

BRITISH CACTUS & SUCCULENT SOCIETY

Minutes of the Board of Trustees Meeting, held on Saturday 10th August 2019 at 11.00 a.m.
at the Holiday Inn, Milton Keynes, Bucks.

<u>Trustees Present:</u>	Mr Ian Thwaites (ITH)	Chairman
	Dr Jim Gibbs (JG)	Vice Chairman
	Mr Eddy Harris (EH)	Secretary
	Mr Graham Charles (GC)	Bradleya Editor
	Mrs Alice Vanden Bon (AVB)	Technical Editor
	Mr Barry Tibbetts (BT)	Shows Committee Representative
	Dr Tony Mace (TMa)	Publications Officer
	Mr Bill Hildyard (BH)	Forum & Website Administrator
	Mr John Arnold (JA)	Legal Advisor
	Mrs Suzanne Mace (SM)	Committee
	Mr Graham Evans (GE)	Committee
	Mr Stirling Baker (SB)	Committee

RATIFIED

19/30 APOLOGIES FOR ABSENCE

Mr David Kirkbright (DK) (Treasurer), Mr Tony Morris (TM) (Membership Secretary), Mr Al Larius (AL) (Journal Editor) and Mr Rick Gillman (RG) (Potential Treasurer).

19/31 MINUTES OF THE BOARD MEETING HELD ON 10TH MAY 2019

As there were no further alterations of the agreed minutes of the May meeting these were then formally signed by Mr Thwaites.

19/32 ACTION UPDATES

Mr Thwaites had provided his updates from the May minutes which were shown below and Mr Harris ran through those still outstanding, most of which were fairly minor and most would be answered during the course of the meeting. It was suggested future ones be shown in bold type to make them more identifiable.

19/33 OUTSTANDING UPDATES FROM MAY 10TH MEETING:

19/10 German Booklets – Mr Charles said that he had asked about these, but was still awaiting an answer (GC).

19/22/1 Items Arising from A.G.M. - Mrs Mace said that there had been a number of comments from Forum members that the election of the Annual Trustees should be done by all the Society members if there were more nominees than vacancies, as was done for the main Society Officers. This was agreed by this committee, but the Society Constitution and Rules would need modification to reflect this and other recent changes and then the changes voted on at the 2020 A.G.M. before any changes in procedure were made (DK/JA).

19/22/2 2019 Branch Innovation Award - An outline item of the award would appear in the December CactusWorld (AL).

19/26 Current Treasurer – Mr Kirkbright had agreed to continue as Treasurer until 30th September 2019 and would prepare this year's accounts ready for the 2020 A.G.M. He also said that he would help with the accounts for the 2020 National Show. He would also circulate a copy of the Trustees' insurance policy to this committee for information (DK).

19/27/2/c Associate Officer - Peter Bint, the Associates Liaison Officer, asked if he could have advance notice of the number of different items that he should expect for distribution to these. This request arose from the last set of these that full members received in the March journal which, for the first time, arrived to him in two lots, a few days apart. As the first set had been posted, before the second package arrived, assuming that was all there was, the distribution of those in the second pack had been delayed, when it would have been very easy to await all such items, if the second package had been expected. It was agreed that he would be told, if possible (AVB).

19/34 CHAIRMAN'S ACTION UPDATES

1911/11 Cultivation Booklet - It was stated that the R.H.S. seemed happy to give away copies of this at their events.

19/18/1 Society Ambassadors - Mr Thwaites had signed up some more of these and would let our Membership Secretary know who they were.

19/20 Branch Workshop update and Branch Toolkit - David Neville was to submit a write up on how its members had made Southampton branch a successful branch.

19/21 Social Media (YouTube) - A narrator for this had now been found.

