



22ND ANNUAL GENERAL MEETING

Minutes of Meeting

Date	Saturday 3 rd September 2005
Location	Former North Carlton Railway Station, North Carlton Vic.
Attendees	Geoff Lambert (President), Stephen Ward (Secretary) Chris Brownbill, Glenn Cumming, Vance Findlay, Hilaire Fraser, Stephen Gray, Steven Haby, Victor Isaacs, Geoff Mann, James Ng, Duncan Peattie, Len Regan
Apologies	Geoffrey Clifton, Derek Cheng, Graham Duffin, David Hennell, David Langley, Dennis McLean, Jack McLean, Brian Sherry, Michael Smith
Proxy forms	Geoffrey Clifton, David Hennell, Dennis McLean, Michael Smith.

1 Welcome

Geoff Lambert chaired the meeting, welcomed everyone to the 22nd AGM of the AATTC. The meeting commenced at 14:12 hrs.

1.1 Apologies

Geoffrey Clifton, Derek Cheng, Graham Duffin, David Hennell, David Langley, Dennis McLean, Jack McLean, Brian Sherry, Michael Smith.

2 Minutes of the 21st AGM held in Canberra

Acceptance of Minutes **Moved** Steven Haby, **Seconded** Hilaire Fraser **CARRIED**.

2.1 Business Arising

Nil.

3 Correspondence:

The Secretary Stephen Ward advised of the following correspondence.

Inwards

- Nomination and Proxy forms relating to AGM.

Outwards

- None

3.1 Business arising from the Correspondence:

NIL.

4 Reports

4.1 Presidents (Steven Haby & Geoff Lambert)

This report is in two parts, from Steven Haby and Geoff Lambert

(1) Steven Haby

At the Canberra AGM I was elected President of the AATTC.

Due to various reasons I was unable to continue to fulfil duties of Office throughout the 2004-2005 term and early this year it was decided in the best interests of all concerned that I step aside and the President's office has been in the capable hands of Geoff Lambert.

I believe that the Association has much strength. In no particular order, one cornerstone is our two excellent journals that provide both general news but also provide high quality, well-researched and above all well written scholarly articles on all aspects of timetable research.

Secondly we have a passionate membership base of people that share a common interest in timetables and transport in general spread across Australia and overseas.

Thirdly we have a functioning Committee that works well even though mostly the Committee is spread across the Eastern seaboard. The Committee frankly is one of the best Committee's that I have had the pleasure to be associated with. The Association has been led and will I believe continue to be led by a Committee that has the interests of the membership and the future success of the Association as core principles.

Fourthly we provide value for money with meetings, journals, our website managed by Lourie Smit who does a sterling job, and of course our extremely successful Distribution Service which is under the superlative stewardship of Len Regan and Geoffrey Clifton.

With all these strengths come challenges.

1. We have an ageing membership base and it is a challenge to attract new members, particularly those under 30. The Association needs to find opportunities to make us an attractive "value proposition" to a younger band of enthusiasts who share our passion or might be interested in adding "an interest/fascination with timetables" to their bow so to speak.
2. Involvement in the Committee and office bearers. The continuing success of the Association relies on many aspects, notwithstanding, the work of a functioning and robust Committee. I urge everyone to consider nominating for Committee in the future, even as a non-official office bearer.
3. The web offers a new paradigm in the collection of timetables, not to mention their functionality to the user.
4. Future directions. Where do we want to go? Offer a professional arm of the Association for those who work in the industry? Consulting services to compete with the likes of

TransInfo, etc. What about running the MetShop in Melbourne should that opportunity arise?

In closing I am privileged to be associated with the Association.

(2) Geoff Lambert

I took over from Steven in March this year, following Steven's decision to step down. I would like to thank the members of the Committee who expressed their unanimous support for my assuming the role.

There was not much of a Presidential nature that happened between then and June- we held one successful Committee meeting by phone hook-up in that time. I was pleased that Len Regan accepted nomination to the Committee following Albert Isaac's resignation just prior to that.

