

BRITISH CACTUS & SUCCULENT SOCIETY

Minutes of the Board of Trustees Meeting, held on Saturday 1st September 2012 at 11.00 a.m.
at the Holiday Inn, Milton Keynes, Bucks.

Present:	Dr Alasdair Glen (AG)	Chairman
	Mr David Kirkbright (DK)	Treasurer
	Mr Eddy Harris (EH)	Secretary
	Mr Tony Morris (TM)	Membership Secretary
	Dr Tony Mace (AM)	Publications & Internet Officer
	Mr Barry Tibbetts (BT)	Shows Committee Representative
	Mr John Arnold (JA)	Legal Advisor
	Mrs Suzanne Mace (SM)	Committee
	Mrs Alice Vanden Bon (AVB)	Committee/Journal Production
	Mr Bill Hildyard (BH)	Committee/Forum Moderator
	Dr Roland Tebbenham (RT)	Committee

AGREED VERSION

12/23 APOLOGIES FOR ABSENCE

Dr Jim Gibbs and Mr Al Laius.

12/24 MINUTES OF THE B.O.T. MEETINGS HELD ON 5TH MAY 2012

These were formally ratified and signed.

12/25 MATTERS ARISING FROM THE MINUTES

12/14/1 R.H.S. Shows – From a limited survey conducted by Mr Harris and other Trustees' experiences, it would appear that only the Gardener's World Show was the one having the payment problem. We were waiting information on the details of the problem from the Birmingham branch before any further action was taken. It would also be useful if there was a list of what shows branches were involved in each year.

12/16/4c 2012 National Show CD/DVD – Dr Tebbenham asked that the content of this and the 2 previous shows be added to the library. This was agreed, but it was said that the original images needed to be used for this, as those on the disc were not of sufficient quality. It was also suggested that the slide library versions should also include a copy of the schedule and other data. Dr Tebbenham would request the original photographs and electronic files of the show schedules. **(RT)** It was also said that all future event information should appear on all of our outlets, be they paper or electronic media.

12/22/1 Society President – As John Pilbeam wished to stand down at the next A.G.M., Dr Colin Walker had been approached and had agreed to stand for this position.

12/26 ELECTRONIC DECISION MAKING

None.

12/27 COMMUNICATIONS

1. Proposed rule changes concerning Zones and Branches – It was asked what progress had been made on this and it was said that Dr Gibbs wished to get the reaction of the next Zone Reps meeting before it appeared in the December journal in advance of the A.G.M.
2. BBC Gardening Online – This had asked if it could be fed any B.C.S.S. news, research data, studies, community projects, etc. It was agreed that once Mr Hildyard had notice of all such items, they would appear on the Society website/facebook/twitter pages and which would be accessible to the B.B.C. and it would be informed of this. **(BH/EH)**.
3. Adeline for Leaves – Just prior to this meeting, an approach had been made by a film maker asking for the B.C.S.S. to be involved in providing publicity for this as part of an advance 'crowd funding' exercise. The subject involved cacti and succulents, the cut-off date for the exercise was mid-September and Kew was also involved. It was not possible to decide if we would publicise it on the Forum until we had seen the storyboard and we would also make it clear to the film maker that the Society would not itself provide any funding **(EH)**.
4. E.B.S.Co./Open Access Publishing – Communication from both these organisations had been received asking if we wished to join. The former was already an agent acting for overseas members and after discussion it was decided that of the two, the latter organisation was not really suitable and would be informed of this **(SM)** and that although Bradleya might lend itself to the former's processes, the journal would be more problematic (see also minute 12/28/9b).
5. Awards – 1 A.O.M award was agreed. An outstanding candidate for a R.H.M.A./A.O.M was suggested and agreed but a c.v. needed to be compiled **(EH)**. The new A.O.M. badges would be available at the end of next week, but without a chain loop fitted, which would have cost an extra £2.

12/28 REPORTS OF OFFICERS

1. Vice-Chairman:

Dr Gibbs in a written report said that there was little to report with no known changes in branches or zones. He said that there were a few changes to the Speakers' List, including a couple of simple additions, plus a more extensive change to an entry involving the choice of different length talks to make up an evening's programme which had not been clear and had caused problems. He was in discussion with that particular speaker to resolve this. He had arranged a meeting of the Zone Reps for Sunday 7th October in conjunction with the Birmingham and *Haworthia* Society Show.