19/23 Research Committee - Dr Walker (CW) had been asked to take over as Chairman and another Committee member had been found. **The committee now needed to appoint a secretary from among their number (CW).**

19/35 SOCIETY BRANDING

Mr Charles (and the branding team) had several on-line meetings with Pam Hamilton from Portsmouth Branch and she and her team had looked at his booklet and the proposed badge and made various suggestions on their presentation and layout, which were improvements. He said that he had been impressed with the group's approach to the Society's presentations on Social Media, as had Mr Hildyard and he intended to continue these meetings. Mr Charles updated the BoT on the branding that Pam's team had agreed, which was distributed prior to the meeting and which consisted of the proposed new Logo image with the 'branding' wording to the right of the badge which consisted of 'Let's Grow

Together'. All of this committee thought that the new Strap line and initiative were good and appropriate. Mr Harris emphasised that nobody from Zone 15 liked the current badge as it didn't give any indication of what the Society was about, but it was also said that the suggested 'branding' indicated what our aims were. The branding document that was circulated before the meeting was unanimously accepted and would be progressed. **Mr Charles said that as he would be away shortly, he would instruct the printer to print those booklets destined for Chris Pugh and Lullingstone and then get the remainder printed after he came back (GC).**

19/36 COMMUNICATIONS

- a). Mr Harris had received a letter containing some early past information about the Society from the widow of a deceased member. The member had been instrumental in forming the Lincoln Branch. These were passed to Mr Arnold, who was currently the Chairman of that branch, as they might be of interest.
- b). Two Awards of Merit were agreed and another mentioned. It was also said that that we needed to be aware that there were many branch members who worked hard for their branch without an award and it was said that the B.o.T. had undertaken a previous exercise to overcome this. **Mr Thwaites said that he would be asking Tony Morris to search through the Membership Database to ensure such members were not overlooked (ITH/TM).**
- c). Mr Morris had offered his resignation when the new membership enrolment became live and that following a short job description in *ENews*, Simon Snowden had applied for the post and his brief CV had been circulated to this Committee prior to the meeting. It had been unanimously agreed among this Committee that he would make a good Membership Secretary. *Post Meeting Update:* Mr Thwaites had formally offered Mr Snowden the post and he had accepted.

19/37 ELECTRONIC DECISION RECORDING

- a). Mr Harris said that he was aware of nothing of this subject happening since the last meeting. However, Mr Thwaites had issued a recent email suggesting that we should issue 4 short videos on various aspects of our hobby and had approached a Society member (Daniel Kleinman), who was willing to help, was a professional videographer, but very busy. Mr Kleinman had asked various searching questions on how we wanted these videos filmed. Mr Thwaites had given this a lot of thought and gave his ideas and it was agreed that they be filmed in a garden rather than a greenhouse using a plain background.
- b). A request had been received from Peter Cowdell of Sheffield Branch for funding of £500 to promote the branch liaison with Askam Bryan, the Branch's local horticultural college. The sum would be used to set up a suitable display of succulent plants with information boards. This Committee had previously had a separate offer of a succulent collection from another college which was thought would form the basis of such a display, but inspection had proved that it was in a very poor condition. The funding had been agreed by our Treasurer and **Mr Thwaites would pass this information on to Peter Cowdell and Simon Snowden (ITH).**
- c). A request had been received from a new member, who was visually impaired asking if the information in our Journal could be supplied as a PDF that could be read aloud by a computer programme. Mr Laius had produced this very satisfactorily. The request also enquired about the possibility of the new website being in that form and Mr Hildyard had contacted the member on this. **The outcome would be reviewed by Mr Hildyard (BH).**

19/38 WEBSITE UPDATE PROGRESS

Mr Thwaites said that since we had had the new website, he felt that this committee had not given Mr Hildyard the necessary support on this. Mr Hildyard said that he was happy when the new website company was doing what was wanted, but they had left an enormous amount for him to check over. He said that it needed everybody present, who had responsibility for a website section, to review it and let him know if it needed updating and what information needed to be substituted for what was shown. Some of these outstanding issues were down to Pedalo, others were process and content issues. It was then explained that the website objective was to reduce the issues and make it more automatic and user friendly. It was said that a team of I.T. people was urgently needed to help with the problems, the same as had been done with our journal's production and it was emphasised that all information on the website should not shown for longer than 6 months. **It was suggested that for the Lullingstone event, where we were offering Graham's book with its membership discount code, that the PayPal site be altered to accept the discount code for a specified time after the event, i.e. effective for those that joined on the day and for a short period afterwards (BH).**

19/39 BADGE DESIGN

Mr Charles showed a copy of the badge which had been reviewed as part of the Society 'branding' meetings using the correct colours. He suggested that he purchased 500 of these at a cost of £1.98 each, which was agreed.