The Association was involved in several of what modern administrators like to call "outreach events" during the year. These included acting in an advisory role to the media on CityRail timetabling problems of several media outlets, contributing to the Australian Collectibles Trader magazine with a review of timetable collecting and participating in the NSW Rail 150 celebrations—or NOT, in this case, as the process seems to have gone off the rails at the RailCorp end- a pity. At its June meeting the Committee gave the O.K. to AATTC sending out feelers to other groups on the possibility of sponsoring a major National Timetabling Conference for all transport modes, to take place some time in 2006-2007.

The machinery- if you can call it that- of the Association has worked well during my tenure, with regular Committee meetings and all functions being carried out professionally and in a timely manner. I congratulate particularly the extra-Committee position holders for the work they have done. Special mentions are due to:

Lourie Smit: Webmaster- for maintaining and updating the AATTC web-site on almost a daily basis. The AATTC web-site is the source of many enquiries from the public, the media and the transport fraternity. I feel we are miles ahead of the NAOTC on this, and I recently wrote to NAOTC suggesting they take a leaf from Lourie's book in maintaining their own web site.

Duncan MacAuslan- Table Talk Editor- for maintaining the high standard and timeliness of our news magazine. Duncan's shoes will be hard to fill when he relinquishes the position later this year.

Dennis MacLean-Membership Officer- for maintaining our membership database, recruiting new members and attending to the needs of all our members through personal contact.

Len Regan- Distribution Officer- Len has done a wonderful task and introduced streamlined systems and a huge increase in the amount of stock available through the Distribution List. The List now breaks new records for participation and ordering practically every month. Len also coordinates the grab-box distribution between (at least) Brisbane and Sydney in association with his DL task.

Albert Isaacs- Auctioneer- Due to Albert's steady hand on the tiller, Auctions continued to be a valuable money-spinner and a great publicity medium for AATTC. Thank-you Albert

To the Committee members also, in fulfilling all the mundane and all the special tasks, I would also like to extend my gratitude. To each of the branch convenors, I owe a debt of gratitude for organising meetings and events and engendering a degree of membership participation that would be the envy of any voluntary organisation.

Last, but not least, I would like to thank all the members who participated in meetings, responded to our pesky enquiries and forwarded timetable news to the magazines to keep them brimming with relevant information.

After a continuous period of service for some 22 years, founding member and life member Albert Isaacs decided to resign from all roles in AATTC earlier this year. This was a great loss to the Association, which extended a vote of thanks to Albert for all his work at a subsequent Committee meeting.

Acceptance of Report **Moved** Chris Brownbill **Seconded** Geoff Mann **CARRIED**.

4.2 Treasurer (Dennis McLean)

It is with pleasure that I present the AATTC Financial Report for 2004/2005.

The year ending 30 June 2005 saw the AATTC record a small trading profit of \$106.85 compared to a profit of \$310.96 for the previous year. The Bank balance at 30 June 2005 was \$19727.74, a reduction of \$163.47 from the balance at the end of the previous year. The figure of \$19727.74 includes \$3350.00 Membership subscriptions for 2005/2006 received and banked by 30 June 2005.

Again the 2 Auctions held through the year produced a good result with a profit of \$3048.15. This is up on the previous year's results of a profit of \$2362.25. Again, vendors provided the majority items. Overall, it was a good result.

As a result of the Printing Firm we were using at Parramatta, closing down, we moved to a new Printer at Manly. The cost of printing Table Talk, The Times and the Members newsletter actually reduced by about \$560.00 for the year.

Since December 2004, the Distribution Service brochure is now printed by our Manly Printer. We did not have this expense previously so this is why the distribution service is showing a cash loss of \$647.90 for the year. The operation in respect of stamps is again reported in its own area in the Financial Statement. We have \$526.30 in stamps on hand as at 30 June 2005.

Advertisements to publicise the AATTC were placed in Transit Australia and Railway Digest the last financial year. The cost of these was \$330.65 for the year.

Whilst the 2004/2005 year again produced a smaller profit than in the previous year, our operations for the year are still considered to be successful and as a result leave the Association in an excellent financial position.

A copy of financial statement and explanatory notes attached in Appendix 1.

