



MINUTES

Old Cryptians' Club

Tuesday 19 January 2021 online - Google Meet

Present

Adam Ashby President (Chair), Steve Knibbs Vice President, Mike Beard, Richard Briggs, Richard Browning, Matt Cass, Nick Dyer, Peter Hobbs, Steve Mace, Simon Smith, Helena Cornish (Secretary).

Apologies

- Duncan Miller
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Minutes of Meeting held on 13 October 2020

- Minutes as received were accepted
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Matters Arising

- Being able to view approved OCC committee minutes online has been well received. The committee thanked Adam
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Headmaster's Report

- Nick Dyer reported that with the school closed again due to the pandemic and online lessons are taking place using Google Meet. Summer exams have been cancelled
 - The school has arranged virtual parents evenings
 - Very few cases have been confirmed amongst staff and pupils
 - Mass testing will be implemented when the school opens again
 - The school has submitted a bid for a new teaching block; awaiting result
 - The cathedral has been booked for the Founders' Day service but questionable if it will take place due to the pandemic
 - School finances have been stretched with expenditure on keeping the school safe and purchasing testing kits which will be refunded by the government
 - A one off 60k has been allocated for educational catch up to ensure that schools have the support they need to help all pupils make up for lost teaching time
 - Richard Briggs thanked Nick for the offer of help from Year 13s to 'phone 100 OC members with the objective of improving contact data. However, although Year 13s are keen to help they need to be in school to help with this task
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Honorary Treasurer's Report

- The Treasurer's Report had been circulated before the meeting
 - Cancellation of the annual dinner 2020 has incurred a cost of c£170
 - Question was asked why there was an unknown donation of £15 and on the balance sheet and an entry 'debtors' for £515. Also the question was asked if we write off unpaid subscriptions
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Action - Adam to discuss with Rich Brooks questions raised by the committee

Proposed from the Chair that the accounts are accepted

Carried

Action – Rich Brooks to have the Annual accounts audited in time for circulation 3 weeks before the AGM in March

Membership Report

- Richard Briggs referred to his report which had been circulated before the meeting
- Membership numbers fluctuate depending on ‘culling’ of Under 21s
- The committee discussed ways to increase the income from subscriptions as efforts to encourage members to pay the annual amount of £25 has not been totally successful
- c100 out of 130 people pay an amount, of those c25 members pay via Go Cardless
- Other suggestions –
 - anyone paying less than £25 will count as a donation and only receive news items and information about events
 - Write to those who pay less than £20 to ask if they want to stay on the distribution list
- It was agreed in principle to continue as we are in the short term but that the committee needs a strategy to resolve non-payment of fees
- Richard Briggs has decided to step down as membership secretary after many years. He has prepared and circulated a draft paper to some of the committee listing the role of membership secretary for discussion and eventual handover. Adam announced that Helena Cornish is willing to take over this role

Proposed from the Chair that Helena Cornish will be the new membership secretary **Carried**

Action - Helena with Richard’s help will work with Duncan Miller to move the membership list onto a membership database

- The President on behalf of the committee thanked Richard Briggs for all his hard work over many years as membership secretary

Centennial Bursary Fund

- Richard Browning reported that the Centennial Bursary Fund accounts were not available yet due to CBF Treasurer’s busy workload
- Richard referred to a letter regarding the school hardship 6th form appeal due to the pandemic. The trustees agreed to send a one off donation of £2500. This is in addition to the annual awards (8-10 awards of £250 each)
- Nick Dyer had messaged Adam to request that the amounts awarded to individual students be increased. The CBF will discuss and consider Nick’s request. Adam to forward letter to Richard Browning

Shop Items

- Matt Cass reported very little trade in 2020. No additional sales when updating shop items to Facebook page
- Committee agreed to a 20% discount January Sale to try and promote sales

President’s Business

AGM 2021

- The AGM 2021 will take place on Google Meet on Tuesday 30 March at 7.30pm

Action – Helena to send out an eNews with details of AGM

- Adam requested committee members to try out the online voting form to check for any necessary adjustments

- Postal votes together with AGM paperwork i.e. agenda, minutes and reports will be available to those members who are not on email

Action - Rich Brooks to prepare annual accounts for approval

Action – Adam, Steve and Helena to meet to discuss preparation for AGM

Action – Helena to contact committee members who are due for re-election to check if they wish to stand for committee for a further two years

- Peter Hobbs, Steve Mace and Duncan Miller are due for re-election. Peter and Steve M agreed to continue on the committee and were so endorsed. Simon Smith to become Vice President
- The annual dinner is unlikely to take place this year but if it is possible, October 2021 might be an option

Token to members

- Adam proposed a tangible token to members for continued fees. Ideas discussed included:
 - Facemask with OC logo
 - Lapel pin
 - Membership card
- Adam requested committee let him know of any other ideas
- There are 100s of lapel pins in stock and Matt reassured the committee that postage would be free if they are sent out to members
- Peter Hobbs was concerned that we should not be seen to give a tangible token to members but not support the school hardship fund

Proposed from the Chair that a token yet to be decided should be sent out to paid up members up to a cost of £500

For 6 Against 0 Abstentions 2 **Carried**

Founders' Day 2021

- Although the cathedral has been booked for Founders' Day no decision can be taken at present. Adam will keep in contact with Nick Dyer and Sue Wales

The Cryptian 2021

- Duncan has not received any material for the next edition of the magazine. Committee members were encouraged to submit any memorable material to Duncan

Website and Communications

- Steve shared the screen to view the OC website to show content of current webpages
- Adrian Jones who currently hosts the website has quoted for a re-design homepage (£80-£100) and development for a new website (£500) with the new website mirroring the school website
- Analytics show visits to the current website from as far away as China and Russia

