



THE AUSTIN SEVEN CLUBS' ASSOCIATION



President: Bob Wyatt
Past Presidents: Donald Doughty, Stanley Edge, Bert Hadley and Freddie Henry

MINUTES OF THE COMMITTEE MEETING

HELD AT THE HERITAGE MOTOR CENTRE, GAYDON

AT 1100 HOURS ON SUNDAY 12th JULY 2015

Present	Andy Lowe	Chairman A7CA; MA7C
	Bob Wyatt	President
	Chris Garner	Vice Chairman A7CA; PWA7C
	Howard Annett	Magazine Distribution and Back Issues; A7OC
	Phil Baildon	Archivist A7CA
	Jim Blacklock	Registrar A7CA; Cambridge A7 & VCC; Arrow Register
	Chris Charles	Website Co-ordinator A7CA
	Chris Heeley	Treasurer A7CA; PWA7C
	Steve Barker	BA7C
	Nick Beck	SA7C; BA7C
	Brem Bremner-Smith	MA7C
	Roger Brown	Registrar A7CA
	David Charles	A7 Special Register and Cornwall A7C Rep
	John Cox	OA7C
	Gill Davis	750 MC; CA7VCC
	Ted Gale	DA7C
	Dave Martin	PWA7C
	Stuart Phillips	SWA7C
	Roger Price	OA7C
	John Williams	SWA7C
	Bob Prophet	Secretary A7CA; MA7C; PWA7C
Apologies	Graham Baldock	Public Relations A7CA; EA7C; HA7C
	Hugh Barnes	Cambridge A7 & VCC
	Arthur Davies	MA7C
	Bernard Griffiths	Events & Projects Co-ordinator A7CA
	Austin Harris	ScA7C
	Tony Hartnell	BA7C
	Steve Hodgson	Worthing Gp
	Ed Waugh	Editor The Grey Mag; PWA7C
	David Cochrane	Pram Hood Register
	Bernard Cowley	DA7C
	Ruairidh Dunford	Gordon England Register
	Hazel Gore	Advertising A7CA and MA7C
	Ian Mason-Smith	DA7C
	Paul Maulden	Norfolk A7C
	Lorna Mountford	Swallow Register

Charlie Plain-Jones
Derek Sheldon
Graham Smith
Mike Ward

PWA7C
Rosengart Register
Solent A7C
HA7C

Action

Welcome

1. The Chairman welcomed the meeting to The Heritage Motor Centre, Gaydon, especially Bob Wyatt, the President. He then asked all present to introduce themselves.

Minutes of the previous Meeting

2. The Minutes of the meeting held on 11th January 2015, having been previously circulated, were deemed to be a true record of proceedings, and were duly signed.

Matters Arising

3. There were no matters arising.

Chairman's Report

4. The Chairman asked that the Secretary add Nick Beck's details to the Committee contacts list as, although he was Chairman of the BA7C and the Minutes normally went to Secretaries, he represented ScA7C and his own copy of the Minutes would be useful [Secretary's Note. Done]. He went on to say that he had attended rallies at Stanford Hall (MA7C), which had been enlivened by the Sealed Knot re-fighting the Battle of Leicester (or somewhere), Wollaton Park (PWA7C) which was the usual interesting and well-attended event with a large Autojumble; he then went to the SWA7C event at Bryngarw which was wet on the Saturday, having ordered the wrong weather. They retired to the pub and enjoyed fine weather on the Sunday. Bristol A7 Club had their celebratory 50th event at the Atwell Wilson Motor Museum: this was well attended and enjoyable with the Museum to view, and a buffet and entertainment that evening. Congratulations to them. Whilst there, he was introduced to the museum director who was very interested in the Jack French garage, possibly as an exhibit. He said that he had passed details to Charlie Plain Jones; the museum director had planning permission and lots of space. Finally, the Chairman reported that he had attended the 750MC Beaulieu rally with a fine display of military A7s and "foreign" made A7s together with the usual excellent A7 Autojumble.