Treasurers report acceptance, **Moved** Glenn Cumming, **Seconded** Victor Isaacs **CARRIED**.

4.3 *The Times* Editor (Geoff Lambert)

As I have been able to say for 5 years now, *The Times* has had a fairly good year, with a range of authors, articles, and letters and with no technical or production hitches. Production has been to time, the print quality has mostly been good and articles have usually been readily to hand.

Some statistics for *The Times* in 2003-2004, and 2004-2005 are:

Description	2003-4	2004-5	# pages
Number of articles	54	51	190
Number of letters	4	4	4
Number of reviews	0	3	2
Non-text	0	1	1
Editorial notes etc	0	0	0
Number of authors	20	17	N/A
Rail-related items	34	51	101
Bus-related items	14	17	74
Tram-related items	4	8	26
Water transport-related items	1	2	4
Air-transport related items	0	2	7
All modes items	6	2	3
Australian items	46	42	140
United Kingdom items	4	3	16
North American items	2	4	13
Europe	2	3	14
Other areas	2	3	8
Non-geographic	0	3	8
Number of pages	204	204	N/A

There has thus been a slight decrease in the number of items, a shift back towards rail-related material and a somewhat lower proportion of Australian items- down from 79% to 72% (in 2001-2002 it was 63%).

One area of concern is the level of contributions. Of the 17 different authors, one of them (me) contributed nearly a third of all articles and accounted for slightly more than a third of all pages. This is probably a trifle unhealthy- some of these articles were ones I decided to write for their own sake. But most of them were ones I felt I had to write to fill up the magazine when contributions from others were in short supply. I suppose I am better off than

my USA counterpart Kent Hannah- who has to write everything- but it would be better if more people contributed more articles.

After hearing that the current printer regularly supplies us with a free high-quality colour version of the magazines, the Committee has authorised an annual full-colour version of The Times. This will probably be the December issue.

In conclusion, I would like to thank the authors, letter-writers, Chris London and the mail-out volunteers and especially the proof-reading team, for all the work they have put into The Times and Table Talk throughout the year. They have helped make them something which I feel people look forward to each month.

4.4 Table Talk Editor (Duncan McAuslan)

No formal report. Victor Isaacs as acting editor commented that editing *Table Talk* gave an interesting and insightful appreciation of the work that goes into preparing *Table Talk* for publication, as well as being first to see news as it is reported.

4.5 Production Manager (Geoff Lambert)

Production of the AATTC's material—The Times, Table Talk, the Auction catalogues, Members Newsletter, survey forms, the Distribution List and miscellaneous printed guff—seems to have run smoothly again this year. Exactly mid-way through this year, we were forced to change our printer when our existing printer's business was abruptly wound up. Luckily the transition was incredibly smooth and there were no delays in printing. I feel the printing quality of a new printer is better than that of our old. He is, however, a little bit more disorganised and seems to have a rather flexible pricing structure. I had come to the conclusion that he was probably more expensive than the first printer but, as Production has come in slightly under budget for the whole year, I don't think it is really true. The change of printer has necessitated a change in the post office of dispatch and also of the location of the monthly working bees, which are now on Sydney's Northern Beaches. The volunteers have streamlined them to less than an hour now.

I would like to thank all those who helped with production, including Duncan MacAuslan, Victor Isaacs, Derek Cheng, Chris London, Judy Lambert, Duncan MacAuslan (again), Ken Chapman and the other working bee attendees at Parramatta.

4.6 Distribution Report (Len Regan)

The Distribution Service has continued to operate throughout the last year. The main activity, the Distribution List, was produced each month except for November 2004 due to the changeover of Distribution Officer.

This Report covers the operation of the Distribution Service between December 2004 and June 2005.

Service Enhancements

A mailout Survey was conducted in Dec 2004 to assess members' attitudes to the Distribution List and to explore some opportunities for enhancement.

There were 47 responses to the Survey, equivalent to about 32% of membership. The analysis of the responses showed strong support for the basic concept of the service – distribution of original public timetables from throughout Australia. The Survey revealed a diversity of interests and attitudes on some management aspects. Considerable efforts have been made to accommodate these interests with adaptations and innovations to the way the Distribution List operates.