19/40. SOCIETY MARKETING PLAN

Mr Thwaites said that we needed to address the problem of branches dying due to lack of membership and Mr Harris said that the work pattern of most members of working age had now changed and they did not get home until at least 7 pm and did not want to go out again. This needed to be addressed and we needed to attract the young and 30 to 40 year old age group. He asked the opinion of all committee members present what they felt should be done about this and the results were as follows:-

- a) Mr Thwaites - he suggested having a few 'pop-up' local branch meetings with a short talk on cultivation which allowed members to talk to one another. He said that we were not marketing the Society or its journal effectively.
- b) Mr Hildyard - he felt that we should be more pro-active on Social Media.
- c) Mr Baker - he felt we should look at branches that had meetings at weekend and these should be encourage to have earlier meetings, change the branch process, have more plant sales and their members encouraged to talk to one

another. Mr Thwaites said that this had been raised at the recent Branch Workshop and by the Norwich and Southampton branches. Mr Baker felt that if we included other plant families it would appeal to a wider audience of the general public. Mr Thwaites felt that one way of doing so would be to join with other plant societies such as the Alpine Garden Society in promoting ourselves, but he was unsure of the Society selling their products.

d) Mr Evans - he felt in the future we would have two types of member, those that engaged at branch level and those that engaged on the internet and for the latter we should try to improve the internet services to improve their interaction.

e) Dr Mace - he felt that we should encourage branches in areas where it was difficult to get to meetings.

f) Mrs Mace - had nothing to say on the matter.

g) Mr Arnold - he felt that the branches were already publicising their events and had done so in the past, so that the current thoughts on trying to resurrect this aspect was totally wrong. He also felt that we should also be targeting older, retired members. Mr Thwaites was also of this opinion and he said that he wanted to go to a branch to be entertained, to listen to an interesting talk and to talk to members.

h) Mr Tibbetts - he said that he had arranged a local display event with his local Bonsai club and he was hopeful that it would result in some new members. He felt that we should try to promote the National show more effectively than we normally did.

i) Mr Charles - he thought that the best people to aim for were those already interested in plants. He would also like to see the Society taking part in R.H.S. organised events such as the *Mammillaria* Society did at Wisley. He felt that as a Society we had a number of missions to demonstrate and that we should not measure the achievement of these missions by the number of members recruited, but rather the contact the Society had with the public. Mr Thwaites said that we needed branch members to help put on shows, which then attracted the public. Mr Charles was also of the opinion that speakers at the branch should give shorter talks and that the saved time should be spent on plant sales and exchanges.

j) Mr Harris - he said that branches should encourage the social side of the hobby for quite often if a newer member had a problem there was always somebody in the branch who had had the same problem and had solved it.

k) Dr Gibbs - he felt that he hadn't anything different to say from what had already been said but he felt that if we distributed all of this information to branches, some would be unable to cope and get confused. He said that the idea put forward by Dr Mace might not work in Scotland, for many of the members there travelled long distances to attend meetings.

Mr Thwaites said that having heard these suggestions, all branches should be encouraged and helped to support events put on by the Society such as the National Show and we should arrange for a team to help it to be publicised both on Social Media and the papers/magazines. Several members of the B.o.T. committee intended to attend the advertised R.H.S. meeting at Wisley in November. It was said that members of the Manchester branch wanted to do a similar event to CactusWorld Live in the north in 2021 and it was suggested that the Society financed a small group of them of them to travel down to Lullingstone to see what was involved. A suggested venue for this could be Chester Zoo.