5. The Chairman went on to say that he had been e-mailed by Guy Butcher who had driven the length of south and north America and was enquiring about the manufacturing licensing agreements; he wondered whether or not copies of them existed. Bob Wyatt suggested that they had been burnt together with other old documents. He also wondered why some were mirror images: did they hold the drawings up back to front? Gaydon was suggested for the documents together with BMW museum/records. Stan Ratcliffe of Chip 'n Trac Security had reminded the Chairman that a tracker and a digi recording camera were available at a discount through the link on his website.

<p>Secretary's Report</p> <p>6. The Secretary reported that he had received no more news of A7 Club France except its name and that the idea of a map of UK Club coverage had definitely faltered.</p> <p>Treasurer's Report</p> <p>7. It was noted that the Savings account held some £20k and the Current accounts some £8k and £14k. Roger Brown enquired about the approximate value of the Association's Accounts (approx £42k).</p> <p>Information</p> <p>8. <u>Magazine</u>. Ed Waugh apologised for his absence but he felt (or at least his new wife felt) that their wedding was somewhat more important...</p> <p>9. <u>Website</u>. Chris noted that the new committee e-mail addresses were up and running and that he would publicise their existence and details when each committee member had embraced the system. He thanked the On-Line A7C for their help in producing the Warwick 90th Anniversary DVD.</p> <p>10. <u>Advertising</u>. In addition to tendering her apologies, Hazel Gore had said that she was happy to continue to run the advertisements in the Grey Mag but was not happy to run the online advertisements: Chris Charles said that he would do them.</p> <p>Archivist</p> <p>11. The subject of franking machines and the cost of mailing was discussed but it was decided that such a system was not viable.</p> <p>12. <u>Digitisation of the Archives</u>. The Chairman outlined the origins of the subject (the flood) and the need to preserve and conserve the very valuable Archives and to make them available to as many as possible in the easiest possible way. He emphasised that not only should Stanley Edge's Austin 7 work be preserved but also his work on other makes. He expressed his thanks to Phil for everything he had done with the Archives. The Chairman said that the first item which was needed in the Archives was a computer and associated equipment as it was unacceptable that Phil should take his own computer in daily on the back of his bicycle: he then proposed that the Association buy the necessary equipment (including Printer, A3 Scanner, External Hard Drive, Memory Sticks). After some discussion – including whether to buy or rent - this was approved and it was agreed that the Webmaster's experience be brought to bear.</p> <p>13. The Chairman then read the proposals by the Scottish A7C and the Bristol A7C (both essentially the same: copies attached) which were proposed by Steve Barker and Nick Beck and seconded by Gill Davis. All agreed. Furthermore, it was agreed to allow Phil Baidon to find an expert to advise on cataloguing the collection and then to find appropriate experts to advise on the whole process.</p> <p>Registrar</p>	<p>Webmaster</p> <p>Archivist Webmaster</p> <p>Archivist</p>
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<p>14. Roger told the meeting that he had processed 124 e-mails and made some minor amendments. The Chairman felt that Big Sevens should be included in the main list as the Big Seven was a continuation of the Seven; after some discussion, it was agreed that it was probably not possible because of the different numbering system for the two types of 7. The Chairman then suggested that each of us verify the presence of our own cars on the DVLA website. Roger volunteered to write an article for the Grey Mag.</p>	Registrar
<p>15. At this point, the Chairman halted proceedings and summoned Jim Blacklock to the fore from his retreat at the back of the room and made a presentation to him in recognition of valuable and devoted service to both the Association and to the Association's Register.</p>	
<p>Any Other Business</p>	All
<p>16. <u>RH Insurance</u>. The Chairman reminded the Meeting that RH Insurance had <u>not</u> closed, that our contact was still Emma Airey and that it was business as usual.</p>	
<p>17. <u>Recording Device</u>. Howard Annett suggested that a recording device for the Secretary might be a good idea. The Chairman and Secretary both agreed and the Secretary promised to bring his hearing aids and his own recording device to the next meeting.</p>	Secretary
<p>18. <u>Breakdown Register</u>. After a brief discussion, it was felt that the Breakdown Register should be abandoned on the grounds that it was difficult to maintain and that most owners had some form of breakdown/recovery cover. This was agreed.</p>	All Editor Secretary
<p>19. <u>The Grey Mag – correction</u>. The Editor was asked to delete all reference to Cornwall Vintage Vehicle Society.</p>	
<p>Date of Next Meeting</p>	All
<p>20. The next meeting will be held at The Heritage Motor Centre, Gaydon, at 1100 hours on Sunday 4th October 2015.</p>	
<p>21. The Secretary has made the following bookings for the 2016 meetings (note that, because of alterations being made to the Heritage Centre, we cannot use the place when we want):</p> <ul style="list-style-type: none"> • Sat 16 Jan 16 • Sun 10 Apr 16 • Sun 10 Jul 16 • Sun 9 Oct 16 	All
<p>22. There being no further business, the meeting closed at 1310 hours.</p>	