The results of the Survey were distributed with the February and April 2005 members mailouts.

The following actions have been taken to implement the views expressed in the Survey.

- The pricing structure for items in the Distribution List has been simplified, with smaller increments that better reflect the costs. Increments are no longer based on the value of postage stamps. This has led to a reduction in the cost of large orders.
- Payment by means other than postage stamps has been encouraged, and provision has been made for credit accounts to be established, avoiding the need to make a payment with every order.
- Overpayments are held in credit rather than being refunded.
- These arrangements facilitate the lodgement of orders by email.
- Ballots are held on a nominated date for items with limited stock, thereby removing the perceived postal disadvantage to country and interstate members.
- Similar documents are grouped into one item to simplify pricing and ordering.
- Timetables on CD have been introduced.
- Members who supply material for the Distribution List are able to claim acquisition and postage costs against the cost of their orders.

Levels of Activity

Table 1 shows how many items were offered and ordered in each Distribution List. The 'Cost of Supplies' is the amount spent by contributors in acquisitions and postage in getting the Distribution List items to the Distribution Officer. From March 2005, contributors could claim these costs as credit for orders placed. So far, 41% of this cost has been claimed as credit, and there may be a few more claims.

**Table 1: Distribution List Activity
Dec 2004 - June 2005**

Month	Items Listed	Cost of Supplies	Orders Received	Items Requested
Dec 2004	37	\$34.10	30	252
Jan 2005	37	\$31.05	24	210
Feb 2005	67	\$44.85	33	279
Mar 2005	79	\$52.45	30	269
Apr 2005	65	\$59.95	18	162
May 2005	57	\$93.43	17	202
June 2005	106	\$29.40	36	375
Total	448	\$345.23	188	1749
Amount claimed as credit		\$140.15		

By the end of the year, there were 69 participants in the Distribution Service, either as contributors, purchasers or both.

6 participants have ordered every month, 9 have ordered 5 or 6 times, 15 have ordered 3 or 4 times, and 26 have ordered once or twice.

Enhancements

Special features are intended to expand and enhance the Distribution Service to meet a wider range of members' interests and to create better equity in the allocation of material.

Limited Stock Items which are in short supply (generally 5 or less copies) are included in the main body of the Distribution List. Members order these items in the normal way.

If the number of orders exceeds the available stock, a simple ballot for that item is held on the second weekend after the Distribution List has been despatched.

This replaces the previous 'First Come - First Served' feature of the Distribution List, which disadvantaged country and interstate members due to the longer transit times for mail, and which had a different payment system from the rest of the Distribution List.

Members who are unsuccessful in the ballot are granted credit for the payment made. The credit can be used to reduce the payment required for future orders.

Timetable Finder Members who want a particular current, superseded or historical timetable can provide details to the Distribution Officer. These details are published in the Distribution List, together with appropriate contact details. Although there was an enthusiastic response to this initiative in the Survey, it has been slow to get off the ground.

Timetables on CD Geoff Lambert has compiled 3 CDs so far containing a wide range of timetables and transport operations information in electronic formats. These have proved to be the most popular items in the Distribution List.

- Timetables on CD 1 (February 05) attracted 19 orders
- Timetables on CD 2 (March 05) attracted 8 orders
- Timetables on CD 3 (June 05) attracted 23 orders.

Distribution Some members have been receiving the Distribution List by email (as well as by post) as a trial. They place their order by email, quoting the Item Numbers from the Distribution List. Most have advance credit arrangements.

This appears to have worked well, and could be extended further as part of the electronic distribution of the members mailout. It could also be offered as a stand-alone benefit to those who request it. Email distribution as a pdf file is preferred, rather than as a Word document.

Financial Arrangements

• Pricing Structure

The Survey indicated that the previous pricing system of a 'flagfall' (which included one item) plus an item charge was confusing, and about half of the payments sent with orders are not correct.

From March 2005 a simpler pricing system was introduced and has proved to be successful.