2. **Membership Secretary:**
Mr Morris stated that since May 2012 he had enrolled 79 new members, 10 of whom had also subscribed to Bradleya. These comprised 46 Full, 22 Senior, 6 Associate and 4 Junior. This compared with 93 in total for the same period last year. Of these, 6 were overseas members (4 from the U.S.A., 1 from Denmark and 1 from Canada) and 12 re-instated former members. Over 50 had renewed their 2012 subscription twice, some being persuaded to use this to renew their 2013 subscription early and 2012 subscriptions were still being received, required 2 journals to be sent.
3. **Treasurer:**
- a) **Membership** – Mr Kirkbright reported that membership to date compared with last year was: Full 1673 (-60), Senior 925 (+33), Junior 20 (+13), which when added together, the journal taking membership total was 2618 (-14). Associate membership was 232 (-16) whilst Bradleya subscriptions were 538 (-36). 90 Full members had switched to Senior, 36 the other way. It was said that despite this slight decline over the last few weeks, we still enjoyed a healthy position and that the lack of events due to the poor weather might have been a contributing factor. There was some discussion on the decline in current Bradleya subscriptions and it was said that an analysis of overseas renewals had shown a noticeable drop which might explain this, as a significant number of these subscribed to Bradleya.
- b) **National Show** – As a number of payments still needed to be made, a final figure for this would not be available until the end of September.
- c) **Publication Sales** – The cost recovery on the new *Echinocereus* book had now reached 91%, needing to sell a further 75 copies to break even. Nothing could be reported on the ‘Succulents in Nature’ publication due to its delayed publication. He said it was being considered to either not supply certain countries or surcharging for signed delivery, due to so many books disappearing in the post. This seemed particularly prevalent for Mexico and China.
- d) **Bradleya** – As production of this was not expected until after this financial year, he would have to carry forward all pre-subscriptions to the following year as reported in his May meeting report. It was recorded that as Dr Walker wished to stand down as Bradleya Editor after this issue, Graham Charles had agreed to take over this position and its layout work.
4. **Shows Committee:**
Mr Tibbets reported that it was too soon after the National Show to give a meaningful report, other than to say over 1,000 people had attended and all appeared to enjoy the day. The Shows Committee would be reviewing the event at its October meeting when final figures and accounts should be available. Ticket sales appeared to be about 10% down on the 2008 show, which corresponded to the reduction in membership since then. Other issues to be dealt with at that meeting included the revision of the Handbook of Shows. Ray Stephenson had already produced a working edition of this for discussion. Two of the committee were to visit Moulton College in October, now that the college rebuilding programme had been completed, to look at the possibility of more suitable rooms for the lectures and judging tests.
5. **Conservation Committee:**
- a) Dr Maddams in a written report said that much of the last meeting was devoted to the implementation of ex-situ conservation. He outlined the way the collections of the late Warren Withers and Graham Slack were dealt with, both of which produced different problems and showed that involvement of the local branches was essential. This was especially true where a collection was left to the Society, as would happen with his own collection. This posed a different set of problems in that it was not known how often this would happen, who would deal with it and whether the Conservation Committee would become involved in the process (see also minute 12/33).
- b) **Conservation Projects** – He said that no new projects had been forthcoming, but that the committee was particularly anxious to make progress on the one relating to *Matucana oreodoxa ssp. roseiflora*, which had become unexpectedly difficult for reasons not yet wholly clear.
- c) **Student Travelling Scholarship** – He said that following discussion the committee were in favour of this where conservation was involved along the lines mentioned in his report to the May Trustees meeting. This meeting then discussed the concept and were generally in favour, provided it benefited our Society. The Trustees agreed that the committee limit would remain at £1500.
6. **Research Committee:**
Mr Hill in a written report said that Zlatko Janeba had submitted a proposal to explore the cactaceae of the Yucatan Peninsula in Mexico with particular emphasis on 2 taxa; the first to rediscover *Mammillaria yucatanensis* in the field (not rediscovered since 2 collections in 1918 and 1921) and to monitor the considered rare and endangered *Mammillaria gaumeri* and search for possible new habitat localities. As this work could lead to conservation proposals, the Research Committee had agreed to fund this as reported at the A.G.M., but he had then asked permission to delay this until 2013 to give more preparation time and be in Mexico at the right time for flowering. This had been agreed and this week he had requested that money for an early ticket purchase be released.
7. **Advertising/Journal Production Officers:**
- a) **Advertising** – Mr Quail in a written report said that the 3rd quarter advertising income was £338 and that we had lost another ‘series of four’ advertiser. A number of advertisers had commented on reductions in their income from shows due to cancellation or reduced attendance because of the weather.
- b) **B.C.S.S. Information Sheets** – Mrs Vanden Bon & Mr Quail reported that a major feature was planned for the December journal B.C.S.S. News, to summarise and provide informative articles on the various promotional activities for member recruitment undertaken by branches and zones this year. This would include not only information sheets but also the initiatives undertaken by Sheffield branch to promote their branch and the Society, plus details of any other initiatives that branches provide. The objective was to motivate branches to sustain and increase their promotional activities next year and provide a starting point for the planned B.C.S.S. Marketing Officer, now urgently needed to maintain and increase the momentum, since they had both agreed to be the focus for this for 2012 only.

