

Roving Canal Traders Association (RCTA) Annual General Meeting (AGM)
28th September 2018 -12 mid day
Draft Minutes

Present:

Andrew Mills-Chair
Justina Evans-Secretary
Ronni Payne- Treasurer –Markets & Event Organiser- RCTA Facebook Admin
Sue Meades- PR & Communications
Teresa Tuncliffe-Membership Admin

Steering Committee members present

Lesley Jordan
Rona Hawes
Jacqueline Warren
Karl Wager

Members Present

Colin Shearer	Mick Warren	Sandra Willis	Carl Jones	John Abbott
Lynn Mepham	Alan Price	Jane Parker	Sue Cotton	Kit Accot
Lorraine Stevenson-Wood	Mark Stevenson-Wood	Shiam Wilcox	Lesley Lansom	G. Lansom

Total 24

1. Meeting commenced at 12 mid day with 24 members in attendance
Email voting was also closed at 12 mid day and 8 votes counted by post at close.

Total members Voting 32

Andrew Mills welcomed all members and introductions were made around the room.

Announcements

Sadly an announcement had to be made regarding very sad news received on the death of one of our members Z Greenman, Andrew said that Z would be missed by all, and was a very nice guy to work with, a card was passed around the room for members to sign with their condolences to Brin .

The Fire Escape was pointed out at the back of the room to all members.

2. Apologies received

Louise Haycock	Brenda Scowcroft	Ray Jordan	Julie Tonkin	Jules Jarman
Gillian Cookson	Steve Cookson	Philippa Eyre	Angela Dunham	Illia Price
Julia Olsen	Jan Price	Linda Randeria	Lisa Evans	Mark Evans
Clare Abbot	Tasim Persaud	Daniel Pearce	Lesley Pearson	Rob Pearson
Christine Thompson	Jan Valance	Annie Heron	Jenny Maxwell	Dave Dee
Jan Knox	Alison Tuck	Louise Moore	Morgan Jayne	Sue Swatbridge

3. Matters Arising

Membership Pack – Teresa reported the New member pack was improving-information is on website, membership card/sticker/discount cards/Lanyards are in the pack and any new suggestions for the pack was asked for.

Membership fees- It was agreed that membership fees would stay the same for 2018.

Membership of other groups- It was agreed not to join other groups, that it would be to much commitment with no benefit to us, therefore remain independent.

All others matters arising 2017 are dealt with in proposals- all accepted and agreed.

4. Acceptance of 2017 AGM Minutes

Proposed by Rona Hawes

Seconded by Andrew Mills

Unanimously agreed.

5. Reports from the Year

Ronni Payne explained the internet access to all report documents.

Chair Report: - Andrew Mills

Chair's report AGM 28th September 2018.

I look back at my last chair's report and realise now that it was written in another world. I had shortly been persuaded by Ronni that it would be a good idea if I volunteered for the committee. I had been volunteering for CRT before but that didn't fit in particularly well with my boating life so I thought, well it's all about canals and it's about trading so why not! I had been to the 2016 AGM and had left the meeting thinking th at RCTA could be an interesting project and might be fun so easily fell victim to Ronni's blandishments.

At the time Ronni rang me, I was sitting outside the pub at the end of Harecastle tunnel and took the call using my old Nokia. It soon became apparent that this trusty piece of technology wasn't going to cut the mustard if I was going to get involved and it has been a learning experience ever since. New

phone, new dongle, re-joining Facebook (which I had just left thinking it wasn't much use to me) and re-joining the world of IT and admin which I thought I had left behind. Following hard on this came the next suggestion ~ would I consider becoming chair and again I thought, well I've done this before, how hard can it be? I'm sure I can do it, so yes.

Initially, being chair was very intimidating. No obvious role or responsibilities but a responsibility nevertheless. I also realised that although I have been boating for nearly 20 years, I must have been pottering around the waterways in a dream world or, more likely, worrying too much about whatever job I was doing at the time as I didn't seem to know enough about anything. Everybody on the committee seemed to know everybody else and everything there was to know about canals going back to the 1790's but not me. Fortunately, before I panicked, I realised that this was okay. As long as there was somebody on the steering committee or a member who knew what was required and could make suggestions on what to do, I would manage to get by. In other words, teamwork would be the answer and the cure for my early anxiety.

Unfortunately, shortly after I became chair we had a 'committee meltdown' and at one very stressful moment I thought there might only be me left. As one of our members pointed out during the furor, the committee were going through the process of 'forming, storming and norming'. We were clearly in the middle of 'storming', and would we survive to get to the 'norming' stage? My own thoughts at this time were that RCTA is important, it is a useful and valuable project, and I for one was carrying on regardless and the association will get through this. I also thought if there was one thing I could achieve as chair then that would be to ensure RCTA would become a safe place to volunteer; where people would not feel inhibited to put forward their ideas; no dikkat from on high; a place where there would be respect for different points of view; and none of that now so typical and so very boring finger pointing and bickering which bedevils social media.

