

National Executive Members'
Views on their
Responsibilities and Duties

The Committee members of the 1971/72 Committee have written their views on how they see their duties and responsibilities.

This should help to give an insight to the National Association of Amateur Winemakers, and we hope encourage more people to stand for Committee.

A SHORT HISTORY OF THE AMATEUR WINEMAKERS' NATIONAL CONFERENCE AND SHOW

The big increase in home winemaking which occurred in the early 1950's made inevitable at some time or other the formation of a National Conference and Show. Although the making of wine at home in Great Britain is a craft centuries old, it was a vague exploitation of a natural phenomenon until science became involved and the mystique of country winemaking, with its open basins, floating toast, yeast and no-yeast recipes was rationalised. Guided by the few books available in 1950, winemakers adopted the new techniques of yeast cultures, starting inocula, regulated sugar and acid contents, the closed vessel and the fermentation lock, and moved from an era of hit and miss to one of reproducibility where experience is valuable and can be handed on. The first step in organisation seems to have been made in Andover in 1953, when a group of winemakers got together to exchange ideas, experience and information. The association was mutually so advantageous that in the course of only a few years many other groups were formed in other towns and cities, to which the main production of wine had shifted from the country areas.

Any product which can vary in quality invites some sort of appraisal, involving the comparison of like with like leading to the selection of one product as the most preferred. By tasting wines made by others and asking for the recipe and production details whenever a preferred wine is encountered, the individual can seek to improve his product within the scope of his acquaintances, usually other members of a Wine Circle. In the wider field, the task of selecting the preferred wine must be delegated to a person whose judgement will be accepted by a majority of people. These are the judges at the various shows. With the vast amount of experience accumulating and rapid improvements in quality which occurred, the need for comparisons not only in the areas catered for by many local and county shows but on a country-wide scale began to be felt.

The first proposal to hold a show for wines only, open to all, seems to have come from The Amateur Winemaking Society of Wales. The November issue of "The Amateur Winemaker" in 1958 carried a notice that this society was giving serious consideration to the idea of a National Convention at Cardiff in the spring of 1959. In December the plans were given for a 2-day Convention, Saturday and Sunday, 11th and 12th April, and details were sent to most known circles. In the event support was not sufficient to justify the financial risk involved, and in January, 1959 the "A.W." had to announce that the Convention could not be held.

Whatever may have been the reasons for lack of declared support, the idea did not die. In February, the Andover Circle announced their intention to hold a 1-day Convention in Andover, counting on a lower financial commitment and a more central location to get through where Cardiff failed. Expenses were guaranteed beforehand by members of the Andover Circle, and the date chosen, Whit Monday, 18th May, 1959. The scale was less ambitious than that of the Amateur Winemakers of Wales, and events confined to one day, but the pattern was similar with

a Civic opening, lectures, a six-class wine competition open to all attending, followed by a Social Evening. The event was called "The National Congress of Amateur Winemakers", and was attended by 170 people. Representatives came from circles all over the country. The list, which may not be complete, has in it the names Bristol, Cardiff, Bishop's Cleeve, Cheltenham, Farnborough, Coventry, York, Winchester, Southampton, New Forest, Leeds, Chelmsford, Norwich, Portsmouth, Bournemouth, Watford and Twickenham. There must have been members of other circles present in a private capacity because the entries in the Wine Competition, 184 bottles altogether, came from 25 circles. The business session which followed the tea break was notable for its complete lack of enthusiasm for anything resembling a National Organisation. Only three delegates favoured the setting up of a committee to look into standards for shows and competitions, and only five voted for the creation of a National Committee. Nevertheless, the Congress was voted a success and takings covered expenses, just.

Undismayed by the lack of enthusiasm for a national organisation, the Bournemouth Winemakers' Circle announced in the January number of the "Amateur Winemaker" in 1960, that a Conference of Amateur Winemakers would be held in the Town Hall, Bournemouth on Friday evening and Saturday, April 22nd and 23rd, 1960, with a Civic reception, lectures, discussions, exhibitions and a 20 class Wine Show, the largest open show solely for wines undertaken at this time. In March the title used was the "Second National Conference and Show", with the optimistic overtone implied and subsequently vindicated that there would be more of them. Again the event was a great success. Over 300 attended and the show contained more than 600 bottles entered in 21 classes. As many as nine judges were required and the list of prizewinners names 26 wine circles. The organisers took advantage of special terms offered to Conferences by Bournemouth Corporation, setting a guideline for many later Conferences.