19/41

UPDATE ON TREASURER HANDOVER

Mr Thwaites ran through the requirements that Mr Gillman required, ie. he'd asked for a new computer and software financial package which we had agreed to and had also submitted a 10 point procedural requirement, before he was willing to take on the position. These 10 points needed to be answered. Mr Thwaites ran through them to get this committee's agreement, which was given for all 10 points. On points 3 and 4 Mr Thwaites would also get the agreement of the auditors and on point 7 it was said, following a comment from Mr Harris, that a suggested branch response was that a Society branch was "A financially independent branch whose members were all individual members of the British Cactus and Succulent Society, a registered charity, number 290786". However it was emphasised that branches should not quote this Charity number on their correspondence. **This information would be sent out to all branch Secretaries (JA/JG/EH).** Mr Thwaites said that he had been in touch with our Society auditing finance house to provide the financial package required and the training for it. This would cost between £3,000 and £4,000 plus VAT. The Committee agreed this sum. *Post Meeting Update - Mr Kirkbright said that his successor would urgently need to obtain mandate forms from all five of the banks the Society dealt with (Lloyds/HSBC/Barclays/COIF (Deposit) and COIF (Investment)) and should indicate on these forms that the change of signatories for our accounts with these banks would be his successor, with Mr Thwaites and Mr Harris' successor as back up signatories (?/ITH/?).*

19/42

REPORTS OF OFFICERS

1. Chairman:

Mr Thwaites said that he had enjoyed visiting lots of branches this spring and summer and had always been made very welcome. He was starting to feel an air of optimism that we could revitalise the Society and start to encourage people into the branches. There had been lots of concerns raised on Social Media that people could be reluctant to go to their first branch meeting, but once they had made the effort, many reported having had a lovely evening, albeit he said a female friend did report to him that she was asked why she was at one branch meeting as it was usually only men that went to branch meetings. His friend, had found this funny, but this did highlight what we needed to consider. He had had a very enjoyable time at the Portsmouth show and was amazed at the number of people that the branch got through the door (well in excess of 200), which was great when you consider it was held in an out of town venue, so it just showed what could be done with marketing. The website was nearing completion and apart from some of the Trustees not providing any feedback, Mr Hildyard was on track to deliver a stunning new presence in the not too distant future. Many branches, not promoting themselves or the Society, were still a cause for concern. He was really interested to hear how the branding team were getting on and hearing what we could look forward to next year.

- 2 **Vice-Chairman:**

Dr Gibbs said it was **only** a short report for this meeting. Following discussions about the development of the B.C.S.S. Innovation Award to the requirements, a request for applications for the renamed Branch Merit Award would be included in the newsletter portion of the next CactusWorld. Copies had also been sent for inclusion in the next available *ENews* and for the website. He ended by thanking all those who had suggested changes.
3. **Membership Secretary's Report:**

Mr Morris had enrolled 175 new members of whom 112 were full, 41 senior, 9 associate, 8 junior and 3 honorary. The enrolment total for the same period last year was 135. There were 5 new overseas members; 2 from the U.S.A., and 1 each from Monaco, Netherlands and Switzerland. 35 of these new Members also took *Bradleya*, an encouraging point. Over 600 new and reinstated had joined the B.C.S.S. in the rolling year to 2/08/19, but it was disappointing to see the lack of overseas members, less than 3% which was particularly low. 1 new member had joined using the reduced price offer after purchasing the information pack; this brought the total to 135. He had reinstated 9 former members.
4. **Treasurer's Report:**

Mr Kirkbright began his report by saying that this would be his last BoT meeting after 31 years, but due to a clashing hospital procedure he would be unable to attend, so this would be his last report as Treasurer. As he had previously indicated, he would complete the closure of the 2019 accounts, but would not do any work on anything that related to the 2020 accounts, about which you would have to refer to his successor. He would continue to support Bill Darbon by invoicing show stationary orders, so most of you would hear from him over the next year. He thanked all for their help and sometimes awkward requests over the last 31 years, so he could now sit in the wings and heckle!
He said that the current numbers as at July 31st were as follows: Full 1637 (+29), Senior 1161 (+40), Junior 46 (+15), which when added together gave a journal taking membership of 2844 (+84). Associate Membership was 219 (+1) and *Bradleya* takers were 543 (-2).
5. **Shows Committee Report:**

Mr Tibbetts had produced an updated list which included his proposed new zones and branches. He had divided London and the South East into 4 similar sized regions (5-7 branches) and listed the various branches into these zones. **Mr Thwaites suggested that as we had a large agenda for this meeting that the subject be deferred to our December meeting (EH).**
7. **Conservation Committee:**