The good news is that I actually did not need do anything to achieve such an environment. It happens that the current steering committee members are an easy-going bunch and their default mode of operation is teamwork. If somebody is hard pushed another person will step forward to help. We have a wide range of personalities in the team from full on 'let's do this, it can only go brilliantly and hang the consequences' to 'err, just let me just cross these t's and dot these i's' and then I will think about it' (that's me). So, I would like to take this opportunity to thank every member of the steering committee for all their hard work and enthusiasm during the year. Every member of the committee has played an important part in something during the year and even if it was just a single contribution, at the time it was made it was valuable if not vital. I would like to say a special thank you to Justina Evans and Gillian Cookson who are both retiring for their valuable contributions over the past few years. I must also say thank you to our members who have rallied round and made the year a success.

My other objective as chair was to make sure that we didn't get side-lined during the changes at CRT which were gradually revealed as the year progressed. This has been quite frustrating. Firstly, trying to sort out what the implications meant for roving traders; secondly, I think CRT have been too busy doing their own 'forming and storming' to give much thought to our agenda; and thirdly, trying to work out who to talk to or what levers to pull to make sure we would be heard. I'm a great supporter of CRT but it has been a difficult sending in emails to resolve member's issues and getting no satisfactory reply. Everything seems to get parked with no follow up and I don't think a single issue that I have raised during the year has been resolved to my satisfaction.

Fortunately, there is some good news, just as I finish my time as chair we have at last managed to arrange a meeting to discuss closer working with CRT. It will be interesting to see what happens next and I look forward to the upcoming year.
Andrew Mills.

PR & Communications Report- Sue Meades

Marketing:

It has been our second year of markets under the new rebranding, which I still love & think it is bright, colourful & eye-catching.

I feel that we will need some new banners & possible replacement flags for next season. The condition of some of the banners this season has not been good so I would ask members, if you are tasked with looking after the market paraphernalia please make sure it is all collected after an event, is clean & undamaged & is stored appropriately. If any flags, poles or banners do get damaged please let me know so I can order replacements straight away.

Mind the Gap signs: It was easy to spot our traders this summer on the GU as our red "mind the gap" signs seemed to be in a lot of traders windows, it was agreed that these would be handed back to MMs after an event, however if traders feel it's beneficial to have these signs (which should be displayed whenever you are trading) all the time then I feel that we should order Magnetic versions x 4 for every trader that needs them.

Direction arrow signs: these seem to disappear & not get returned to MMs or became damaged, please report this after an event so we can arrange for more well in advance of the next event.

Market Feedback: I noticed in the market feedback forms numerous mentions that the flyers/posters were not with the MMs far enough in advance. Mainly this was due to the fact that they were not ordered & paid for until it is 100% confirmed that the event would go ahead & unfortunately CRT have not been granting our licenses very far in advance this season & I did not want to waste funds on printing if an event didn't go ahead. Birmingham was another example of where ordering too far in advance could have wasted funds.

This is something myself & Ronni Payne will address for next year.

PR & Communications:

This is a role that has proved to be very difficult this year, media such as radio & newspapers are very unwilling to give any coverage to events as small as ours unless we pay for it, even though a lot of you think that local newspaper advertising should be forthcoming it isn't simply because there is no such thing as an independent local newspaper anymore most are owned by sections of the big news groups & are therefore unwilling to give anything away. We did use the local newspaper for the Milton Keynes event & a small box of 5x8cm cost us around £200, the footfall & feedback it generated was minimal, this is money that would have otherwise been used in FB boosts.

It also seems that any canal related magazines are not interested in our events, however that is a new challenge for next season.

We did manage to secure newspaper & radio coverage for Berko, Mkt Drayton & would have done so for B'ham had it gone ahead. Gt Haywood & Cassiobury Park seemed successful & I'm confident we can build on media exposure if we repeat those two venues next year.

This is a role that requires research & time, not just spending funds on ads. If anyone wants to join the steering committee & take over or assist with this role I am more than happy for that to happen.

Sue Meades

In addition to Sue Meades report at the meeting Sue advise members that she is attending meetings with a view to an event in Coventry Basin.

Membership Report

My remit is to ensure that new applicants meet the requirements for joining the RCTA, so we are all assured of the same base criteria, which has been met. It is also to try and ensure that current members meet the criteria too, this has been somewhat more difficult!

Members are reminded that it is their responsibility, if they wish to remain members, to send us a copy of updated CRT licences, and all relevant certificates pertaining to their trading/business, which is not always happening, even after several emails. (You may need to check your spam settings?) After several emails I do tend to assume that a member does not wish to know us anymore 😊 I will try and text a reminder if I get no reply, but do not want to harass anyone if they just want to leave!