That there was a place for a National Conference and Show was by now quite clear although the majority of those who attended the Bournemouth Conference did not think so. In the autumn of 1960 an invitation was sent to all known organised bodies of winemakers to attend a meeting in Andover to discuss the possibility of forming a central body to organise annually a National Conference and Show. Delegates from most of the established circles in the southern part of the country and the Principality of Wales assembled in "The Star and Garter Hotel" under the chairmanship of Mr. C. J. J. Berry, and after much discussion elected a committee of nine to reorganise an annual event. The committee consisted of C. J. J. Berry, who was elected Chairman, R. C. Lucas, who was elected Secretary, I. C. Morgan who was elected Treasurer, together with S. W. Andrews, L. W. Gilbertson, E. A. Malin, C. W. Martin, B. C. A. Turner and R. A. Webb.

To provide some financial backing, it was agreed that the Treasurer should ask wine circles to contribute to a guarantee fund, voluntarily, suggesting 1/- per head of their membership as a reasonable figure. The question of creating a Federation of Member Circles was discussed but the majority of the delegates preferred to keep the Show open to all,

without imposing any membership conditions. The Circles which responded to the appeal for a guarantee fund were :

Amersham	Harrow	South Essex
Andover	Heighington	Southampton
Bournemouth	Hertford	South Down
British Timken	Hesa (Hayes)	Taunton
Bishop's Cleeve	Ilkeston	Twickenham
Bristol	Kings Lynn	Wakefield
Cheltenham	Liverpool	Wales
Churchill Gardens	Lymington	Watford
Coventry	Luton	Weald of Kent
Croydon	Leeds	West Kent
Dorking	Marconi	Winchester
Emmer Green	New Forest	York
Farnborough	Nottingham	Youlgreave
Farnham	Oakfield	
Gosport	Rugby	

A total of close on £100 was provided. With this support the committee organised the 1961 Conference at Harrow, Middlesex on a larger scale than hitherto. Attendance exceeded expectations, and 750 bottles were entered in the competition. There was a clear but small profit, leaving the guarantee fund untouched.

The Harrow Conference was the result of an invitation from Wine Circles in the area, and at this conference invitations came from other groups to hold The National in their area. Several Circles were in positions to enjoy special facilities offered by the so-called Conference Towns. In successive years the National Conference was held at different places, with a progressively increasing entry in the show as the list indicates :

1959	Andover	184	1966	Harrogate	2075
1960	Bournemouth	600	1967	Bognor	3320
1961	Harrow	753	1968	Torquay	3265
1962	Cheltenham	1222	1969	Southport	3500
1963	Brighton	200	1970	Caister	4100
1964	Bournemouth	1670	1971	Hull	2554
1965	Clacton	2000	1972	Eastbourne	4351

Success in terms of numbers brought its own problems. Staging a show of 2,000 bottles demands a considerable space, and the necessity to have alongside another hall suitable for lectures and meetings has over the years reduced the choice of venues. With increasing size has gone increasing expenses and increasing risk, and the committee has on occasion been compelled to guarantee expenses well in excess of its assets. With the aim of avoiding this situation, a Membership Scheme was devised by a sub-committee, by which anyone planning to attend The National was invited to make early payment and become a Member, thus providing the Committee with funds to meet early expenses without building up a large reserve. Circles were also invited to enter the scheme and a constitution was developed based on membership. Individual Members had one vote, Members Circles two votes, usable at the Annual General Meeting. This scheme did not meet with the approval of a number of Founder

Circles, who withdrew their membership, without of course affecting the right of any of their Circle members to enter the National Open Competitions. Later, in an attempt to meet the demand for more voting power in Circles, an Associate Membership Scheme was introduced.

Not least of the problems associated with increasing size was the problem of organising sufficient judges. The 200 entries at Andover were managed by five or six judges known personally to the organisers, and known to be competent. The 600 at Bournemouth in 1960 created more of a problem, but the nine judges used were still known personally to the organisers. By the time entries reached 2,000 it was too much to expect a convenor of judges personally to know the competence of every judge he invited. It was at this time that need for some sort of qualifying test for judges was felt, and at the Brighton Conference Mr. B. C. A. Turner called for such a test. Shortly after this, the National Guild of Judges was founded and has undertaken the selection of judges since then. Nevertheless, with entries in the region of 4,000 bottles all available judges have to be engaged at judging time, leaving no latitude for illness or inability of some judges to travel the long distances sometimes required. The creation of more judges is a slow process. Not everyone is capable of being a judge, and those who are need to acquire considerable experience which cannot be obtained from books

Since the formation of the original National Committee in 1960, the home winemaking scene has undergone great changes. There is now a network of large Regional Shows covering the country, the interest in making wine at home scarcely needs promoting and the organisation of lectures and shows is being done very well through local organisations. That The National will undergo changes in the future as it has in the past seems almost certain and this history will be added to.