Proposed by Steve Knibbs Seconded by Peter Hobbs that Adrian Jones re-design and develop a new OCC website

For 9 Against 0 Abstentions 0 **Carried**

Action – Steve to talk to 6th formers to see how they would engage with the website

Action – Adam, Steve and Helena to meet again before the next committee meeting to discuss the design and content for a new website

- Facebook analytics - c200 people on Facebook, 225 'likes'
- LinkedIn – 85 members

- Adam has posted 21 articles on the current website
- Twitter and Instagram yet to 'take off'
- Steve suggested creating an officer role for social media; they don't need to be a committee member. Adam has already approached some under 21s; some interest shown
- Historic archives still need to be uploaded to the website but on hold with the website about to be re-designed

Action – Adam to contact Gloucestershire Archives to digitalize OC archives (funding already approved)

Any Other Business

- Nick Dyer had suggested to Adam that every Year 13 have a free OC tie and membership of the OCs on leaving school. There are c150 leavers and school would pay half towards the cost of the ties (£12 each). Stock levels are only 30 at present
- It was suggested giving each 6th form leaver a tie pin of which there are plenty in stock. Further discussion needed
- For students to receive free membership to OCC until they are 21, they would have to give their consent (GDPR regulations)

Date of Next Meeting

- Tuesday 11 May 2021 at 6.00pm via Google Meet

Committee Actions

OC Treasurer

- Adam to discuss with Rich Brooks questions raised by the committee re-accounts
- Rich Brooks to have the Annual accounts audited in time for circulation 3 weeks before the AGM in March

Membership

- Helena with Richard's help will work with Duncan Miller to move the membership list onto a database

AGM 2021 Preparation

- Helena to send out an eNews with details of AGM
- Rich Brooks to prepare annual accounts for approval
- Adam, Steve and Helena to meet to discuss preparation for AGM
- Helena to contact committee members who are due for re-election to check if they wish to stand for committee for a further two years

Website and Communications

- Steve to talk to 6th formers to see how they would engage with the website
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Helena Cornish
OCC Secretary

21 January 2021



Membership Report

Old Cryptians' Club

Membership Report 19 January 2021

Statistics, and comment

Membership figures are tabulated below for six representative dates. The total membership has decreased by 51 in the calendar year to date and now stands at **396**.

	Normal (Subscription)	Life	Associate	Under 21	Total
23 January 2019	238	8	7	138	391
13 May 2019	240	9	7	159	415
21 October 2019	246	8	7	161	422
14 January 2020	244	10	7	186	447
13 October 2020	249	10	7	112	378
19 January 2021	261	10	7	118	396

12 joiners in the reporting period 01/10/2020 to 15/01/2021 are derived from subscriptions received in the first few days of January 2021. A priority task is to establish full contact details for these “N” category members.

The “cull” of U21 members, planned for late 2020 has been postponed. The new milestone is the 2021 AGM. The conversion rate from “U21” to “N” is disappointingly low but we cannot afford to carry too many members who do not pay an annual subscription.

The full list of members, from which the statistics are derived, is routinely distributed to the President, the Vice President, the Treasurer, to Secretarial and Marketing Support and to Sue Wales, the Headmaster’s PA.

Letter to U21 Members (2021)

A *docmail* posting to (time expired) U21 members is planned for February/March 2021.

Challenges

(Support Technology – reminder) The membership list continues to be held on an Excel spreadsheet with a controlled distribution. Ideally it should be hosted on a database but the initial expense and ongoing maintenance cost of a commercial package is hard to justify. Much depends on the desire of the Club’s management (the Committee) to project a modern image.

In November 2020 the School agreed to undertake to deploy Year 13 student effort in a “phone around” exercise in pursuit of data cleansing of the membership list. At the time of writing there have been no returns of the prepared templates. Sue Wales is looking at alternative sources of effort.

Subscriptions Analysis

The good news is that the policy of requiring members to pay within a short time period at the beginning of January each year is beneficial. Not only are funds available early in the year but analysis of payments is simplified.

The bad news is that despite reminders on the website and in eNews, only 23% of the membership who actually pay the correct subscription (of £25), use GoCardless (6% in 2020). It should be noted that those who have made the switch do pay the correct amount whereas those who have not acted include individuals who pay random, historical (and often small) amounts.

However, if **any** amounts are counted, paid by any method, the proportion rises to 49% (53% in 2020). This figure is generally consistent(!), but the conclusion is clear – drastic action is required to reduce the burden on those who do pay!

Financially the total received thus far for 2021 is 49% of the expected figure (based on 261 members paying the full subscription). In 2020 it was 51%.

Richard Briggs
Membership Secretary
Old Cryptians' Club
15.01.21



Treasurer's Report

Old Cryptians' Club

Report to the OCC Committee – 19 January 2021

Accounts as 31 December 2020

Bank Account

As at 31st December 2020, there is £7,083 in the bank. This is around £2,300 higher than this time last year. This is due to there mainly being a lack of expenditure against our income.

Income

Subscriptions received during the period totalled £3,211. This is £177 lower than this time last year.

Our stock sales are down which is again more than likely linked to COVID and there being no annual dinner.

We have also received a £250 donation during the year which we did not receive last year.

Expenses

Expenses have not been large during the year. There have been the usual Administration costs for Helena, the normal Website costs, refunds of Annual Dinner Sales, payments to Bursary for those who wanted to donate their annual dinner ticket.

This has all led to a surplus in the period of around £2,284.

Rich Brooks
OCC Treasurer
18.01.21