**Present:**

|  |  |  |  |
| --- | --- | --- | --- |
| Ralph Carpenter (President) | RC | Patrick Manwell | PM |
| Tom Ryland  | TR | Derek Montefiore | DM |
| Charles Dorin, | CD |  |  |
| Stephen Bradley | SB |  |  |
| David Le Lay | DL |  |  |
| Cedric Mitchell | CM |  |  |

**1 Apologies**

Tony Hickman, Jean Symons, Allan Baird, Roger Keene, Brendan Woods, Johnny Devas, Ghada al Madfai, Michael Morrison, Howard Nash, Mark Potter, Yasmin Shariff,

**2 The Minutes of the Last Meeting**

Minutes were approved subject to note that Derek M was not in fact present.

**3 Matters Arising**

DL will send membership forms to Peter Barrett. **Action DL**

**4 Education**

4.1 RC attended the Sunday of the drawing weekend and reports that students were enthusiastic and worked well as a group. Their output shall be scanned and displayed electronically at the May AGM. **Action MP**

4.2 RC to source a display screen for the May AGM. **Action RC**

4.3 Feedback is to be sought from student participants and a debrief given to David Lloyd-Davies. Consideration given to specify the size of output for future years, this year the output being generally pocketbook size. **Action MP**

4.4 Cost of advertising and delivering the drawing bursary was discussed with a report from HN and CM. All agreed that the experience of this first year must inform future years’ activity. In particular, the marketing costs, driven by time charge, were larger than anticipated due to a)chasing universities; b)extra social media activity and c)additional meetings. It was agreed that in future a budget will be set and a proposal invited for what marketing input can be delivered within that budget. The sum of £600 for marketing the 2017 drawing bursary was agreed. CM will bring forward for discussion with Eleanor Young. **Action CM**

4.5 Consideration to be given for the next drawing bursary award to an article for publication in journal(s) and/or social media to coincide with advertising; this needs input from the French section. RC to bring forward. **Action RC**

4.6 Main bursary 2016 (study of Eileen Gray House E1027): the schedule has been altered to avoid summer holidays to enable more support from members.

4.7 In response to declining investment earnings and a desire to increase the quality of candidature, a proposal was outlined that the main bursary should be offered only on alternate years, and that a small honorarium would also be offered to the bursar as incentive and reward. A paper based on this minute is to be drafted for circulation to the French section for consideration in advance of the October joint committee. **Action SB**

**5 Finance**

5.1 CM reported a balance of approximately £19,450 in current a/c as at 4 April 2016 including approximately £4,000 drawn from reserve account to forward fund the March Joint Committee.

5.2 CM reports that he March Joint Committee weekend made a loss of about £1000. It was agreed that regular losses on this event are unsustainable. Consideration to be given to reducing the number of restaurant meals unless full costs are recovered from French members and guests (recognising that the French section are used to covering the costs of hospitality from the much larger annual membership subscription that they have). It was agreed that in future restaurant meals should include a strictly limited amount of wine within the cost recovered; and that the Friday night should offer a cocktail party to which all local members would be invited, but possibly not a dinner as well. CD volunteered to draft a paper for discussion with the French section that the system should be changed that for both joint committee meetings that the participants should all be invited to choose which events they wish to attend and to pay for these in advance, as for the reunion. In addition electronic payments (or cash) in local currency should be required, for efficiency. **Action CD**

5.3 The new website costs have been agreed to be shared equally between UK and French sections within a budget of £1000 for initial construction and £500 annually thereafter for development and maintenance; costs to date being approximately £1200, CM will invoice the French section for £600. **Action CM**

5.4 The drawing weekend total cost amounts to £3472.86. The sum of £425 has already been committed for travel expenses by the French section and it was agreed that the British section would match this from current account. The balance will be claimed from CAF. **Action CM**

**6 Membership**

6.1 No new members to report. It was suggested that in future prospective members should be invited to attend one day of the Reunion at cost, as a ‘sampler’. RC to bring forward for discussion at JC. **Action RC**

6.2 It was confirmed that the Secretary is expected to serve for two years and it was suggested that in future the March Joint committee meeting should be “chaired” by the Secretary as training for arranging the Reunion as President in due course.

6.3 New committee members will need to be recruited from next year but at present the numbers are sufficient.

**7 Website/ Newsletter**

7.1 Plymouth Reunion reports have now been produced and are ready for distribution in May. The consensus of the meeting was that in future members who can be emailed should be asked if they wish to receive the report in paper form or electronic.

**8 Next meetings**

8.1 UK committee Tuesday 14 June 2016, 1800 hrs London, location tbc

8.2 UK Committee Tuesday 13 Sept 2016, 1800 hrs London, location tbc

**9 FUTURE UFBA/FBUA MEETING DATES**

Suffolk 5 – 8 May 2016

Paris 29/30 Oct 2016

London 17-18 March 2017

La Rochelle 25 – 28 May 2017

**Distribution – UK Committee Members**

|  |  |  |
| --- | --- | --- |
| Allan Baird | David Le Lay | Mark Potter |
| Andrew Arrol | Derek Montefiore | Michael Morrison |
| Anthony Hickman | Howard Nash | Patrick Campbell-Jones |
| Brendan Woods | Jean Symons | Ralph Carpenter |
| Cedric Mitchell | Charles Dorin | Roger Keene |
| Ghada alMadfai | Johnny Devas | Yasmin Shariff |
| Tom Ryland | Stephen Bradley | Patrick Manwell |

***Plus : Secretary to French Section***