- c) **Journal Production** – Mrs Vanden Bon reported that the June journal had been produced by Charlesworth, but that there had been some problems with agreed deadlines. The September journal files were completed early and uploaded to the Charlesworth server ahead of time but problems still occurred with Charlesworth supplying incomplete proofs a day late and seemingly offhand about meeting the agreed mailing schedule. The issue would be 8 pages larger and contain the advert for a new Advertising Officer. A third printing company was being evaluated but their administration process had not impressed and their quotes had not led us to seriously consider them as an alternative. Swallowtail would produce the December journal.
8. **Bradleya Editor:**
Dr Walker in written report said that work on Bradleya 30 was progressing steadily with 16 articles paginated, of which 13 had been finalised, with a likelihood of up to 23 articles in total. Total page length might be around 190, making this one of the largest issues. He gave a brief idea of content and said that with 5 of the items dealing with cacti, this should make it more balanced than recent issues. He was hopeful of an October publication date and paid tribute to the sterling and speedy layout work of Alice Vanden Bon, under difficult and challenging circumstances.
9. **Journal Editor:**
a) Mr Laius in a written report said that the June issue went out on time and reaction had been positive, with no adverse comment. Authors' copies were posted out the following day, but 2 authors asked for both PDF's and hard copies. Postal rates had increased in April and he felt it would be a while before he could distribute PDF's only, as digital archiving was in its infancy in some countries and not perceived as a secure process. He had 15 articles in reserve of which 6 were already designed, enough to fill the December and March issues. The latter would include the National Show report, which would fill quite a few pages. In the last minutes it was stated that the show would be covered in 2 issues, with a 16 page supplement of plant photographs in the March one and there appeared to be some confusion as to what was actually agreed and he wanted confirmation of what had. There might also be a problem in its production with only 1 layout person available on the technical editorial team and serious consideration must be given to how this could be solved in the future, one person was not enough. He also personally felt that having the printer doing journal layout and design could give him problems, as they were not familiar with our plants or the way the journal was laid out.
b) He had been approached by JSTOR regarding archiving our journal. They had also sent an information pack which was basically a contract, which he felt that our legal advisor should review before we decided whether to join. There were many advantages to the process which he then outlined, namely digitisation of all our journals, our choice of what delay in availability of the latest issue and the ability to also publish our journals on our own website. It was agreed that Mr Arnold should review the contract before a decision was made. (JA)
10. **Publications/Internet Officer:**
a) **Internet** – Dr Mace reported that he had nothing further to report on this, although he was still in the awkward position of running 2 servers.
b) **Publications** – He said that the new publication 'Succulents in Nature' had generated a lot more work for him than expected, but he now had the final files ready for uploading to Charlesworth, which would be done later that day. An end of September publication date was envisaged and he already had 54 prepublication orders for it. Routine publication orders had been a little slow of late, although a good number of bulk orders from our dealers had been received.
11. **Update on the Society Future Projects:**
Digital Programme Library – Dr Tebbenham gave the current progress on this (21 of the 38 programmes ready for use by the end of August). Orders had been received from 4 branches and 3 of those involved in the digitising process had been offered 2 free programmes each for their branches in recognition of their dedication and hard work. He expected to transfer the external hard drive to the Slide Librarian in October, when it will contain 21 programmes (or more). The scanner and laptop had been loaned to Dorothy Minors for her to work on her older programmes. He had scanned 10 of the 12 Sonia Barker-Fricker slide sets (some 1,660 images) and once done would destroy the original slides. He outlined progress on other related aspects, including ways of capturing audio commentaries and said that due to the work involved and its importance to the Society, he would be withdrawing from all other projects as of now to concentrate on this work. Dr Glen thanked him for all his previous work for the Society. Dr Tebbenham said that after speaking to various speakers, he had learned that some were reluctant to donate their talks to the Society at present, as they were concerned that it would reduce their bookings for talks and they enjoyed talking to branches and meeting their members. He said that we should be willing to delay the appearance of these people's talks on the digital programme list until they were happy for them to appear.
12. **Forum/Website:**
a) Mr Hildyard reported that the Forum was working well despite a few spats, some 400 B.C.S.S. members were signed up and in the last 7 days, 250 forum members had logged on. The Forum stand at the National Show had resulted in lots of people coming to say hello and say they enjoyed reading it, including non-Forum members. An analysis showed a current readership spread of 50/50 (guests vs. registered users). There had been a slight issue with the new Forum badge on sale at the show in that all 400 were very slightly flawed, but sales were not affected, with 61 sold, thus offsetting their production cost of £248 by £152.50. The Forum banner used at the show had cost £44, but he proposed to produce tee shirts to order featuring the 'Julius Cactus' design, which should make more than enough to pay for this.
b) He expressed some disappointment that there were pages on the Website still needing to be filled, namely those dealing with Conservation, Research, Bradleya and the Convention (Alan Hill/Graham Charles and John Arnold). It was said that Peter Arthurs was making a start on the website modifications.