We have lost some members along our way since the last report, for various reasons including no longer in business, no longer living on a boat, health issues or just plain not renewing for their own personal reasons. But this is to be expected in any association and we have maintained a fairly constant membership, fluctuating between 100 and 108.

At time of writing we have 100 paid-up members, plus one going through the PayPal system as I type. Since September last year we have welcomed 36 new members,

Enquiries from potential new traders and queries regarding registration with CRT etc have also been dealt with; hopefully this will help to grow new members too.

GDPR: in accordance with the new regulations we have a system in place to allow you to tell us if you do NOT want your photos used in any advertising that may be done by the Association. Many have not completed this section on your profile, we do need a clear YES or NO if no, can you please let us know by email also, in accordance with our policy.

Since the last AGM we have introduced a more polished system, we think :-)) and are a long way to reaching our 'membership pack' idea. Incidentally there have been no member suggestions forthcoming regarding useful content for this pack.

Some discounts have been arranged which we feel are a benefit of membership and we have issued membership identity cards to help ensure that our members are able to access these.

Originally the lead members name was the name written on the card, but now, after listening to our members, the registered business name is on the card, hopefully this will make it easier for business partners to use this card.

An 'RCTA green' lanyard is also supplied with the first membership card, to aid customer confidence and Association recognition when trading.

123 cards have been issued/re-issued to maintain members current relevant information

We are still discussing the #buyitoffaboat stickers to include in the pack, or not.

We are also thinking of introducing an annual window sticker instead of the current biannual. Again, this is to ensure that our members and only our members benefit from being part of the only CRT recognised trader's association.

There are members who are 'cashing in' on the public just recognising our window sticker and feeling the confidence that comes with that, when the sticker is actually well out of date.

Our window stickers actually do generate an 'approved trader' feel to the public and we should feel proud to maintain that impression.

Teresa Tunnicliffe

Markets & Events

By the end of this year RCTA will have organised **14** floating markets around the network. These included Bollington and Birmingham August BH which unfortunately, needed to be cancelled due to lack of available attendees. I have started 'inviting interest' to prospective markets in the future, to check we will have a good attendance before we advertise the market publicly in an effort to avoid this from happening again. Indicating your interest will not guarantee you a booked place at the market, it is only to give me an idea of the possible numbers. Booking will always be on a first come, first served basis.

The new venues in Cassiobury Park and Milton Keynes proved to be popular and we hope to be visiting those locations again next year. We are also trying out Apsley over the festive season for the first time, and again, if popular, will revisit next year.

New Market Volunteer System - This year we have worked hard to make the market experience a lot more enjoyable and inclusive for all attending. We have introduced a new volunteer structure to help share the 'on the ground jobs' fairly. This has been embraced by the members and feedback, on the whole has been positive. We have had a couple of 'bumps' to overcome but other than that, I think the new system is working well. The new market feedback system, which allows members to express their views on their market experience in a safe environment has brought through some brilliant suggestions. This new strategy has been widely welcomed by market attendees and feedback has been very constructive, so we shall continue along that vein in the future.

Feedback on Markets - Personally, I have been a little frustrated by the lack of feedback forms submitted on some of the markets, but understand that folk may still feel uncomfortable sharing their views or have been busy. Please let me assure you that all feedback is confidential, listened to and where possible implemented. I have seen some fantastic ideas coming through that we will work to include in future markets if we can. If something has gone wrong, or you are unhappy about something, we need to hear about it, otherwise we cannot do anything to rectify the problem and make future markets better. PLEASE, take the time to fill out the market feedback, it is very important.

Getting Event Licences - Obtaining licences for these events has been an issue throughout the year with one market only receiving its licence the day before it was due to open! This has caused a lot of stress and has impacted our ability to advertise our events confidently in the period running up to the market. We are currently in talks with CRT to rectify this situation.

Enquiries from Councils - We have been contacted by numerous councils and organisations through the year, enquiring about holding floating markets in their area. Our involvement with Aylesbury this year has given us a good idea of how much time is involved with such a venture. Unfortunately, time consumed by other markets and chasing CRT has prevented me from pursuing some opportunities further this year, (Hanley Park for example), but hopefully next year I will have more time to get new relationships sorted.

Support from members - I am so grateful for the support I have been given by members and the rest of the steering group in the organisation and promotion of our markets. This help has been invaluable to me and I truly appreciate it. Lots of members have volunteered at the markets, some of whom have never done this kind of thing before. They have stepped right out of their comfort zone to help share the load and I am proud of what they have achieved and thankful for them having the gumption to 'give it a go.'

It is all very well me filling out and signing all the forms, but it is the people on the ground who make our events as good as they are and I think some of you have surprised yourselves on how good you are at it!!