- Each item in the Distribution List is assigned a number of points based on its source costs and on its size and bulk for postage, as determined by the Distribution Officer.
- The cost of an order is calculated by multiplying the number of points for the items ordered by the cost per point. The current price per point is 25 cents.
- There is a minimum cost per order (currently \$1.00).

• Payments

Payment for orders with postage stamps is still the most common form of payment. The Survey indicated that some members want to keep this arrangement, while others preferred to use more conventional methods of payment.

Payment by cheque is becoming more common, and represented 34% of the total value of receipts.

The Distribution Officer has a large stock of mint postage stamps which need to be converted to cash before they can be entered as revenue into the AATTC accounts. This will be facilitated under the new accounting arrangements planned for 2005-2006.

• Refunds and Credits

In March 2005, a 'Credit Note' system was introduced to cater for overpayments and for items paid for but which could not be supplied.

Credit notes were printed on cards the size of a business card. They show the number of points for which credit is granted, an identification number and the expiry date (12 months after issue). They can be tendered by recipients as part payment of future orders.

This system was replaced in May 2005 with advice accompanying the despatch of orders of the current credit value held by the member. This made the credit management system the same for overpayments, unfilled orders and advance payments. The Order Form was modified to provide space for credit claimed in assessing the cost of an Order. Further improvements and simplification of this system are being gradually introduced in 2005-2006.

• Contributions

Members who contribute material for the Distribution List are able to claim credit equivalent to designated costs that they personally incur against the payment required for their orders.

'Designated costs' include:

- the cover price paid to acquire copies of an item
- postage costs in forwarding the material to the Distribution Officer.

It is not expected that all members supplying material will claim credit for 'designated costs'. 41% of designated costs has been claimed as credit so far (Table 1). It appears that some are able to use employers' postal services, others send material with their orders, and others are willing to make this contribution to the Association. If no claim is made for credit, no credit is given.

This arrangement caters for the diverse opinions on this matter expressed in the Survey. It has enabled several new contributors to participate, as well as achieving a greater variety and coverage of timetable material for the Distribution List.

Financial Position

The financial results for the Distribution List from the December 04 to June 05 indicate that the enhancements have generally improved the financial position of the Distribution Service.

While the Distribution Service is self-sufficient internally, it does not fully cover the external cost of printing the monthly Distribution List (as recorded in the AATTC accounts). These printing costs are not controlled by the Distribution Officer. The new accounting arrangements in 2005-2006 will rectify this and allow for fully integrated reporting of Distribution Service finances.

Revenue includes payments for orders and some advance payments. Costs include stationery stock, photocopying and postage of orders. In order to reduce costs and provide stronger packaging, pre-paid postage envelopes and satchels are used when these are more cost-effective.

**Table 2: Distribution List
Financial Summary December 2004 - June 2005**

	Receipts				Expenses					Balance
	Distribution List Orders				Distribution List Orders					
	Stamps		Cheques	Total	Photo copies	Stationery	Postage		Total	
	Received	Refunds					Stamps	Pre-paid		
\$		\$	\$	\$	\$	\$	\$	\$	\$	
Dec 2004	188.10	13.00	12.50	187.60	3.45	38.00	3.50	75.07	120.02	67.58
Jan 2005	97.40	5.00	3.95	96.35	12.12	0.00	23.75	45.83	81.70	14.65
Feb 2005	170.35	27.00	0.00	143.35	4.41	41.65	20.90	0.00	66.96	76.39
Mar 2005	110.70	0.00	80.75	191.45	12.87	24.90	27.60	160.77	226.14	-34.69
Apr 2005	106.65	0.00	43.50	150.15	18.24	5.40	16.30	3.90	43.84	106.31
May 2005	65.00	0.00	18.75	83.75	5.91	16.40	25.05	76.95	124.31	-40.56
June 2005	139.75	0.00	268.00	407.75	107.33	41.79	39.85	22.91	211.88	195.87
Total	877.95	45.00	427.45	1260.40	164.33	168.14	156.95	385.43	874.85	385.55
% of Total	66%		34%		19%	19%	18%	44%		
Advance credit paid, but not yet used										171.75
Internal Profit										213.80

Over the 7 month period, \$877.95 was paid for 1749 items requested, at an average of 50.2 cents per item.