Mr Stephenson, the new Secretary reported that due to unforeseen circumstances their meeting on 4th August had been postponed until September 29th, so there was little to report at present. However, the committee were pleased to note the correct closing date for the Travel grant applications was now shown on the B.C.S.S. website and were looking forward with more optimism to receiving applications when the new academic year was underway. One new Conservation project had very recently been received and would be discussed by email and in more detail at their September meeting.
8. **Journal Editor:**

Mr Laius reported that the September journal was in the process of being put together and was on schedule. This would be the first one being compiled by an outside source, which would cost in the region of £180. Printing should be on schedule, with dates previously agreed at the start of the year. It would contain 12 articles, one of which was a 4-page appreciation of David Hunt, plus all the usual features such as 'In my Greenhouse', 'Top Tips' and 'Lit Review'. Looking ahead, he had 9 articles, which were already designed, with another 3 which were with the production team awaiting design and layout, and 4 were currently work in progress (plus another 3 which were ready and were only waiting for minor extras, such as an additional photo). There were another 8 or 9 authors who had promised him articles, and he would imagine that once the weather cooled down, folks would put pen to paper! There should therefore be enough articles for the next two issues (Dec 2019 & Mar 2020).
9. **Advertising Officer's Report:**

Mr Bulmer said that the advertising revenue for September 2019 was £350, compared with £321, £135 and £197 in the September of the 3 preceding years. He would like to thank Mr Quail for the thorough training in all aspects of the role during the handover period and for his 21 years service as Advertising Officer.
10. **Technical Editor:**

Mrs Vanden Bon reported that the Journal articles had been laid out by our in-house team and final files were being prepared for handover to our new external compiler. Pagination and Printing Instructions had also been prepared to ease her work load on this occasion. It was hoped that compilation would be completed within a week to allow final proof-reading and for the files to be uploaded to the printer as per our timetable.
Our September printers (Warners) had been instructed to repeat the potato starch film trial for our Journal mail packaging this quarter and would be using stronger boxes for bulk deliveries.
An extra print run of both the Rules and the Officials List had been required for our Membership Secretary due to the number of new subscriptions.
11. **Bradleya Editor:**

Mr Charles reported that he had 13 papers submitted for *Bradleya* 38, including 2 extensive cactus related contributions.

12. **Publications:**

- a) Publications - Dr Mace reported that the supply of publications against orders continued fairly routinely apart from periodic complaints against non-arrival. In most cases this was due to unrealistic expectations of delivery times. The Society was not Amazon and didn't have their resources for fast delivery. Overseas orders were taken to the mailing house usually once weekly (it was a 10 mile round trip) and he usually only posted U.K. orders twice weekly (now a 6 mile round trip, since the loss of the local village post office. Overseas orders (particularly to U.S.A.) had declined. Chuck Everson was currently unwell and had recently suffered a fracture after a fall, so was not actively promoting our publications. Occasionally non-arrival was Dr Mace's fault due to him having missed an order, as these were not always easy to spot amongst other Paypal payments. The amount of leaflets and information packs he had sent out this year to branches had significantly increased.
- b) Labels - He was now down to about 30 packets of labels. One of his Brighton branch members (David Hawkins) had been looking into this and had identified a U.K. company which could manufacture equipment for us to produce either single or multiple labels. He had sent them samples of our existing labels and should receive quotes in the near future. It looked quite promising.
- c) Calendar - Mrs Mace had been acquiring pictures for the 2020 calendar and 13 had been selected from the substantial number sent in. **It was hoped Mr Hildyard could set up and arrange the printing as previously (BH).**
- d) Graham's booklet - It was Dr Mace's understanding that the vast bulk of these would be held by the printing company who would supply Chris Pugh directly. **He assumed he would hold some stock to supply branches by mail and at events that he attended (AMa).**

13. **Internet:**

Dr Mace reported that our server at Fasthosts which served all his websites and file storage systems required a significant level of management from himself. This had raised concerns by the B.o.T. that the B.C.S.S. could have a very significant financial liability for data breaches. It was therefore decided to move to servers where the I.T. provider rather than the B.C.S.S. would be liable. Mr Hildyard had therefore arranged to use a new service provider Swift Internet to host the websites (possibly advised by Pedalo).