Things I missed - I wanted to organise a Halloween market at Stoke Bruerne and something at Hanley Park in September too, but having the extra work from organising Boxmoor and Aylesbury, unfortunately I didn't get them sorted this year.

UPDATE - I have managed to squeeze in a market at Stoke Bruerne in November :0)

2019 Market Schedule – This is the proposed market schedule for 2019, dates need to be checked and interest needs to be gauged but this is the basic list.

All these markets will be tested for interest between Sept and November before applications with finalised dates go in at the end of the year. I will post in Facebook and email all members to gain input regarding these.

Milton Keynes Easter	Great Haywood Easter
Linslade Easter	Bollington Easter
Berkhamsted May	Market Drayton May
Boxmoor May	Skipton May
Cassiobury June	
Linslade July	
Milton Keynes August	Hanley Park Aug/Sept - Depending on Events
Aylesbury September	Birmingham September (After Tipton Maybe)
Berkhamsted Christmas	Birmingham Christmas
Apsley Christmas (If this year is a Success)	

Expanding Market & Event Team – To free up some of my time to pursue other opportunities I am looking to add a couple of Market Cogs to the team. Ideally one to help cover the markets in each of the columns. Luckily, I have been able to persuade Karl Wager to join the Steering Group and will be training him to help in the day to day organisation and admin of a good chunk of the Southern Markets (Left Column). Please be gentle with him, there is a lot to take in and he is learning. xxx

Request For Help - I am still looking for someone to help with the day to day organisation and admin for some of our more Northern market venues, and if anyone is interested I would be happy to have a chat with you and give you an idea of what would be involved.

Most of the work has already been done previously for these markets, with a couple of exceptions the duties would be the responsibility of the 'day to day' admin of the market ie; the jobs that need doing after the market has been applied for.

Full training will be given and you will have my support the whole of the time. Jobs/skills you will learn include the following: chasing for market mooring restrictions, answering CRT questions and hoop jumping, helping organise the market volunteers, monitoring FB event entries and supporting attending traders' requirements where possible, completing and sending joining emails and any relevant information to attendees.

This would leave me free to concentrate on organising new markets in new locations.

Ronni Payne

In addition to Ronni Payne's report at the meeting it was decided that a Coventry Basin sub group would be set up.

Ronni Payne & Karl Wager to form sub group to arrange markets.

Sue Cotton mentioned their had been some bad feeling against RCTA-Ronni Payne responded "not to make comment on Facebook"

Break for lunch 1.15pm

Regroup 1.45pm

6. Treasurers Report & Financial Statement

Financial report

At our AGM last year our yearend figures showed £3466.12 in the bank.

This was a cumulative total collected by RCTA since its inception in 2013. I had worked hard to try and identify where the cash has been raised from and could trace most income back to 2015. Any income before 2015 (37%) I put in a 13/15 pot. Membership income 15/17 was 29% of the total and Market income 15/17 was 34%.

So, I had 3 pots lol

Membership Pot	£989.34
Market Pot	£1155.85
13/15 Pot	£1320.93

Income				Expenditure			
Markets				Markets:	Printing		243.42
					Advertising		187.56
29	Bookings	Treasurer	PayPal		Insurance		375.00
97	Bookings	Lloyds			Misc Exp		43.03
				2449.20	Facebook Ads		530.09
Membership				Membership	Boatmail		50.00
64	Treasurer	PayPal			Postage		124.10
55	Lloyds				AGM17		87.50
				1138.54	Phone Exp		17.83
					AGM 2017		59.94
Summary					Various		26.14
Opening	Balances		£3,466.12		AGM 2018		80.65
Market	Income		£2,449.20		Buyitoffaboat .com .co.uk		15.71
M'Ship	Income		£1,138.54		Membership Cards		32.38
Total	Expenses		-		Lanyards		53.96
			£3,069.79		RCTA.org.uk Domain & 365		76.63
	Closing Balances		£3,984.07		Membership Works		119.77
					TT 2017 Adv		442.80
				Joint Pot	Go Daddy Website		503.28
							946.08
	Market income	68%					
	Member income	32%	Total	3587.74		Total	3069.79

Breakdown of cash at bank @ 27/09/18 - Written by Ronni Payne 27/09/18

16/17 Market Pot	1178.00	16/17 Membership Pot	1005.00	16/17 Joint Pot	1283.12
17/18 Expenses	-1379.10	17/18 Expenses	-744.61	17/18 Expenses	-946.08
17/18 Market income	2449.20	17/18 Membership Income	1138.54		
18/19 Market Pot	2248.10	18/19 Membership Pot	1398.93	18/19 Joint Pot	337.04

Treasurers Financial Report written by Ronni Payne 27/09/18

Closing Balances Comparison

<u>Closing</u>	<u>Balances</u>	<u>17/09/17</u>				<u>Closing</u>	<u>Balances</u>	<u>27/09/18</u>		
	PayPal	Treasurer.rcta			42.28		PayPal	Treasurer.		746.82
		Rcta committee			3375.33			Rcta committee		902.38
	Stripe Holding Account	Account			48.50		Stripe Holding Account			477.94
	Lloyds				0.01		Lloyds			1856.93
					3466.12					3984.07
	37%		Joint Pot	1283.12		9%	Joint Pot			337.04
	29%		Membership	1005.00		35%	Membership			1398.93
	34%		Market Pot	1178.00		56%	Market Pot			2248.10
				3466.12						3984.07

Kit Accot commented on how impressed she was with what had been achieved with advertising and promotion on such a small budget.