In 2004-2005, the printing costs for the Distribution List were \$646.90. This produces an overall loss of \$433.10 for the Distribution Service.

Grab Boxes

Grab Boxes are an important part of the Association's Division Meetings. They enable members to exchange timetables, brochures and items of interest.

Efforts have been made to provide the opportunities for the benefits of Grab Boxes to be shared between the Divisions, in conjunction with the Division Convenors. The idea is that surplus Grab Box material from a Division Meeting will be made available for the Distribution List and for other Division meetings.

This arrangement already happens with the Sydney Division meetings.

At this stage, other Division Convenors have not embraced the opportunity. There are some logistic difficulties, but an open mind will be kept on this matter.

Support

Support for the Distribution Service from a large number of members and other participants is very beneficial to the success of the Service, and is gratefully acknowledged.

4.7 Membership Report (Dennis McLean)

As at 1 September 2005, the Association has 149 members. These comprise:

Life members	3
Ordinary members	144
Student Members	2

Included in the number of Ordinary Members are 16 members who have not yet renewed their membership for the 05/06 year. In accordance with the Rules of The Association, these 16 members have forfeited their membership, but hopefully the reminder letter which is being posted with the September 2005 mailout will prompt them into renewing without delay.

We exchange magazines with 11 organisations, as well as lodge copies, as legally required, with the National Library and State Library of Victoria.

A number of membership prospects came forward during the year. Since last years AGM, we welcomed 7 new members into the Association, including 1 previous member who rejoined, but lost 10 who did not renew. Our net reduction in membership is 3.

A breakdown in Membership is as follows:

VIC	56	
NSW	53	
QLD	15	
SA	10	
WA	3	
TAS	0	
ACT	9	
NT	0	
OVERSEAS	3	TOTAL 149

4.8 Auctions Report

Auction reports submitted after each of the 2 auctions held during the 2004-05 year were taken as the report for the year.

4.9 Promotions

No report.

5 Divisional Reports

5.1 Brisbane

No report

5.2 Sydney

Geoff Lambert reported that all was well with Sydney Division. Record attendances and lengthy meetings demonstrate the healthy state of the division.

5.3 Canberra (Victor Isaacs & Ian Cooper – Co-convenors)

Victor Isaacs on behalf of the Canberra division reported that they continued its practice of monthly informal meetings. About 8-12 members and non-members attended the meetings.

5.4 Melbourne (Stephen Ward)

The Melbourne Division continued bi-monthly meetings. Attendance at last meeting in July was low. No September meeting due to AGM. Next meeting is in November at home of Stephen Ward.

5.5 Adelaide

No report.

6 Election of Committee Members

The Secretary, Stephen Ward, conducted election of the following positions.

6.1 President

1 nomination was received. **Geoff Lambert** was elected unopposed.

6.2 Vice President

1 nomination was received. **Graham Duffin** was elected unopposed.

6.3 Secretary

1 nomination was received. **Steven Haby** was elected unopposed.

6.4 Treasurer

1 nomination was received. **Dennis McLean** was elected unopposed.

6.5 Five ordinary committee members

4 nominations were received. **Geoffrey Clifton, Michael Smith, Len Regan and Hilaire Fraser** were elected. In addition **Geoff Mann** was nominated from the floor and was elected unopposed.

7 Other Business

7.1 Location of 23rd (2006) AGM

The location was suggested as Brisbane. **Moved** Chris Brownbill **Seconded** Glenn Cumming that Brisbane be offered the opportunity to host the 23rd (2006) AGM. **CARRIED.**

7.2 Timetable Conference

Geoff Lambert briefed meeting on his vision of holding a Timetable Conference to which the AATTC could be extensively involved. Geoff outlined that he had sought approval of the committee to write to various organizations to seek interest in holding such an event. Geoff undertook to provide copies of any correspondence issued for AATTC committee/member interest and approval.

8 Close of business

There being no further business to transact the meeting closed at 16:07 hrs.

Stephen Ward
AATTC Secretary
8 September 2005.