

**RDRPS COMMITTEE: 6 AUGUST 2014
MINUTES**

1. Welcome, apologies.

Present: Frank Grant, Jon Tyler, Richard Hamlet, Sandra Pearson, Dave Pearson.

Apology: Dave Cowie

200 club draw results.

July

202 D Musgrave,

458 ? White

180 H Pole

August

310 ? Henson

180 H Pole

509 P Tong

2. Minutes of last meeting:

The minutes of the June meeting were accepted

Proposed Dave Pearson; Seconded Sandra Pearson.

3. Minutes. Actions; matters arising.

- Tidying the office is to be completed.
- The 200 Club appears to have renewals only from volunteers.

4. Check-in: what's going right, what needs fixing.

- The "missing" £200 reported following the Victorian weekend. Sandra and Dave felt strongly that the suspicion fell on them, and this naturally caused some anxiety on their part. The money was returned within the following week's takings. It is not known the exact circumstances of how or when this return happened. To avoid this happening again, a procedure upgrade is needed. Pay-in slips and a differentiation of takings, with possibly a small safe for the shop were discussed. Also, clarification of the reporting sheets for handover of monies to DRC is needed, with possibly only one sheet for a month. **ACTION. Produce a suitable sheet and procedure. JON TYLER.**
- Training records seem to have been dispersed. It is perceived that FLT training is needed. FLT training can be bought but is expensive. **ACTION clarification needed from DRC regarding FLT system. FRANK GRANT.**

5. Finance:

- Our general situation is in good shape, with Income at £11000, and expenditure £5000..
- Project Budgets-
 - We are £300 overspent on Oldmeldrum station building.
 - Hilti fittings for sleeper fixings are expensive, but there are cheaper alternatives and these are being researched.
- Forecasts -
 - £12-15000 is needed to finish the rear retaining wall for the station building. Two builders have been approached for a quotations.
 - £400 is expected back in gift aid.
 - VAT returns have been done - £200.

6. Planning

- Richard has demonstrated that we need a System of Project Planning and Decision Making if we are to properly co-ordinate volunteer working parties.
- The main line is to be kept clear past level crossing.
- The track is adequately ballasted up to level crossing. Through level crossing, there is sufficient ballast to stop track movement during current operations, but not to a standard for passenger services. There is no report yet from the Network Rail track inspection.
- We need co-ordination for various parts of the forward planning, indicating the post of Project Manager for various portions of the track work and infrastructure. **ACTION: Put together requirements for portions of work to advertise for Project Managers in the next Queen's Messenger. Richard Hamlet**

7. Membership and Volunteering

- Volunteer co-ordination
 - New volunteers are not well accommodated, and we need co-ordination of the project work in order to inform volunteers of forward work. Advertise in the next QM, similar to Project Managers. **ACTION: Provide a basic job description for a Project Co-ordinator. RICHARD HAMLET.**
- The situation needs a focal point for welcome and introductions for volunteers. Richard offered to put together a system for volunteers and a modified form for the website. The system could be used by Ali Tong as current Volunteer Co-ordinator.

8. Communications:

Internal Communication regarding details of manning requirements for the steam and vintage weekend was somewhat below requirements. Requirements were late in being advised and not transmitted to all those who needed the information..

9. Future RDRPS events:

- A "Techfest" event takes place at the Milton on 22 September. Jon Tyler is organising this.
- Book sale. The large number of books recently donated are being sold piecemeal in the shop. Bob Kelley and Graham Ironside will arrange a book sale soonest.
- Model Railway Exhibition. Purchase of a display stand has been approved for display at this event. **ACTION Frank Grant.**
- Other events:
 - Richard, will give a 10 minute talk to Mar Area Council regarding planning of track progress. Co-ordination with Aberdeenshire Council will be a feature.

10. AOCB

The list of artefacts requested of members remains incomplete, due to a poor response from members.

Some volunteers come late and leave early.

Volunteers for the rally weekend (especially catering) seem to be covered, so far as we can tell. Membership is around 200, but there are currently very few renewals.

Next Meeting 10 September 2014.

RK 22 August 2014.