Financial report circulated to all attendees.

Proposed: Lesley Jordan

Seconded: Justina Evans

AGM Market Feedback Report 2018

7 markets so far. 2 of which organised on behalf of event organiser, Boxmoor Fishery Wharf Café and Aylesbury with the council. Other markets, Cassiobury Park, Great Heywood, Berkhamsted, Market Drayton, Milton Keynes.

Feedback forms reasonably well supported with approx half of market traders submitting feedback.

General suggestions

Bill Cassiobury in June as a Midsummer floating market for better footfall, Easter at end of March was too early.

Market Leaders need an assistant to man their stall or go along market each day to check everyone ok. Need to be in the area a week early. Organise a get together at the end of market. Buddy up new traders with an experienced one for help and feeling of inclusion. This now goes out with the instructions.

Posters and direction signs have now been made available to all traders to print out if required. Use someone with local knowledge for positioning.

Try to encourage a food boat to each market.

Bank Holiday Monday weekends, no Friday trading please, Generally a waste of time and energy.

Suggest ML's have hazard warning tape for use.

Take a support person if any non-booked boats are trading in case they are confrontational, especially if not a licensed trader.

Advertising on local websites etc is working well in conjunction with fb.

Great events - very friendly, happy, and generally positive.

Messenger

Very helpful way of keeping in touch and getting to know all the traders for each market. Great for teamwork. Was being used for too much chit-chat, we've requested reduce that to a minimum. Much better.

Venue

These seemed be mainly fine.

Great Heywood, place the market above the lock would be better, no split and more boat spaces.

There is a major problem in Berkhamsted with a 3 boat Waitrose shopping mooring stretch in the middle, creating a negative gap in the centre. Ronni in negotiation.

Boxmoor was booked under a different system by setting up a Fb response for traders available in the area, as the wharf café organiser had left it all a bit late.

Milton Keynes was a new venue, this needs more publicity next year and the postcode needs adjusting as the residential road nearby is too new to give an accurate one. MK15 0DL is the correct side of the canal. Perhaps direct people to Campbell Park and over the canal turn, left instead.

Aylesbury was new to rcta. Very well received by Council whose event it was, asked us to book boat traders. Council only advertised as one day (Sat) RCTA advertised 3 days Fri to Sun. Needs consistency for next year to improve footfall either side of Sat.

Words of Wisdom

Market Lead best if not a sole trader, difficult to get away to check everyone ok.

Decision regarding trading or not in inclement weather must be taken for the whole market and committee facebook organiser advised so can be advertised.

Booking for markets, current system has some criticism. Too much of a rush, dependant on internet, first come first booked. Can't improve on that to make it fair to all. Suggestion to offer to previous traders first, leaves us open to making markets cliquy and same traders at each.

Enlist the help of a boater that knows the area for setting up and moorings.

Make sure every volunteer feels they have the support they need, messenger group helps with this.

RCTA Instagram Account Report By Jules Jarman

For those of you unfamiliar with Instagram, it is a powerful social networking app made for sharing photos and videos from a smartphone.

Similar to

Facebook or Twitter. Everyone who creates an Instagram account has a profile and a news feed.

You can sign up via your Facebook account or via email and

can configure your Instagram account to have photos posted on Facebook, Twitter,

When you post a photo or video on Instagram, it will be displayed on your profile. Other users who follow you will see your posts in their own feed.

Likewise, you'll see posts from other users whom you choose to follow. Instagram recently introduced its new Stories feature, which is a secondary feed that appears at the very top of your main feed. You can see it marked by little photo bubbles of the users you follow.

Recently, I have been using the new stories feature-to-feature individual traders and or their products. The RCTA have had an Instagram presence since July 2017, account name @canaltraders which I manage. We currently have 425 followers and follow 460 users, which includes all RCTA members who have Instagram accounts and event partners with whom the RCTA or Traders have collaborated, such as Aylesbury Town Council and relevant advertising platforms that might mention and promote local events.

I mainly use the @canaltraders Instagram account to advertise and promote events, event partners and traders who are attending the events.

