



LANCASTER CITY QUIZ LEAGUE LANCASTER CITY QUIZ LEAGUE

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Minutes of the Lancaster City Quiz League AGM held on 11 June 2018, 8.00pm at Lancaster Cricket & Social Club

Present:

Committee - Paul Legon (Chairman) - PL; Mal Kitchin (Treasurer) - MK; John Pollard (Secretary) - JP; Ian Gibson (Administrator) - IG; Fred Parrett - FP; Ian Nicholson - IN; Richard Hitchings - RH; Tony Myall - TM

League – Jim Pyper; Graham Lewis; Bob Clark; Denise Parrett; Anne Stewardson; Phil Cooper; Iwona Macur; Alison Humphreys; Mike Leach; Bob Harrison; Brenda Mitchell; Crawford Mitchell; John Haywood; David Wray

Agenda

1. Apologies:

Apologies had been received from Clive Shelley and Betty Maudsley.

2. Previous Minutes:

The Chairman asked for a proposal that the minutes of the last AGM be accepted as a true record of that meeting.

Proposed – IG; Seconded – MK. Carried by a show of hands.

3. Matters Arising:

The Chairman noted that the attendance for the presentation evening at the Railway Club on 8 June was very good, and that for the first time in a few years all the winning teams were represented. He thanked MK for arranging the venue and catering, and Jim Pyper for setting and reading the table quiz.

4. Chairman's Report: - See Appendix 1.

5. Secretary's Report: - See Appendix 2.

6. Treasurer's Report: - See Appendix 3.

The Chair thanked MK for his work as Treasurer, and also RH for agreeing to take over the role.

TM proposed that the Treasurer's report be accepted - Seconded by JP. Carried by a show of hands.

The Treasurer abstained.



7. Election of Committee and Officials:

The Secretary reported that the following valid nominations had been received:

Chair	Paul Legon
Secretary	John Pollard
Treasurer	Richard Hitchings
Committee	Fred Parrett, Ian Nicholson, Di Brooksbank, Mal Kitchin, Tony Myall and Ian Gibson.

It was noted that subsequently Di Brooksbank had withdrawn herself from the process.

PL informed the meeting that 2018/19 will be his last year as both Chairman and Committee member.

Bob Clark proposed that all 8 people nominated to serve on the committee be elected - Seconded by Anne Stewardson. Carried by a show of hands. The next Committee meeting will be on 18 July 2018.

The question was asked as to whether the Committee was going to continue with one less member, following Di Brooksbank's resignation. The Chairman asked that if anybody wanted to take on the role of Committee member could he or she please let the Committee know.

8. Rules of the League:

The following changes to the league rules had been proposed by MK:

Section C - Competition Rules. Additional sections 11(a) and 11(b).

11(a) "The League shall run one Pairs (table) quiz for the Alan Peel Trophy."

11(b) "The format of the competition etc to be decided by the Committee at the start of the season."

MK said that the purpose behind his suggestion was to make the Pairs Competition a formal part of the season. It would make sure that there would be formal rules for it as there are for the other league competitions, as well as authorisation for expenditure on trophies. The Pairs Competition would have the same status as the other league competitions. MK pointed out that the Pairs Competition used to be included in the league rules, in the days when it was a knockout competition, but that it had been subsequently removed.

Jim Pyper wanted to know whether the current format of the Pairs Competition would continue. MK said the Committee would decide on format, but would not be too prescriptive. He also pointed out that the last Pairs quiz, at Christmas 2017, had had trophies for each division, which meant that teams were effectively in competition alongside their peers.

TM proposed that the proposal be accepted, Bob Clark seconded. It was passed by a show of hands.



9. Any Other Business:

Data Protection and the new regulations

JP circulated a draft Privacy Notice that he felt was sufficient to ensure league compliance with the General Data Protection Regulations – see Appendix 4. He pointed out that it would be emailed to team captains and put on the website.

