations with another printer for backup printing had shown that significant savings could be made by moving the work to them. Extensive negotiations, tests and checks with other customers had all proved positive and it was agreed that a future issue of the journal be produced entirely by them before any change was made. Our current printer would be informed of this and asked to if they could match the quotes. The new printer was also capable of doing all the layout work and printing of Bradleya and moving this work would also be investigated, although Dr Walker did express some concerns, as he had a good working relationship with the staff at our current printer.

#### 09/23 **SOCIETY CONVENTION**

Mrs Mace reported that the application form was prepared and would be sent out with the June journal. Lecture and speaker details would be given later. Appeals for items for the raffle and auction would also be included in the journal. The late Dick Harbour had left books from his library (including some of great value) for the auction and it was said that Sheila Collenette wished to attend and would be donating one of her books. Other offers were made at this meeting.

#### 09/24 **ANY OTHER BUSINESS**

1. **David Slade** – This was his last meeting and Mr Arnold thanked him on behalf of this board and the Society for all his past hard work over many years. Mr Morris also expressed his personal thanks for the help he had received during the handover of the Membership Secretary position.
2. **Labels and Binders** – Mr Morris asked if he could hold a small stock of labels and binders which he could then bring to meetings. There would be no problem with this as Stan Griffin had done this in the past.

There being no other business the meeting closed at 5.12pm.

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**NEXT MEETING: 1<sup>st</sup> August 2009** at the Holiday Inn, London Road, Newport Pagnell, MK16 0JA (just off junction 14 of M1). It would start at 11.30 a.m. and light refreshments would be served at 1.30/1.45 p.m.