There are many benefits to using Instagram as a marketing tool as it is a great way to collaborate and connect with a target audience - Users who are mentioned and tagged in a post receive a notification in their activity feed letting them know that they have been mentioned. Like Facebook and twitter, using hashtags that have been claimed by @canaltraders such as #buyitoffaboat #tagatradet #canaltraders etc, are a very effective way to gain new followers and grow the brand on Instagram.

Unlike Twitter, it is possible to add to and edit Instagram posts. I predict that the RCTA Instagram presence will increase over the course of next year and I would hope that the number of followers will double. The RCTA have not paid for any advertising boosts on Instagram yet, but boosts can be tied in with Facebook boosts, so it might be worth considering in the future as this would help to grow the RCTA brand on Instagram even more quickly.

Facebook Report 2018

Since volunteering in October 2016, I have listened and learned a great deal about Facebook. We have tried some things that have failed, and others which are really starting to work and pay dividends for your members.

Here is a summary of the performance of our pages so far.

Canal Traders News

Facebook RCTA Magazine Page - - - > [CLICK HERE TO VISIT](#)

1030 Followers @ Jan 2017 1198 Followers @Sept 2017 1376 Followers @ Sept 2018

We have seen steady growth in followers of this page since we started using it as a centre for information for members and non-members. We intend to add scheduled posts that direct you to specific areas in our website, e.g. the Traders Directory (with reminders of how to update your details), links to our membership page (to encourage traders to join) and to our Blog, which 2019 will be featuring a lot of new content. We will also use it as a platform to highlight individual traders chosen at random and to advertise any upcoming events.

Canal Traders

RCTA Facebook Group - - - > [CLICK HERE TO VISIT](#)

885 Members @ Sept 2017 1009 @ Sept 2018

Open to all canal traders and canal side businesses. Openly promoted and administered by RCTA Volunteers as the place to find canal related businesses. The group is a welcoming, friendly and informative place for all. It is also a good way to encourage other traders to join RCTA. We have built a really good foundation for further use of this group to promote the benefits of RCTA whilst benefiting all traders in the process.

We also have @canaltraders & @buyitoffaboat Twitter & Instagram accounts. We have claimed the following #tags: #buyitoffaboat, #canaltraders & #tagatradet, as well as purchasing the domains www.buyitoffaboat.co.uk & www.buyitoffaboat.com, which are currently redirected to our Facebook Shopping Group [RCTA #buyitoffaboat Shop](#). This will ultimately help to drive traffic to the website and groups & pages.

HELPFUL NOTE – When posting on Facebook, Twitter or Instagram, ALWAYS use the [#canaltraders](#) & [#buyitoffaboat](#). That way if anyone does a search for either tag anywhere, your posts will appear in the list of results. You will also be helping other traders by indirectly aiding traffic to RCTA.

Page Break

RCTA Members Group

Member only RCTA Facebook Group - - - > [CLICK HERE TO VISIT](#)

Current Members **112** @ Sept 2018

The group is a private group for RCTA members to discuss RCTA policy, raise ideas and concerns in a safe and private place. Summaries of important issues are emailed to all members to make sure everyone is included as not all members are on Facebook.

RCTA #Buyitoffaboat Shop

Selling Platform for Members - - - > [CLICK HERE TO VISIT](#)

Current Members **529** @ Sept 2018

Anyone can join this group but **ONLY** RCTA members may advertise items for sale here. It is still in the growing stages, but the potential to be the place to purchase from canal traders is **HUGE**.

We are active on Twitter and Instagram with both [@buyitoffaboat](#) & [@canaltraders](#). Always using the [#buyitoffaboat](#) & [#canaltraders](#) #tags which will ultimately help to drive traffic to one of the RCTA communication platforms.

We tend to work on promoting this group through the winter months when a lot of us are not trading or attending festivals and markets.

HELPFUL NOTE – When posting on Facebook, Twitter or Instagram, ALWAYS use the [#canaltraders](#) & [#buyitoffaboat](#). That way if anyone does a search for either tag, your post will appear in the list of results. You will also be helping other traders by indirectly aiding traffic to RCTA.

Page Break

Local Audience Facebook Pages

Each 'Local' page works the same way. When they are first created, they are named after the local area county/s e.g.: [Hertfordshire Canal Traders](#) or [Birmingham, Black Country & Midlands Canal Traders](#).

We encourage all traders work together posting on and sharing the pages all around Facebook/twitter & Instagram. The aim is to build a LOCAL following for the page.

As you will see from the steady growth of followers on these local pages (listed below), they are starting to become established as a good page for local folk to find events happening on the canal near them.

All RCTA markets are advertised on their local county page, e.g.: [Birmingham Christmas Floating Market](#) is advertised on [Birmingham, Black Country & Midlands Canal Traders Page](#).