12/29

TRUSTEE STATUS

As requested, Messrs Arnold and Kirkbright had produced a modified set of rules to cover what had been decided at the last meeting, but on circulating this to the rest of the board, some members (both present at or absent from that meeting) had not been happy with what was proposed. This led to further extensive discussion on the subject and it was finally and unanimously agreed that Trustee status should be linked to their role in the Society, not as previously agreed, only those elected by the membership. It was therefore agreed that the positions defined as Trustees should be those of Chairman, Vice-Chairman, Treasurer, Secretary, Membership Secretary, Journal Editor, Bradleya Editor, Technical Editor, Website and Forum Administrator, Publications Officer, Marketing Officer, Legal Advisor, Shows Committee Representative and the 4 annually elected Trustees. It was also agreed that in the light of reducing income from advertising, the position of Advertising Officer would not be included and as stated in the current version of the rules, all Trustee positions except Chairman and Treasurer, had the option of declining trusteeship, but still attending meetings. This would make a possible maximum number of 17 Trustees and as some of these were currently annually elected Trustees, could mean at least 2 additional vacant positions at the next A.G.M. These would need to be identified in the December A.G.M. notice. (EH) It would also help to simplify the rules and Messrs Arnold and Kirkbright would produce a modified version to reflect these decisions for Trustees' agreement and then submission for the A.G.M. notice in the December journal (JA/DK).