Dr Mace had to report having strong doubts that this service addressed the above concerns. The main advantage was that he was no longer responsible for the system software upgrades, as he was on the Fasthosts server. The antivirus system automatically detected infections (as did Fasthosts), but automatic cleansing was not provided by the service level we currently had. We needed to pay an additional monthly sum for this, (it was included in the Fasthosts service). The fact that we had to run this system suggested to him that we could still be responsible in the event of a successful hacking attack.

The transfer of websites had been problematic. Swift Internet had transferred the main website and about 15% of the branch and zone accounts, but Dr Mace had had to do the remainder. After about 50 hours of solid work he still had about 30% to transfer. Considerable numbers of problems arose from required password changes and endless queries from users. One of the complications was that the new server used a different management system (Plesk) rather than cpanel. Dr Mace had significant experience with cpanel having run several servers using this system and knew his way around it reasonably well. He had had to learn a new system as well as keep up the changes to both cpanel and plesk as they both were upgraded. He said that it might be him, but Plesk seemed not quite so well endowed with powerful tools.

Dr Mace had hit a number of problems on the new server which he had not been able to solve. The mailing list software was apparently on the new server, but the system did not transfer the data, so we had lost bcass-announce, including information on all its subscribers. The new website could almost certainly provide a similar, probably better service, but it was not available at the moment. Worse still, a number of the mail forwardings did not seem to be working, so treasurer@bcass.org.uk and membership@bcass.org.uk were failing some or all of the time. He did not know why. Mail systems had become steadily more complex and it really needed somebody with full time professional knowledge to fully understand them. It seemed to take two or three attempts to change passwords for it to work. The complex passwords on the new server, using symbols as well as numbers and upper and lower case letters were rather prone to user errors. System support on the new server was a little slower than Fasthosts and seemed to be only available in working hours rather than 24/7 (i.e. not fully covered at weekends).

Further problems on the old server had not helped. There had been two incidents of lost files. He did not know if these were a system failure or user error. One branch and the work of the journal team were lost, but fortunately he was able to minimise the loss to a few days by the restoration of backups. The current required system software upgrade on the Fasthosts B.C.S.S. server was failing. Fasthosts had provided a reason for this and a work around, but it was so technical that he did not understand it. Domain name problems were growing. The U.S.A. deregulation of the service had let many sharks into the system and he had had to fight a number of battles to get people's domain names restored. He had also suffered a big surge in Chinese spam. The Chinese characters were not recognised by his spam filters and were consequently not filtered. At the peak he was getting more than 2,000 a day, it was currently down to about 300. There was of course a grave danger of missing genuine email amongst these.

His biggest problem was that before this transfer started, he was already over-committed in time and energy and really did not have the resources to undertake this work. He had been calling unsuccessfully for assistance with server management for some three years. He and his wife had started to notice a significant deterioration in their collection. Insufficient time for watering, debugging and repotting had caused considerable loss of plants this year. At the moment they were giving priority to attempting to catch up with some of this work and he was afraid that some B.C.S.S. tasks such as this server transfer had come to a halt.