HELPFUL NOTE – When posting on Facebook, Twitter or Instagram about where you ARE or WILL BE trading always give the COUNTY you are in. That way, if you haven't already, RCTA volunteers can share your post to the relevant Local Page. And ALWAYS use the [#canaltraders](#) & [#buyitoffaboat](#). That way if anyone does a search for either tag anywhere, your posts will appear in the list of results. You will also be helping other traders by indirectly aiding traffic to RCTA.

Local Pages and Followers

[Cheshire Canal Traders](#) @cheshirecanaltraders

Followers: **222** Sept 17 **254** Sept 18

[Oxfordshire, Warwickshire & Worcestershire Canal Traders](#) @oxfordshirecanaltraders

Followers: **63** Sept 18

[Staffordshire Canal Traders](#) @staffordshirecanaltraders

Followers: **95** Sept 17 **290** Sept 18

[Northamptonshire, Bedfordshire & Buckinghamshire Canal Traders](#) @northamptoncanaltraders

Followers: **54** Sept 17 **74** Sept 18

[Hertfordshire Canal Traders](#) @herfordshirecanaltraders

Followers: **116** Sept17 **736** Sept 18

[London Canal Traders](#) @londoncanaltraders

Followers: **346** Sept18

[Lancashire & Yorkshire Canal Traders](#) @LancashireYorkshirecanaltraders

Followers: **74** Sept17 **87** Sept 18

[Birmingham, Black Country & Midlands Canal Traders](#) @birminghamcanaltraders

Followers: **867** Sept17 **1139** Sept 18

[Shropshire Canal Traders](#) @shropshirecanaltraders

Followers: **218** Sept 18

Page Break

Summary

I am very happy with the way that we have progressed with our Facebook presence and feel I have done all I can with regard to building a solid platform for RCTA to build upon. I have also run out of ideas on how to progress, so will be stepping down as Facebook Admin Volunteer at the 2018 AGM to allow someone else to take over the reins and add their own ideas and enthusiasm into the mix.

In 2019 I will be working on a 'Facebook Idiots Guide'. This will be available for members to access on www.rcta.org.uk with hints and tips to help improve members their skills when using Facebook for business.

Andrew Mills thank the committee for their reports.

7. Proposals:

7.1

Proposal 1. From 2017 AGM 'matters arising', Ronni Payne's membership proposal

Delete current membership section and replace with:

Membership

There are three categories of membership:

1. Associate membership
2. Full membership
3. Honorary membership.

1. Associate membership is available to those who:

- are over the age of 18
- are in the process of applying for a Roving Canal Trader Licence with CRT
- at the discretion of the committee are invited to help the association by providing support, skills, knowledge and experience
- are past members who wish to maintain contact and support the association.

Associate membership is free and is renewed six monthly.

An application for associate membership and renewal is approved at the discretion of the committee. An associate member cannot be co-opted onto the committee or undertake another role as specified in the constitution.

Associate members can not:

- vote at general meetings
- have access to full member benefits.

2. Full membership is available for up to two people aged over 18 per boat registered with CRT as holding a current Roving Canal Trader Licence of whom one must be the licence holder.

Full membership begins on successful completion of the application process and payment of the membership fee. Membership can be renewed annually on the anniversary date of joining as long as the member continues to hold a current CRT Roving Canal Trader Licence.

Both full members per registered boat can:

- Vote at a general meeting
- Have access to full member benefits.

3. Honorary membership is awarded at the discretion of the committee to acknowledge a special benefit or service provided by an individual.

Honorary membership is free and renewed annually at the discretion of the committee.

An honorary member can:

- hold a committee position
- be a trustee
- vote at a general meeting

have access to full member benefits.

Proposer: Andrew Mills

Secunder: Sue Cotton

For: 31

Against: 1

Abstention: 0

Carried

7.2

Proposal 2. Insert into section describing trustee and committee roles the following new clause:

Tenure and election of trustees and statutory committee members

The Chair, Secretary and Treasurer hold office for one year, and are then eligible for re-election. Statutory committee members hold office for two years and are then eligible for re-election.

Proposer: Andrew Mills

Secunder: Ronnie Payne

For: 32

Against: 0

Abstentions: 0

Carried

7.3

Proposal 3. From 2017 AGM 'matters arising', outcome following review of Lesley Jordan's proposal during 2017 AGM

a) Delete in the 'At the AGM' section of the constitution the following: 'Any proposals given to the Secretary at least seven days in advance of the meeting will be discussed'

b) Replace with: 'Any proposals given to the Secretary at least seven days in advance of the meeting will be discussed provided that they have been notified to all members in the remaining week prior to the meeting. Any new proposals arising during the AGM and which have not been circulated to all the membership will be considered at a subsequent SGM or AGM'.

c) Identical statement inserted into SGM section.

