

Roving Canal Traders Association (RCTA) 2nd Annual General Meeting (AGM)

25th September 2017 12 midday

Draft Minutes

Present:

1. Andrew Mills (Chair – voted and accepted at the meeting, CRT liaison, traders liaison)
2. Ronnie Payne (Treasurer, Market Facebook admin, RCTA Facebook Admin)
3. Sandra Walsh (Secretary, Newsletter Lead)
4. Jules Jarman (RCTA Instagram lead, Newsletter Editorial Group).
5. Sue Meades (PR Communications (external), Market flyers & posters)
6. Rona Hawes (Market Event co-ordinator)
7. Barry Teutenberg (Website Manager)
8. Gill Cookson (Assistant Secretary, minute taker, Newsletter Editorial Group.
9. Teresa Tunnicliffe (Membership admin, Newsletter Editorial Group)
10. Alan Price
11. Julie Tonkin
12. Kit Acott
13. Pip Eyre
14. Brenda Scowcroft
15. Militza McCarthy
16. Jan Vallance
17. Colin Shearer
18. Dave Dressler
19. Bernadette Zahl
20. Carl Jones
21. Scott Wilson
22. Dave Mason
23. Alison Tuck (arr 12:11)
24. Jenny Howland (arr12:11)

Watching on the Facebook live feed; Sandra Willis, Dave Rhodes, Lesley Jordan, Barry Sharland, Andy Tidy (possibly more as it was challenging to monitor).

(As per the RCTA constitution, at least 15 members were present i.e. more than 15% of the membership) so full voting was possible at the 2017 AGM)

1. The meeting commenced at 12:00 noon.

Sandra said hello to all those on Facebook, and introduced Andrew Mills who has offered to become Chairman, and will Chair this meeting as Acting Chair.

Andrew introduced himself and welcomed all present to the second AGM of the RCTA. He then asked everyone present to introduce themselves.

2. Apologies received

Jane Parker	Paul Howland	Pete Arman	Bob Chase
Mick & Jackie Warren	Michael & Krystyna Wooding	Suzi Ingham	Anne Fieldhouse
Lesley & Ray Jordan	Helen & Andy Tidy	Heidi Siggers	Leslie Crowson
Jase & Janine Clarke	James & Debbie Ward	Lisa Evans	Mark & Justina Evans
Tasim & Danny (RHR crew)	Luke Guilford	Kay & Steve Mundy	Jeannette Freynet
Sandra Willis	Linda Randeria	Colin & Carole Waring	Lesley & Rob Pearson
Angela Dunham	Lynn Morton	John & Clare Abbott	
Illia Price	Mary Ann Robbins	Christine Thompson	
Ali Rawlings	Pam & Andy Callender	Mick & Marianne Reaney	
Jilly Ann Dale	Annie Heron	Morgan & Sue	

All those eligible to vote, having given their apologies by the required date, had been emailed with the expected items. Their votes were collated and will be added to those of the meeting.

3. Items arising from previous AGM

a. Market fee refund if booking cancelled - this will be discussed at length later.

b. Banners & signs - Sue gave details of the new banners, signs and rebranding that had taken place. All agreed a lot of work had gone into the rebranding and was excellent progression. Andrew thanked all involved.

c. Updated website – Barry reported that this was still a work in progress. Ideas for inclusion would be welcomed. There have been a few issues including PayPal not being automated, so there have been teething problems with payments.

There is now a default *Stripe* account for payments, which is the preferred method. However PayPal payments are still possible. Renewal notices are now automated, and there is an option for regular automatic payments. **Ideas for a links page, etc, are welcomed.** This has been a challenging project, especially when you're also trading. Many thanks to Barry.

d. Membership of other groups – Ronni explained the background to this item, and thinks maybe we should continue building the foundations of RCTA, and see if the other waterway groups would come to us. Alison explained the previous situation when we were affiliated to NABO, the previous Steering committee felt that we shouldn't be affiliated to only one group. It was felt that whilst some of the other waterway groups might not understand traders and our needs, it would be helpful if we had a voice and help them to better understand traders. **Andrew Mills felt the Steering Committee should review the situation**, and if it is thought we should become members of other Associations, we would be able to attend council meetings, giving us a voice and the opportunity to raise issues and answer any issues that might affect traders. It could be beneficial for networking with other groups. The question do WE want to offer corporate membership was also raised. **Andrew proposed that this item would be carried forward.**

e. Machine to check bank notes – not practical, as bank notes have changed.

f. Security whistles- generally not thought of as a practical answer for many varied reasons.

g. Members pack & guide – at the last AGM a Members' Pack was proposed. It is proposed to take this forward, to include stickers for on products or bags showing the **#buyitoffaboat** logo, also a professionally produced leaflet about RCTA, and anything else that might be useful.

Pip said that information re trading policies would be helpful in a pack, although this is on the website, the pack could include information about how to navigate the website and find the relevant information. It was suggested that a new members page could be helpful. This was generally thought to be a good idea.