14. **Digital Programme Library:**
- a) John Ellis - Mr Lambie reported that following the sad death of John Ellis, the team had agreed that they would like to continue to produce a presentation of his material. His presentations demonstrated his strong individual style. This was marvellous when presented by him, but carrying this across without him being there gave some problems. In addition, the multi-media nature made them difficult to manage in a branch meeting. We aimed to keep as much of the 'Johnness' of it as possible, but quite a lot would be lost. It had been suggested that we contacted his widow to explain our plans before going ahead,
 - b) Videos - David Bett had offered to help create some videos of presentations. This was something that had been suggested as an improvement to the standard evening programmes. It had also been suggested that a B.C.S.S. YouTube channel, or something similar would be a good way to engage outside the Society's traditional roots. These videos might be the start of this. There were at least 2 possible routes to disseminate this. It could become part of the B.C.S.S. YouTube channel. Another way would be through the 'slides library'. This latter way would also require a longer video with more commentary. They were trialing this and David had created an 8 minute video, from the 2012 National Show presentation, potentially suitable for YouTube. David also had a couple of drafts of a longer video that might be more like an evening presentation. This was currently in progress.
 - c) Vic Morris' Slides - Scanning continued with a number of Vic Morris' slides. There were just over 2700 of these in total, a huge job. Scanning was not progressing as quickly as hoped, but progress was continuing to become more positive.
 - d) Near Term Future Programmes - Resources existed for at least 2 more National Show programmes. Slides had been selected for a 2016 programme, but the commentary was needed and with no judges comments, this would be a long job. This was planned after the John Ellis programme.
 - e) As before - The issue of digital delivery of programmes had been highlighted as a strategy point needing some agreement. Presumably this awaited the new website, but strategy was needed on the mechanics, eg costs, access, etc.
 - f) New Sets of Slides - 2 sets of slides had been offered to the Society from a deceased member of Southend Branch. These were being reviewed for scanning by David Lambie. A second was being dealt with by the relevant branch with the aim of passing onto the Society if suitable.
 - g) Further options - We would welcome ideas for more digital material, specifically on other succulents.

15. **CactusWorld Live (via G. Evans):**

Mr Evans reported that most of the preparation for the event itself was now complete with only the final timetable for the talks still outstanding and a display of Mexican plants for the castle lounge to arrange. There would be a special 'Audience with Anne Swithinbank' on both days. Internal promotion appeared to have been a success and attention was now turning to ramping up the public marketing. All space in both marquees had been allocated (show, sellers, displays, branches and the junior C.W.L. Zone 14 would have its own gazebo running a tombola and other promotions. There were, however, critical wider dependencies that had yet to be delivered. The current estimated cost of the event was some £3897.35.

16. **eNews (via G. Evans):**

Publication of *eNews* had been smooth since the technical issues were resolved and it appeared to have found its place among the Society's benefits with positive feedback. More contributors and more succulent-based articles might be helpful.

19/43 **REAPPOINTMENT OF ANCILLARY OFFICERS AND SUBCOMMITTEE MEMBERS**

There had been no changes in these apart from Messrs Kirkbright and Morris and the latter vacancy had now been filled by Simon Snowden and agreed by this committee. Mr Morris had said that he would assist him where needed. All the other officers and committee members would remain unchanged. There was considerable discussion on the process of new members joining and Mr Thwaites said that he did not want to make the process too complicated and that all new members would receive a welcome/membership pack, they would receive a membership card/number if they joined on line, otherwise they would get their membership card/number with their first journal. If Mr Snowden did not have sufficient storage room to do this, it would be done by a fulfilment house. If Mr Snowden declined the position, then the job would be done by this committee.

19/44 **NATIONAL SHOW UPDATE**

Mr Tibbetts asked if the Society should print the show schedule as before and also confirmed that entry fees would be £2.50 for Society members and members of the R.H.S. and Alpine Garden Society. Mr Thwaites would like the lower fee to apply to all and that Mr Tibbetts said that the entry was controlled by an independent agency. It was emphasised that this information needed to appear in CactusWorld and the Website, so that all entrants knew that their Society membership cards needed to be shown to qualify for the lower entry price. He also said that Mr Evans had produced an excellent advertisement for the Lullingsone Event, which could be copied for the National Show and that we should use the radio and papers/magazines to publicise it.

19/45 **2022 NATIONAL CONVENTION**

Mr Baker agreed to organise this event (SB), and it would be discussed further at our December meeting (EH).

19/46 **SPEAKERS ARRANGED FOR THE 2020 A.G.M.**

Mrs Mace said that the speaker would be Joel Lodé and asked who would offer him accommodation. Presentations would be 'The New Taxonomy of Cactaceae and Its Limitations' and 'In Search of the Pheonix'. **She had not asked**

him to stay for the extra day to talk at Gloucester but would do so (SM). Mr Thwaites would talk to Mr Foster to arrange transport to Gloucester and accommodation (ITH).