Proposer: Lesley Jordan

Secunder: Jacqueline Warren

For: 31

Against: 1

Abstention: 0

Carried

7.4

Proposal 4. From 2017 AGM 'matters arising', Jules Jarman's proposal regarding simplification of constitution. Two proposals to be considered:

- a) Statutory committee roles - list role titles only and attach role descriptions as appendices.
- b) take no action – the constitution is acceptable for a voluntary organisation.

Andrew Mills commented he had investigated the constitution 'off the peg' – amendment's can be proposed year by year to suit our needs-Sue Cotton commented 'Change at our peril'

Option A: Statutory Committee Rolls-list role titles only and attach role description as appendices.

Proposer: Rona Hawes.
Secunder: Sue Meades
For: 15
Against: 15
Abstention: 2

Option B: Take no action- the constitution is acceptable for a voluntary organisation.

For: 14
Against: 17
Abstention: 1

Motion not carried

7.5: a

Proposal to Donate to Charity

Last year it was agreed that a sum would be set aside from any operating surplus to be given towards a waterways charity. RCTA have £600 that could be donated to charity or good cause.

Proposer: Ronni Payne
Secunder: Rona Hawes

For: 25
Against: 6
Abstention: 1

Carried

RCTA will split the £600 equally between the 3 charities/causes that receive the most votes from members.

List of charities prosed in order of popularity

1. CRT with one specific vote for Tipton Work Party
2. Lichfield & Hatherton Canal Restoration Trust
3. Waterways Experience
4. Idle Women www.canalboatadventureproject.org
5. Buckingham Canal Society
6. Mikron Theatre Company
7. Waterways Chaplaincy
8. Wilts & Berks Canal Trust
9. Chesterfield Canal Trust

7.5b

As an addition to the above, a proposal from Jacqueline & Mick Warren.

To donate if funds allow, a one-off sum ie £50 to a trader that has previously supported our floating markets and has now fallen on hard times because of limitations for trading after being diagnosed with a chronic illness and is undergoing treatments involving costly travelling expenses. This will be privately discussed and at the discretion of the steering group.

There were very active discussions around the room, with various concerns,

It could get very complicated:

What if the money runs out?

We need to define what our members expect from the RCTA:

A benevolent fund was suggested. Mick Warren explained that a benevolent fund is a pot of money that could be made available for in times of need.

Donation instead to crowd funding was also mentioned as an alternative.

It was agreed that this proposal needs looking into much further, Andrew Mills asked if Jacqueline & Mick Warren would withdraw the proposal pending further investigations, this could then be looked into and dealt with at a SGM meeting. It would be unnecessary to wait for the next AGM.

Proposal withdrawn for further discussion and added to matters arising:

Proposal from **Julie Tonkin**: approval to schedule the next RCTA AGM to March 2020 and to then revert to the 12 to 15 month periodicity as outlined in the Constitution.

Proposer: Andrew Mills

Secunder: Kit Accott

For: 31

Against: 0

Abstention: 1

Carried

7.7 Re Write the constitution relating to trustees and the committee:

To rewrite the section in the Constitution relating to trustees and the committee such that any member of the steering committee can be a trustee. The clauses stating that trustees can hold only one trustee position, serve for one year but are eligible for re-election and in the event of a trustee standing down during the year, a replacement will be elected by a SGM, will remain as they are.

John Abbot asked the question, What is a Trustees legal requirement; Ronnie Payne answered that they have a Duty of Care to ensure association run correctly. Andrew Mills back this up with " monitoring of good governance". Trustee must be a member of the steering committee, but any member can be co-opted onto the SC and take up as a trustee but not be an active committee member.

Proposer: Andrew Mills

Secunder: Ronnie Payne

For: 29

Against: 0

Abstention: 3

Carried

8. Election of Trustees & Committee

Chair- Ronni Payne (no other candidate put forward)

Proposer: Lesley Jordan

Secunder: John Abbot

For: 23

Against: 0

Abstention: 0

Carried unanimously

Secretary- No Candidates

Position Vacant

Treasurer – Andrew Mills

Proposer: Mark Stevenson-Wood

Secunder: Karl Wager

For: 23

Against: 0

Abstention: 0

Carried unanimously

3rd Trustee- Sue Meades

Proposer: Ronni Payne

Secunder: Jacqueline Warren

For: 21

Against: 1

Abstention: 1

Carried

Julie Tonkin has been co-opted onto steering committee for Radio & TV Communications:

Karl Wager has been co-opted onto steering committee for Southern Markets.

Any other business

Rona apologised that the traders on K&A group were unable to attend our meeting, they are organizing markets on K&A have reported ' how we may be able to simplify our process of booking markets'. A question was asked from the room "Was this is a new person and not the previous one that run off with money" confirmation was given that it was a new person.

Ronnie Payne. Ask that we look into the proposal from Jacqueline & Mick Warren further.

Meeting closed 3pm