12/30

TECHNICAL EDITORIAL TEAM

There was extensive discussion on this, especially as there was now only Alice Vanden Bon continuously involved and this was not enough. Previously, the work had been mainly shared equally between her and David Quail and now that the latter had effectively resigned, she had no wish to be responsible for all 4 issues each year. This was especially true for next June's journal, when holidays and other commitments occurred, so at least one other person to share the task was urgently needed. This was agreed. It was said that approaches had been made to former team members, but due to their own work commitments, they could not be of any effective help. Stephen Morris might be willing to provide more assistance and could no doubt produce an issue using our method of compilation once it was explained. Alice Vanden Bon hoped that David Quail might help in the background with this and possibly in training other team members, if any volunteers came forward. It was also said that Al Laius was willing to learn Quark, but this was an option which could be a problem in terms of workload and version used. Other sources of layout expertise, which we would have to pay for, were one or more of our printers or Andrea Cattabriga. There was, however, a problem with Andrea Cattabriga in that he used a totally different process which would cause problems with our archiving. If we had to pay for layout work, it was suggested that we talk to Stephen Morris, Charlesworth, and Lavenham to see if something could be arranged (AVB/DK). There was also a possible problem with proof reading and the current versions of Quark used, which might need addressing. This needed to be done urgently.

12/31

SOCIETY ADVERTISING OFFICER

Following Mr Quail's resignation, the position would be advertised in the September journal. A number of suggestions were made on possible different approaches to the provision of future advertising facilities, and these would be discussed with Mr Quail before any decision was taken (AVB/AG/DK). It was also suggested that the adverts. could be set out in M/S Word rather than Quark, as it would obviate the need to learn Quark and might attract more applicants for the position. There was some comment on the Job Description that Mr Quail had produced, stating that it could be simplified.

12/32

SOCIETY CONVENTION

Mr Arnold said that the convention team was currently down to 3 effective people. Tony Morris was willing to handle the bookings but at least 3 more members were needed. One or two were mentioned and enquiries would be made of them. Woody Minnich was to be booked as one of the speakers and 5 others were mentioned. 3 additional people were suggested (Alwyn Grace of Kew, Jacob Jilicky and Zlatko Janeba) and it was said that of the ones previously mentioned, Paul Klaassen, due to his high U.K. speaking engagement exposure, would be more suitable for a short talk session, as would Colin Walker. It was said that the event must start to be advertised with a short resume of the programme, speakers and prices and it was planned to have an advert. in the December journal. Somebody was also needed to make up the contents of the Convention goodie-bag.

12/33

EX-SITU CONSERVATION

It was said that there was no idea of the process and its magnitude. It was said that where collections were left to the Society, initial contact would be the Society Secretary who would then contact the Conservation Committee, or in other circumstances, the local branches. However, there was still the problem of the scale of occurrence and it was in most cases very dependent on the local branch. The Bill Maddams' journal article on this was to be distributed to all branch secretaries and should help the process. It was also said that most new members' collections would probably not be as large as older collections.

12/34

SOCIETY MARKETING OFFICER

The revised Job Description was still being compiled for review before the position was then advertised (DK). A person was suggested for the position, but this would not be pursued for the present.

12/35

FUTURE PUBLICATIONS

The only known possible future publication was one on *Agaves* by John Pilbeam. This was planned as a landscape gallery of pictures some 300 pages long with commentary, but it was agreed that before progressing this, further consultations with John Pilbeam would be undertaken. (DK/AVB) It was estimated its published price would be about £50 including postage, but a representative quote would be obtained (DK).

12/36

REAPPOINTMENT OF ANCILLARY OFFICERS, EDITORIAL TEAM AND SUB-COMMITTEE MEMBERS.

All existing officers, Editorial team and Conservation and Research Committee members were re-appointed with the

exception of that of the Advertising Officer (see minute 12/31). Martin Lowry (Journal Librarian) had said that he only had room for one more year's worth of journal storage and suggested that our current stock be digitised. It was said that the U.S. journal had been digitised and once we had obtained a copy of this, our paper copies could be sold.

12/37 **2013 BOARD OF TRUSTEES MEETING DATES**

These were agreed for 9th February, 11th May, 28th September and 7th December.

12/38 **ANY OTHER BUSINESS**

1. A.G.M. Speaker – This would be Robert Wellens.
2. Society Membership Subscriptions – Mr Kirkbright said that these would remain unchanged for 2013.

There being no other business the meeting closed at 5.00pm.

NEXT MEETING: 1st December 2012 at the Holiday Inn, London Road, Newport Pagnell, MK16 0JA (just off junction 14 of M1). It would start at 11a.m. and light refreshments would be served at 1p.m.