Membership Secretary

Membership was first muted for Guilds/Circles and the main income was derived from the membership subscription. This subscription was fixed at £2/2/- (old money). For this subscription each Guild/Circle was entitled to send two delegates to the Annual General Meeting and Conference and Show. Each Circle/Guild being entitled to two votes at the A.G.M.

Later it was appreciated that winemakers who did not belong to any Guild or Circle might wish to be more closely associated with the National Association, and a rule was passed allowing any one interested in winemaking to become an Individual Member, they had no need to be a member of a Guild or Circle. The Individual Member's subscription of £1/1/- (old money) entitled him to vote at the A.G.M. and a full ticket for the Conference and Show.

Still later, Associate membership was introduced. This enabled members of N.A.A.W. affiliated Guilds/Circles to enrol as Associate members on payment of 2/- (old money) per Associate. Each of these Associate members could purchase and wear a N.A.A.W. lapel badge. Associate members are not entitled to attend the A.G.M. and vote, but their Guild/Circle is entitled to one vote for every complete ten Associate members.

The committee feels that it should not only be concerned with running the Annual Conference and Show, but should be able to provide a service to its members. To this end the committee hopes to issue shortly to all member Circles a loose-leaf handbook binder in which will be leaflets containing information on various subjects, these to be added to from time to time, and easily filed in the binders. The binder will also serve as a home for the News and Views and should become an interesting book for the Circle members.

The committee has noted that as the Conference and Show is moved from one part of the country to another, the membership from the area where the Show is to be held is very much higher than previous or ensuing years, and membership in the other areas drops appreciably. The reason being that, as members are issued with a free Conference ticket, there is quite a saving by becoming a member, so apart from a small hardcore of enthusiastic and loyal Guild/Circle and Individual members, the membership fluctuates quite appreciably according to where the Conference and Show is being held.

The Membership Secretary's job is important and is also very time-consuming. The Secretary is responsible for keeping records of all membership, for which there is a file card system, keeping Circles and Individuals separately. For every Individual and Circle an addressograph, stencil address card is prepared and filed. The Membership Secretary holds an addressograph machine and typewriter for this. When any other committee member needs to post anything to the membership the Secretary can supply labels or address envelopes with the addressograph machine. It is most important that all Circles notify the Membership Secretary immediately of any change in Circle Secretaries, so that their correspondence may reach them with the minimum of delay.

On receiving a membership, the M. Secretary records money received in an accounts book, issues a receipt, a membership card or renewal certificate, a badge to all new members, enters all details on a file card, prepares an address stencil, at the same time giving each member a membership number. New numbers are issued each year. New Circle members would receive two badges to be worn by their delegates.

It must be pointed out that this address system, especially for Circles, works well only if changes in Circle Secretaries are notified immediately to the Membership Secretary.

When renewal certificates or cards are issued they have on them a date up to which the membership is valid, so that no one really has any excuse for knowing whether or not they are paid up members.

Previous to 1971 Conference and Show, members could renew right up to the closing date for entries. However, so many left their renewals and entries until the very last minute, the committee were forced to make a closing date for membership. As it now stands, membership falls due on July 1st and must be paid by December 31st each year. This is to allow the Membership Secretary time to prepare complete lists of members for use by the Entry Secretary when checking entries in Members' Classes, and for the Social Secretary to know who is entitled to Conference tickets. So please remember—renew in good time, and correct addresses **please**. Cheques, etc. should be made payable to the N.A.A.W. and not to an individual.

N.A.A.W. MEMBERSHIP STATISTICS

	Member Circles	Individual Members
1965—66	89	200
1966—67	103	313
1967—68	85	311
1968—69	101	337 (includes 2 life members)
1969—70	117	419 (includes 2 life members)
1970—71	129	409 (includes 2 life members)
1971—72	121	358 (includes 2 life members)

Only 36 Circles and 37 individuals have been paid-up members from 1965 to 1972.

Duties and Responsibilities of N.A.A.W. Show Supervisor

The Show Supervisor is responsible for ensuring that the various venues can offer the accommodation and facilities required, and offer the alternatives to the committee of the N.A.A.W. for a decision.

The decision will take into account whether we go North, South, East or West, and whether it will be Conference Town or Holiday Camp. If a Conference Town, they must be able to give us a Civic Reception with buffet supper and dance on the Saturday night. There should also be some alive and active wine circles fairly near, from whom we can get the necessary stewarding help. About 70 helpers are usually required.