Andrew suggested that a guidance page to point people in the right direction on the website would be helpful. All agreed that the website is key to this situation.

Sue said that we should all direct people to the website in the first instance.

The members pack therefore is progressing, but should be done within the orbit of the website.

h. Floating markets – Rona had recently been co-opted onto the committee and is finding her feet. Working with Ronni, a first draft of possible venues for 2018 was posted on the members page, which raised some good points and they are going to go back to it. There was a suggestion of Halloween markets for next year, and a new venue in Cassiobury Park was among many suggestions. We were reminded that our event insurance only covers us for 15 markets, which takes us up to April 2018. If there were two Easter markets that would take us over the 15. Trying to cover North & South is challenging, and involves a lot of work. It was suggested Easter markets could be in places previously used, as the knowledge is readily available. A suggestion last year of raising the number of markets to 20 is not possible because of the insurance situation. Ronni & Rona have tried to take into consideration other festivals, and could possibly favour a certain direction of travel. **This is an ongoing project.**

4. Acceptance of the Minutes of the previous AGM

Proposed by: Ronni Payne.

Seconded by: Brenda Scowcroft

With one amendment to be discussed later regarding refund of market fees if slot is resold.

The minutes were accepted & passed.

5. The RCTA report of the year

The report was produced and presented by Sandra. It is an excellent document, recognition of all the work that's gone into RCTA since October 2016, and will be sent to all members. Membership increased by 30 since last October. There have been many changes in the Steering Committee. In the document there are reports from various Steering Group members, giving an overview what's been done.

We now have a way of finding the numbers of visitors to the website. The Quarterly Newsletter is a more general document that anyone can ask to receive, whilst the regular Members Bulletins are for members only.

Just over 50% of members have traded at markets. However we do need to consider all the ways RCTA provide support to all members.

One comment was the Annual Report shows the level of work and commitment shown by Steering Committee members. It is hoped that with the new Committee members RCTA will continue to grow. Thanks were given to all those previously involved in RCTA for all their dedication, and thanks to those who stepped up in 2016 for sticking at it! Andrew thanked Sandra for writing the report.

6. Acceptance of RCTA annual report

Proposed by: Alison Tuck

Seconded by: Jenny Howland

The report was passed unanimously.

7. Treasurer's report & financial statement

Copies were passed to all present. Ronni explained how funds from membership and markets were identified, and the costs split between the two where necessary, showing how much was spent on each area. This is carried on in the proposed future spending, costs being split where appropriate. However if an item is just for the markets, the cost will come out of that budget.

The report also shows money in bank, and previous years monies.

Ronni proposed that some could be put into a bankers reserve account.

Andrew thanked Ronni for her report and all the work undertaken.

8. Acceptance of Financial statement & treasurers report

Proposed by: Teresa Tunnicliffe

Seconded by: Kit Acott

The report was passed unanimously.

9. Proposed resolutions which require a simple majority vote

*This includes all those who voted by email within 24 hours of the AGM - these votes indicated *)*

a. To vote on whether RCTA members are in agreement to donate a % of surplus funds to Charity annually, the amount of which would be discussed with the membership each year.

There was a lot of discussion about this item, both for and against. It was pointed out that previously a goodwill donation had been made to CRT. This had been entirely taken from the surplus money from the markets. It was felt by many that it is important that we retain the good relationship we currently have with CRT, and retain their goodwill. However it shouldn't be seen in any way as a payment, and must be transparent to all members where the money had come from.

It was also pointed out that other worthy canal-based charities should benefit not just CRT.

Andrew reminded those present that the resolution needs to be passed before we go any further.

In favour – 24, *15. Total 39.

Against *1.

Carried by majority.

b. To vote on whether RCTA members who book a floating market but are unable for whatever reason to trade there, can have be refund IF the slot is purchased by another member.

There was a lot of discussion about this issue. It was agreed that the slot could be re-advertised and resold through the RCTA website – NOT by individual traders.

In favour 21, *18. Total 39.
Against 3, *1. Total 4. Carried by a majority.

c. Proposal to keep Membership fees at £10.00 for main person plus 1 named person to be reviewed at 2018 AGM

In favour 24, *17. Total 41.
Against *3.
Carried by a majority.

d. Proposal that market fees should remain the same at £20.00 or £10.00 depending on location. To be reviewed at the 2018 AGM.

In favour 24, *18. Total 42.
Against *2.
Carried by a majority.

e. Amendments to the Constitution. (A 2/3 majority is required to pass amendments to the constitution.)

1. Aims. It is proposed that all statements in this section are amended to say “ Registered Roving Canal Traders”

In favour 24, *20. Total 44.
Carried by a 2/3 majority.

2. Aims 2.6. It is proposed that this should be amended from “for membership to target 60% of registered CaRT roving traders, “ to “ RCTA will aim to increase membership levels by 10% annually”.

In favour 24, *18. Total 42.
Against *2.
Carried by a 2/3 majority.