IG informed the meeting that score sheets were shredded at the end of each season. JP will add this to the notice, following the suggestion of Brenda Mitchell. The question was asked how the Committee would know when a captain had ceased to be a member of the league, as referred to in the draft notice. JP agreed to change the wording to say that personal details would be deleted when a captain relinquished his/her role.

Brenda Mitchell proposed that the Privacy Notice as amended be adopted, RH seconded. Carried by a show of hands.

Reimbursement of copying expenses for the new season

The Chair noted that at the Committee Meeting on 23 May IG had made the following suggestion:

Sliding Scale for Quiz Copying.

Based on the price of 7p per sheet (which may be subject to increase at Castle Press) and assumes 21 copies per week (which could be subject to change depending on registrations).

4 Sheet Quiz: 4 x 21 x 7p = £5.88 rounded to £6.00

5 Sheet Quiz: 5 x 21 x 7p = £7.35 rounded to £7.50

6 Sheet Quiz: 6 x 21 x 7p = £8.82 rounded to £9.00

If picture rounds are involved @ 4 additional sheets per quiz: -

4 Sheets + 4 Pics: 8 x 21 x 7p = £11.76 rounded to £12.00

5 Sheets + 4 Pics: 9 x 21 x 7p = £13.23 rounded to £13.50

6 Sheets + 4 Pics: 10 x 21 x 7p = £14.70 rounded to £15.00

Think we should go back to the previous view of paying up to £10 without receipt, depending on the number of sheets per quiz (i.e. we would not pay £10 for a 4-sheet quiz). Anything over that up to a limit determined by the Committee would have to be accompanied with a receipt.

The Chair said he also wanted a receipt to be produced for all printing costs. Where a team printed their quiz themselves they should produce their own receipt.

The suggestions were put to the floor for comment.

Crawford Mitchell said that he didn't think that any team was looking to make a profit out of the process. He felt it was not a good idea to ask for receipts where teams printed quizzes themselves. This could put teams off printing themselves, even though this would be the cheapest option.



Graham Lewis felt that surely the league would need a receipt as part of an audit trail. RH, who will be taking over as treasurer after the AGM, said that his instinct was to agree with Graham.

The Chair said that IG's suggestion was not a formal motion, and that the Committee would consider all the comments and take a view in due course.

Discussion on allocation of quiz setting to teams

The Chair said that he had reluctantly come to the conclusion that teams cannot be compelled to set a quiz if they don't want to. He pointed out that a number of teams had expressed a willingness to set more than one quiz per season.

The Chair asked whether the meeting was happy for teams to set more than one quiz. The consensus was yes.

The Chair then asked whether the meeting would be happy if teams that didn't want to set a quiz didn't have to.

Graham Lewis wondered what the Committee would do if a team which had previously set what were considered to be bad quizzes offered to set two, and who would be the arbiter.

Bob Clark wanted to know why the teams in Division 3 were not asked to set. IG pointed out that with the length of the season, and the number of teams registered, Division 3 would have no byes and therefore couldn't set a quiz as a matter of arithmetic. This would change if any teams were to drop out before the start of the new season.

MK floated the suggestion of having individuals setting quizzes which would get around the issue of Division 3 having no bye weeks. Graham Lewis also suggested that Division 3 teams who wanted to set a quiz could be asked to set for the pool weeks.

It was agreed that the Committee needs to manage the thorny issue of the allocation of quiz setting, and that when the draft fixtures were ready for the new season it would take a view.

Castle Press

MK informed the meeting that Castle Press's business hours had changed. Teams should no longer try getting quizzes printed on a Saturday morning. It was agreed that this information should go on the website.

The Meeting closed at 9:00pm



Appendix 1

Chairman's Report for 2017/2018

Welcome to this year's AGM and thank you for attending.

The season has not been afflicted by power cuts, floods or other problems beyond our control. Such problems as we have had this year can be attributed to ourselves.

But first and as usual, I must congratulate the winners and runners-up in all our competitions. Boot and Shoe B won all their matches in both League and Dennis Wigham Cup and showed the rest of us the standard we must try to aspire to.