If a Holiday Camp is decided upon, there can be difficulties in obtaining the help required for general stewarding from local circles. Some Holiday Camp managements insist that all delegates must be resident, and do not allow daily admittance. Also we lose the facility of a rather special Saturday night, conversely we gain by having a cheaper week-end.

Accommodation

A room large enough to stage the exhibits, with sufficient space to enable judges and their stewards to work comfortably.

A smaller room for lectures, etc. seating capacity about 250 plus.

A room for admin. purposes and for treasurer.

Three or four small rooms for examination purposes.

Accommodation for Civic Reception on the Saturday night, large enough for about 800 people, not necessarily in the same building.

A balcony round the main hall for judging to be viewed.

Facilities

Adequate large tables to stage the exhibits, for show and trade stands, tombola, reception of entries, and for admin. and treasurer use.

Adequate small tables for judging. The sizes of available tables must be determined as height and width are important.

Tea, coffee, refreshments, etc. to be available when required.

Typewriters and duplicating machine to be available.

A room or space available for friends to meet and chat.

Agreement for us to drink our own wines at the reception, and whether corkage or glass hire charges will be expected.

Public address system available.

A letter to the Mayor's secretary, inviting the Mayor to be our guest, and to present the trophies.

To have all the above requirements met would be ideal, but rarely this possible. Some lack or inconvenience to some must be accepted, providing the major facilities can be supplied. It is usual to send a letter to the Publicity and Entertainments Manager in the first instance, listing our requirements, and if the reply is satisfactory, a visit is then made so that the minor, but none the less important points can be discussed and solved.

Finally, at the show itself, space must be allocated for trade stands etc., and additional space must be allowed for split and examination **asses.**

The Chief Steward

Assisting at the Annual Show is not all glamour—it is often sheer hard work. The Chief Steward, with the help of a local liaison officer, finds General Stewards for the following jobs, and others as the venue dictates.

Car park steward (not always necessary).

Door stewards (responsible for cash, etc.)

Trophy guard.

Stewards for the following duties :

- (1) Place tables (Show Supervisor draws up the floor plan). erect staging, etc.
- (2) Crate entries as they arrive.
- (3) Carry crates to appropriate class space and place exhibits, return empty crates.
- (4) Assist the Entry Secretary (competent, alert/clerical experience types).
- (5) Assist the Award Secretary. This means collecting from Convenor lists of prize winners, presenting same to typing pool for duplicating, then placing award cards duly completed, marshal trophy winners for presentation, etc.
- (6) Typing/duplicating results.
- (7) Assist in dismantling show and returning exhibits.
- (8) Ushers at A.G.M. and lectures.
- (9) "Hushers" during the judging.

The Chief Steward must be alert to detect any possible cause of disruption, friction or breakdown in liaison and find immediate remedies, be on the look-out for stray V.I.P's. and make appropriate contact with Chairman, P.R.O., Convenor or Supervisor, ward off the importunate and time-waster, make everyone feel they really matter (as indeed they do, though not perhaps at that precise moment). He should be something of a Stage Manager without being a ham actor, wield authority but never dictate, lead as well as command.

Whenever possible the Chief Steward should allow the local advisors to suggest suitable people for particular tasks (they know the available material) and to appoint a "boss" steward to be responsible for cack coverage, e.g. placing the award cards, doors and security, typing and duplicating. These N/C officers report to the Chief Steward (his table is perpetually staffed so that he can readily be located) and he keeps contact with the rest of the committee.

The Chief Steward ensures that his assistants are given tea/coffee tickets and supplied with badges, that necessary equipment for his job is to hand while always and everywhere ensuring, as far as possible, that harmony prevails, the exhibits are safeguarded (each year some bottles are "lifted"), persons and property are not endangered by carelessness or vandals and that the N.A.A.W. gains esteem in the eyes of the public.

The Job of the P.R.O.

All winemaking organisations, however small or large, should have some person who is prepared to watch that the public image of that organisation is good, for there are many outside the movement who are only too ready to criticise any association of people who consume alcohol. It is only where the organisation is as large as a County, or a Regional, Federation that this person is distinguished by the title of Public Relations Officer, but even if your Circle has no P.R.O. appointed, the following suggestions will be helpful to the good public image it presents. The following guide is offered to assist the P.R.O. to remember the more important aspects of his job. Three main sub-divisions become evident : PUBLICITY, PROTOCOL and PERSONAL PROBLEMS.