Chairman:

October 2015

Secretary:

AUSTIN SEVEN CLUBS' ASSOCIATION ARCHIVE

A PROPOSAL FOR THE FUTURE

By The Scottish Austin 7 Club

Background

Over many years, the Austin 7 Clubs' Association (A7CA) has gathered a collection of Austin 7-related ephemera and memorabilia which, for a long time, lacked a suitable home that made general access to the collection not possible. A major step forward was made in 2005 when the complete archive was moved to a room in the Triumph Sports Six Club (TSSC) building at Lubenham, though access was still only possible by prior appointment or on special Open Days. The condition of the archive, and its accessibility generally, has been brought to the fore with a recent burst pipe at the TSSC building. The subsequent flooding and water damage to the collection has highlighted the **need for conservation** of the collection, a process to be established that provides **some form of copy** of the items and **greater accessibility** to the collection.

The core of the collection is the Stanley Edge Archive, a priceless collection of original documents from the time when Herbert Austin was formulating his ideas and Stanley Edge was drawing them up. Later in his life, Stanley Edge gave these artefacts to Ian Dunford, who, in turn, gave them to the Association. When they were originally donated, they were given on the condition that they were to be used for the **benefit of all** and that they were not to be used at any time for profit, personal or private. It is essential that Stanley's wishes are acknowledged and kept.

The A7CA is a not-for-profit organisation that exists "to promote the pre-war Austin Seven car". Its only real assets are cash and the collection of archive material - it should use the funds it holds to make sure that the archive is protected and in a position to be shared freely throughout the global Austin Seven movement.

The purpose of this document

The purpose of this document is to raise awareness amongst the Club's Committee members and the Association Officers to the potential problems of the Archive in its current condition and the opportunities for access currently available. It describes the problem and possible solutions from a wider perspective. The Authors have no particular agenda other than they are all keen to see the future of the Archive secured. They do, however, have some experience in this area and are keen to contribute to the debate that should take place within the auspices of the Clubs' Association.

The problem

- A comprehensive catalogue of the collection is lacking.
- Without an accurate catalogue of the archive, the scale of the problem is, in essence, unknown.
- The archive material is fragile and much of it not suitable for handling on a 'day to day' basis.
- Should any of it become damaged beyond repair/conservation, no copy of the collection exists.
- Archive material is stored centrally and can only be viewed by appointment, this effectively limits access to a very small number of interested parties.

The solution

- The archive should be catalogued using professional services adopting standards used elsewhere in the library and archival professions.
- As part of that cataloguing process, each artefact should be assessed for its current condition with recommendations for further conservation as required
- As each artefact is deemed in a stable state, a method for its copying should be recommended and carried out, leading to a complete digital archive mirroring the original items
- Each digital resource should be indexed with a set of tags that will enable searching bringing together similarly tagged items – eg Model, year, Event etc, etc
- A proposal for a web based system enabling *all* interested parties to view the archive over the web should be drawn up and pursued.

Recommendations

It is imperative that the first phase of anything the Association decides to do is **that an index is created** of the artefacts held in the archive. This should not be a difficult task as there are no technical complexities that prevent it taking place. It should be an 'Administrative' task, though will need some expertise to be provided for describing the item. Advice should be sought (from a Librarian, perhaps) about how the index should be captured so it, in itself, becomes a useful resource.