3. The committee seek approval to amend the wording and combine some roles within the structure of the committee.

All proposed roles were voted together.

In favour 24, *18. Total 42.
Against *2.
Abstained *1.
Carried by a 2/3 majority.

4. Meetings. It is felt that this should be amended to “ AGM will be held annually but no later than 15 months later than the previous AGM”

In favour 24, *18. Total 42.
Carried by 2/3 majority.

5. A proposal by Lesley Jordan was raised “*In the event of any issues being raised at either an AGM or a SGM which results in a vote being taken that is not included in the votes made available to those members eligible to vote not in attendance at the meeting the decision will be ratified until said members are given the opportunity to vote. This will be done in order that those members unable to attend the meeting are not disenfranchised*”.

This led to a great deal of discussion, Andrew pointed out that the means of voting are set out in the constitution, and proposed that we shouldn't accept this proposal. **The general feeling was that whilst this wasn't in its present form a workable answer, it could be reworded and discussed at a later time.**

In favour *1.
Against 24, * 16. Total 40.
Abstained * 1.
Not carried by a 2/3 majority.

6. Finances. It is proposed that this be amended from 3 cheque signatories to 2 signatories who would be Trustees and responsible for any bank accounts and means of banking.

This has been proposed as cheques are no longer the main method of making payments.

In favour 24, *17. Total 41.

Against *2.

Abstained *1.

Carried by 2/3 majority.

7. Finances. It is proposed that the statement "All monies raised by and on behalf of the RCTA is only used in furthering the aims of" be amended to " further the aims of the association and other canal based charitable organisations wherever possible."

In favour 24, *19. Total 43.

Abstained *1.

Carried by 2/3 majority.

8. Dissolution. It is proposed to replace the word group with association throughout this section.

In favour 24, *19. Total 43.

Abstained *1.

Carried by 2/3 majority.

10. Election of Trustees

Carl Jones was nominated as Returning Officer.

Chair – Andrew Mills.

Proposed by: Teresa Tunicliffe

Seconded by: Alison Tuck

Carried unanimously. Andrew has stated that he proposes to serve for a maximum period of 2 years.

Secretary – Sandra Walsh.

Proposed by: Bernadette Zahl

Seconded by: Jan Vallance

Carried unanimously.

Treasurer – Ronni Payne.

Proposed by: Kit Acock

Seconded by: Jennie Howland

Carried unanimously.

11. Election of Steering Committee

The present steering committee have all agreed to serve another year or to the next AGM.

This was carried unanimously.

12. Spending of surplus funds

a. A discussion about the use of speeding cyclists dismount/ slow down signs took place. It was thought that we should go ahead but try to avoid the word cyclists and support CRT in their share the space campaign . To purchase 6 signs if possible.

In favour 23, *18. Total 41.

Against 1.

Abstained *4.

Carried by majority.

b. RCTA logo stickers, an example was passed around. These would be issued to all members with an opportunity to buy more through the website.

In favour 24, * 18. Total 42.

Abstained * 4.
Carried by majority.

c. New members packs. This is in progress as previously discussed. A possible inclusion could be a lanyard for members to wear, showing RCTA logo

In favour 24, *11 Total 35
Against *2.
Abstained *5.
Carried by majority.

13. Any other business

Sandra reported she had not received any 'Other Business' emailed from members.

a/ Ronni proposed that full members who cease to be roving traders due to retirement or a change of circumstances, but still wish to volunteer for the RCTA, could become *Volunteer Associate Members*, with the agreement of the Steering Committee. When they no longer wish to volunteer their Associate Membership would cease.

Their membership would be free, they could not be Trustees. However they could be on the Steering Committee. They would not be able to vote at AGM or SGM. They could be part of the Facebook members group.

It was generally agreed that their experience would be very welcome.

Andrew welcomed the proposal and we will think about it carefully following this discussion. Andrew thanked Ronni for the amendment, and requested **the Steering Committee provide a paper to be presented to the members.**

b/ Jules wishes to simplify the Constitution. After some discussion, **Andrew said that he would take this on, we would need a SGM, and as it is a legal document it needs careful thinking about and must be correct, covering all aspects.**

Rona mentioned Lesley's amendment. Andrew agreed **this could be considered as part of the review of the Constitution.**

c/ Gill mentioned an issue that had arisen around food hygiene ratings. A new member had registered their business as required, but as they were no longer in that area, had been unable to have an inspection. They had been advised how to go forward. However, maybe clearer information/advice could be found on a new members page of the RCTA website?

This raised a lot of discussion about food hygiene in general. Sandra raised concerns about traders not having the rating at RCTA events, and the possible effect on our event insurance. Scott raised concerns the whole issue could lead to over complication if we weren't careful. It was generally thought there wasn't a major problem - however it was felt that it's **one we should look into and possibly address.**

There was no further business.

Close of meeting

Andrew thanked all who had attended, and gave a vote of thanks to the Steering Committee for keeping RCTA afloat through challenging times earlier in the year.

The meeting closed at 2:05 pm.