1 Publicity

It is not necessarily the P.R.O.'s job to promote advance publicity of a recruiting or advertising nature, but where he does so, a circular letter to local or regional newspapers (or, for more ambitious occasions, local radio and T.V.) is sent out. This letter should give the straightforward facts, i.e. numbers expected, where held previously, purpose of the function, special guests present, prizes to be awarded, etc., and it should offer facilities to any visiting reporters at a convenient time. The P.R.O. should ensure that he is available at that time, with good wine available, to receive and assist such representatives from outside. He should NOT have other duties to attend to at that time, but should devote himself fully to seeing that **good** publicity results. The accurate facts should be to hand, if possible written down in a suitable hand-out summary.

Reporters are always eager to publish the odd or amusing facets of winemaking. The P.R.O. should try to present the reporter with accounts of the high quality of our wines and beers. It will be advantageous if he keeps reporters away from any interviews with persons having a misguided sense of humour—those who make wines from ridiculous starting materials, or who are likely to degrade the public image of the hobby as a whole.

2 Protocol

The chief invited guest, often the Mayor or similar public figure, should be afforded all due respect. The P.R.O. should ensure that he will be met and received correctly, that all who are to speak publicly know the correct form of address that he is made to feel welcome, and that he is thanked publicly. His consort should be included in the thanks and, if possible, should be presented with e.g. a bouquet, or wine or appropriate gift.

3 Personal Problems

Outsiders who attend the function will have various problems and possibly complaints to make. In the absence of any particular official to deal with these, it is the P.R.O. who should be prepared to help. Where there are complaints, however minor, then he should act as an unbiased mediator between the committee on which he serves and the complainant who expects him to satisfy. This can be the most difficult part of the job.

4 Awareness of adverse comment

The P.R.O. should be watchful at all times, not just at the time of a big function, that any comment published or overheard, which may be critical of the organisation, is followed through and answered fairly. Criticisms, whether justified or unjustified, tend to multiply when not dealt with.

WHY A SUPPLIES OFFICER? by F. G. Bastin

The 'shop' or sales table is, as most winemakers know, a valuable feature of any Wine Circle. Its main purpose is to enable members, more easily and conveniently, to obtain various wine and beer making items. The 'shop' is normally in the hands of a Supplies Officer. A competent Supplies Officer will endeavour to supply members with much of the equipment, ingredients, additives, literature, etc., necessary for successful winemaking and beer brewing at a price as low, if not lower, than elsewhere, and at the same time make a profit to assist Circle funds. By buying in bulk he can save members having to pay postage on individual items. At today's postal rates this alone can result in a useful discount to members. In collaboration with neighbouring Circles' Supplies Officers he can often purchase in even greater amounts and so take advantage of lower prices for larger quantities to the ultimate benefit of his Circle's members.

But why a Supplies Officer on the N.A.A.W. Executive? The duties of this office are different from a Circle's Supplies Officer in that, instead of dealing with wine and beer making supplies, he has to provide the many items, particularly of printed matter, required by the N.A.A.W. In addition to arranging the supply of routine items such as letterheadings, membership forms, cards and receipts, etc., he is responsible for the many items of showmatter including award cards and stickers, judges' result sheets, presentation glasses, bottle labels, badges, tickets, direction signs and notices, etc. During the staging of the National Show he is on hand to provide any last-minute items—such diverse things as drawing pins or extra plastic pails, cello tape or spare corks, duplicating paper or a ball of string. One of his major tasks is to edit and produce the Schedule, incorporating into it after due approval by the Executive, the recommendations of the Schedule sub-committee of which he is a member. With the introduction of advertisements into the Schedule he has the additional task of canvassing potential advertisers, collecting 'copy' and sometimes drafting lay-outs. He passes the Schedules, when printed, to the Schedule Secretary for distribution.

Local Liaison Secretary—B. H. Edwards

Annually a Local Liaison Secretary is elected by the National Executive. I see his/her responsibilities as follows :

Supply the National Executive with local information on the facilities available at the National Show/Conference venue.

He needs to have knowledge of the local hotels, Wine Circles, etc.

An important part of his function is to appoint stewards (not judges' stewards) for all jobs necessary to organise a national show/conference.

The tombola stall is his 'baby' and it necessitates writing to commercial organisations requesting donations to the tombola stall and likewise writing to all N.A.A.W. member circles and federations.

This year, the Local Liaison Secretary has had an added bonus, to prepare the first edition of the N.A.A.W. 'loose leaf binder'.

An important qualification to a male Local Liaison Secretary is to have a wife who can spend time typing letters and answering the telephone. We both have found this an interesting and enjoyable experience.