It is recommended that the Association should undertake this work with a view to having it **completed by the scheduled October 2015 meeting**. At that meeting, the Association should then be in a position to determine and authorise 'next steps' along the lines of those described in this document.

Appendices

The following are more detailed descriptions of the various aspects and tasks involved in the digitisation of the archive and it being made available on the web.

The Digitisation Process

It is fundamental that all the assets are acquired in a manner that produces **high resolution** 'Raw' files. If captured in this manner, they can then be encoded into whatever format is required at whatever resolution needed.

With this approach the original raw files can be encoded to support any current standards and will be able to be used in any new standards that may be developed in the future. If one thinks in terms of recorded music, we have seen the standards move from vinyl to cassette to CD and on from there. A digitised file in 'Raw' format would enable all of these types of media to be produced from the one original source. The approach keeps a situation whereby the archive will be digitised once and once only.

For printed items, high quality scans will be required, though to create high quality images of non-printed material, it is likely that studio photography will be needed.

The key to this approach is one of flexibility. It is important that this is needed because almost for sure once started experience will demand certain goals to be changed.

Taxonomy

The 'taxonomy' is a term that describes the definition of groups of things on the basis of shared characteristics and giving names to those groups. For the Austin 7 Archive, it would be seen as a natural way of returning 'sets' of similar items in the archive. Such tags would be 'Models', 'Coachbuilders', 'Year', 'Location' etc.

Putting the archive online

None of this is difficult or daunting, **the best thing to do is just to start**, and the best way of doing it will soon emerge. The beauty of the web is that it isn't "fixed" like print so it can always be updated and altered.

The following steps are broad guidelines as to the type of work that will be required to hold the digitised archive on-line. It has been deliberately left somewhat vague as, without a thorough understanding of the technology standards utilised by the A7CA website and who will be responsible for setting up, uploading and maintaining the archive, it is difficult to expand on these without making assumptions. It is suggested that the A7CA committee ask **the A7CA Web Master to draw up a technical specification** and implementation plan (when appropriate) for publishing the digitised archive on-line.

Step 1

Once the items are catalogued would suggest that the **list of items** is put online immediately so that members know what is in the archive. This could be as simple as a table with catalogue number and brief description as a Google doc.

Step 2

As images become available they can start to be put online. It may be that this becomes an extension of the existing A7CA website which has just been updated. They could be tagged and commented on and more information added as time passes.

The important thing is they are there, people will put the time in if they want to find something!

Step 3 (Optional)

Create a more bespoke and **in-depth system for searching and grouping images/artefacts.** This may not be necessary if there are less than 1,000 objects in the archive. From experience things start to get unwieldy around this number.

Hugh Barnes

Ruairidh Dunford

Austin Harris

Nick Turley

BRISTOL AUSTIN SEVEN CLUB

This proposal is for discussion and a members-only vote at the A7CA meeting on 12th July 2015

PROPOSAL TO ASSOCIATION CONCERNING A7 ARCHIVE

The Austin 7 archive collection was deposited for safekeeping with the Association on behalf of all the members clubs, for the benefit of members within and without the Clubs. The material is of important historical value both in respect of the history of motoring and society. Following the recent flooding disaster, the Bristol Austin 7 Club wish to make this formal request and proposal.

The Association should make adequate funds available to undertake the following actions as a matter of urgency:

1. Engage professional expertise to make a full catalogue of the content of the archive, including all documents and objects as a first priority.
2. The archive to receive professional inspection and recommendations concerning the current state and condition.
3. Essential and necessary professional work to be undertaken on conservation and preservation.
4. Seek professional advice regarding digitally recording all documents and objects.
5. Proceed immediately with the appropriate professional advice, following consultation with the member Clubs.
6. Once digital recording is complete, to then proceed to distribute and make available copies of the digital records to all members Clubs.
7. Provision for the digital records to be updated as and when new material (documents and objects) is added to the archive and for the updated records to be simultaneously made available, distributed, to all member Clubs.
8. At all times the archive must have the best possible protection from fire, flood, theft and third party disaster.