The principal problem this year has been the quality of quizzes. While most has as usual been good, and I thank the teams that set them, some did not follow the Guidelines. This is in spite of me emailing them with the letter to captains of teams due to set. After a particularly unfortunate week, Ian Gibson produced a simple checklist and I added this to the emails for the second half of the season. However, the Committee has reached the conclusion that it is counter-productive to compel teams to set a quiz when they patently do not wish to do so. The Committee is not seeking to amend the rule requiring all teams to set a quiz if asked: there may be occasions when it has to do so because of the way that the fixtures fall. Furthermore, there is also the moral question as to why a team is prepared to enjoy the quizzes set by others week after week but is unwilling to set on itself. Nevertheless, the pragmatic solution is to accept the kind offer of those teams who have indicated that they are willing to set more than one quiz a season and allow some of the reluctant setters not to set. I hope that the AGM will endorse this change which we shall evaluate it this time next year. The option of buying in quizzes has again been rejected because it would involve considerable expense and lead to an unacceptable increase in the subscription.

As last year, there have been no problems with the enveloping of quizzes at the Golden Lion at noon each Saturday and I am very grateful not only to the committee members for turning up but also to all teams that have set questions for their reliability in arriving on time. I also appreciate the speedy response to my emails that I receive from most (but not quite all) team captains.

The Facebook page has been well used by a number of quizzers and many thanks to Cherry Canovan, Jo Hardman and Di Brooksbank for maintaining it. However, there is no evidence yet that any new teams have joined the League as a result of it.

We have however managed to base the Finals Night and our Committee meetings at Lancaster Cricket and Social Club and Presentation/Social Evening at the Railway Club (despite the closure of Greyhound Bridge) and I am grateful to the management of these two clubs. The Presentation/Social Evening on 8th June will this year include a table quiz but the Pairs Quiz was moved to the Monday before Christmas and will stay there for the foreseeable future.

I am very grateful to all the committee members for their hard work and in particular the Secretary, Administrator and Treasurer for ensuring that the League continues to operate smoothly. Mal Kitchen is retiring as Treasurer and I must thank him personally for his excellent work over the last few years in look after our finances. I hope that his retirement will not mean that I have to get more closely involved in the choice of trophies! I am very grateful to Richard Hitchings for agreeing to undertake the duties of Treasurer.



A good attendance at the AGM on 11th June would be appreciated. The agenda will be posted on the website shortly and there will be at least one motion to be debated.

Paul Legon

Chairman

23 May 2018

Appendix 2

Secretary's Report for 2017/2018

Once again I have spent the year acting as league secretary whilst Ian Gibson, as deputy secretary, has continued to handle administrative matters, including running the web site, managing the control of weekly quiz sheet packs and recording results. My thanks go to Ian for once again doing the lion's share of the work and for providing a substantial amount of the data enclosed within this report.

Thanks are due as usual to the management and staff of the Golden Lion for their efforts each week on behalf of the league.

I think it is safe to say that the 2017-2018 Season must go down as one of the most unusual – ever!

It kicked off as it meant to go on with two teams withdrawing at such a late stage that it made it impossible to re-arrange the league and re-draft fixtures. This resulted in a very lopsided arrangement with numerous bye-weeks (hated by Committee and teams alike). Teams in Division 1 had to endure 6 bye weeks during the season, with some teams having to face 3 weeks on the bounce (or 3 within a 4 week period) in each half of the season. This made it very difficult to build any sort of momentum. Teams in Division 2 were faced with 4 bye weeks and Division 3 the usual 2 bye weeks.

The other low spots included:

- a quiz, which had a picture round with pictures and answers but no questions;
- a quiz which had 4 rounds on Food & Drink, driving a coach and horses through the quiz setting guidelines; and
- a team forfeiting a cup quarter final for fielding an ineligible player despite being informed of what would happen if they did.

Things ended as they started with 2 teams deciding not to re-register for next season. However we definitely have 34 teams registered.