19/47 **DATES FOR NEXT YEAR'S MEETINGS**

These were arranged for 1st February, 23rd May, 22nd August and 5th December. **Mr Harris would inform the hotel of these dates (EH).**

19/48 **FUTURE PUBLICATIONS**

Mr Thwaites said that the Alpine Garden Society wished to do a joint publication with us on 'Hardy Cacti and Succulents' and that he personally did not have time to write this. Once it had been written, the Alpine Garden Society would lay it out and produce it. **Mr Thwaites said that he would talk to Paul Spracklin at Cactus World Live to see if he could write it (ITH).** Other publications planned were the German booklets about which Mr Charles was awaiting an answer.

19/49 **OTHER UPDATES/POINTS FROM OFFICER'S REPORTS**

- a) **Internet** - Mr Thwaites ran through the problems that Dr. Mace had raised in his reports and it was suggested that we either moved to another server or paid somebody there to undertake the majority of this work. Mr Hildyard said that some of the problems were due to certain branches using software programmes incorrectly and not updating these regularly and that we needed to write suitable guidelines to address this. **Mr Thwaites would talk to the companies and specific branches to help with this (ITH).**

Dr Mace felt that any helper would need access to the old and new website to do this and that we needed to ensure that they could provide what we needed. The outline requirements were then explained to Mr Thwaites, who then explained a system that he currently used. **He would let Dr Mace know the details of this (ITH).** Mr Thwaites asked which branches stored their archive files on our server. It was suggested that in view of the current problems perhaps we should start again and Mr Hildyard said that if he couldn't solve a problem, this was what he did. **Mr Hildyard agreed to look at the problems reported and see whether these could be resolved early. Any remaining issues should be escalated to Mr Thwaites (BH)**

- b) **Publications** - It was said that as regards the journal and books, the possibility of this being done by a fulfilment house might be the answer. Mr Charles said that it might be a good idea for to establish the cost of doing this, but nobody volunteered.
- c) **Reports** - Mr Thwaites said that reports from a number of ancillary officers such as Social Media, the Seed seller/buyer, Librarian, etc. had not been received and asked that this be rectified. It was said that this was the responsibility of the members of this committee as specified on Dr Taylor's previous document to do so. **Mr Harris said that he did not normally asked these ancillary officers for a report but would remind the relevant committee members of this in future (EH).** Mr Arnold felt that he should not be chasing people for information, but rather that he reminded them of the meeting date and that if they didn't respond, then the problem was down to them.
- d) **CactusWorld Live** - Mr Thwaites mentioned Mr Evans' report on CactusWorld Live and Mr Evans said that it was just if anybody had questions on this. Nobody had any questions, but Mr Thwaites said that he felt that in future nobody else would be asked to run a major event by themselves.
- e) **ENews** - Mr Thwaites said that Mr Evans had indicated in his report that he wished to resign as editor of *ENews* especially as he was intending to take over from Mr Harris as Society Secretary next April. As this latter position was an elected one, **the post needed to be advertised in the December journal (AL) and Mr Evans would need to provide a C.V. (GE).** **Mr Harris had an outline of the post's duties and would pass this on to Mr Laius when required (EH).**
- f) **Calendar** - Mr Hildyard felt that if the CactusWorld Live and E.L.K. events were taken into account, some 500 calendars should be printed.

19/50 **ANY OTHER BUSINESS**

- a) Dr Gibbs said that hard copies of the new Secretary's Pack were needed for those secretaries who did not have internet access. It was also suggested that the Guide to Shows also be put on line.
- b) Mr Thwaites said that we needed to ensure the website had sufficient bandwidth to cope with what we required and that we needed to spend our money wisely and on projects that benefitted the membership.
- c) **It was agreed that Mr Harris would write a letter of appreciation from the BoT to Mr Morris for all the hard work he had undertaken as Membership Secretary. It was also asked that Mrs Vanden Bonn passed on the thanks from this committee to the journal team for all their hard work (EH/AVB).**

There being no other business, the meeting concluded at approximately 4.40pm.

NEXT MEETING: 7th December 2019 at the Holiday Inn, London Road, Newport Pagnell, MK16 0JA (just off junction 14 of M1). It would start at 11a.m. and a buffet lunch would be served at 1 to 1.30p.m.