There were high spots: -

- **Division 1** - Winners: Boot & Shoe B; Runners-up: Gregson A
- **Division 2** - Winners: Lancaster Cricket & Social Club B; Runners-up: Silverdale Hotel
- **Division 3** - Winners: Three Mariners C; Runners-up: Dog & Partridge
- **Dennis Wigham** - Winners: Boot & Shoe B; Runners-up: Eagle's Head
- **Tony Clare** - Winners: Gregson B; Runners-up: Golden Lion A

We also had a team, Boot & Shoe B, go through the whole season unbeaten, with a league average of 71.934 (overall) and 75 (for the 20 fixtures actually played).



Website Statistics:

Month	Hits	Files	Page Views
May-18	32447	23027	5326
Apr-18	44742	31548	8065
Mar-18	47003	34667	9140
Feb-18	40396	28952	7619
Jan-18	36193	25961	6340
Dec-17	36808	25380	7400
Nov-17	41909	31131	8523
Oct-17	46678	34050	9472
Sep-17	35012	26607	7252
Totals	361188	261323	69137

Hits - refers to all components comprising a web page (page + 20 images on page = 21 hits)

Files - are elements on our website (pictures, docs, pdf files etc)

Page Views - exact numbers of views for entire pages

The percentage of hits for last month were:

- UK 38%
- USA 30%
- China 12%
- Germany 2%
- Canada 2%
- Remainder 16%

It looks like the weekly quizzes are being accessed and downloaded, and there is a surprising fact that 30% of the hits in the last month were from the USA.

Strato annual hosting, including the website and email, costs £57.46, which at just over £1 per week continues to represent good value for money.

John R Pollard
Secretary
8/6/18



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Appendix 3

Treasurer's Report Annual General Meeting 11th June 2018

The decline in League membership of two teams resulted in a drop in income of £90.00. Despite this loss the League was still able to make a small working profit on the season of **£19.37**.

Our opening balance was **£1,054.37** and our closing balance is **£1,073.74**.

The main increase in our expenditure came from the rise in commercial photocopying costs and the replenishing of our stock of score sheets.

Quiz photocopying cost for last season were **£122.96** up by **£27.64**.

At this point I would like to thank those teams that supplied quizzes free of charge.

Despite the above mentioned increases in expenditure the Committee achieved its goals of a working profit on the season and maintaining the League's healthy financial position.

At our last Committee meeting I informed the committee that I would resign as treasurer at the end of the season (on health grounds) so I will do so at the end of this AGM.

Finally may I thank my colleagues on the Committee (past & present) for their wholehearted co-operation and support not only throughout the season but also over my seven years as your Treasurer.

Thank you.

Mal Kitchin (Treasurer).
Lancaster City Quiz League.



Appendix 4

PRIVACY NOTICE

NOTICE ABOUT HOW WE USE YOUR PERSONAL INFORMATION

Lancaster City Quiz League is the data controller of personal information about you.

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

You have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. **These rights are set out in more detail below.**

THE INFORMATION WE COLLECT ABOUT YOU AND WHY WE COLLECT IT

We collect, store and use the following personal details about you:

- Name
- Address
- Contact Telephone Number/s
- Email address

THE LEGAL BASIS ON WHICH WE COLLECT AND USE YOUR PERSONAL INFORMATION

We process this information on the basis of our legitimate interests:

- we have a legitimate interest in informing you of League activities; and
- to be able to do so, we need to understand details of who you are so we can communicate with you.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will only keep your information whilst you are a member of the quiz league.

HOW WE SHARE YOUR PERSONAL INFORMATION

We only share the personal information that you give us with the officers of the Lancaster City Quiz League Committee.

HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE EUROPE

We do not store or transfer your personal data outside Europe.

AUTOMATED DECISIONS WE TAKE ABOUT YOU

We do not make automated decisions using this information.

YOUR RIGHTS

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used;
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances, to ask us to delete your personal information;
- the right, in certain circumstances, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate.