



Office Move Successfully Completed

The move of Head Office from London to Coventry has now been successfully completed.

On the 8th December 2004 the office was opened, and the subsequent days leading up to Christmas were spent unpacking boxes, arranging furniture and locating files. I would like to thank the members for their support in not contacting Head Office during the transitional period.

The office is now fully staffed. Jai Milward takes over as Senior Administrator, Judith Sotoca is the Deputy Administrator responsible for finance, Michelle Davis takes on the role of Clerical Assistant, and Stephen Kelly is the Office Trainee.

I would like to thank all those involved in the successful move and, in particular, Director Vernon de Cruz, and my predecessor Peter Martin. Special thanks go to Hugh Keast who has been acting in an advisory role since 3rd December 2004. This includes many, many hours closing down Chesham Place and helping to get Cophthall House up and running. Hugh leaves on 4th February and we wish him well with his world tour and his future.

Apologies to those members who experienced some of our, or more accurately, BT's teething problems as our new Head Office moved to broadband internet connection. We have been assured that these starting concerns will be resolved in the short term.

We are delighted both that our web portal is up and running and that Circle secretaries are starting to use it to update members' individual information.

For the first time in a number of years, with the active participation of Circle secretaries, we have the opportunity to create and keep up to date the members' database information - the essential condition for an accurate directory.

In a very real sense, with the move to Coventry we see the start of a new era in the administration of our Association.

Our computer hardware has been brought up to modern standards; our software has been professionally designed, installed and is now working effectively; we have taken a major step in the most crucial task of bringing our management communication systems into the 21st century.

In due course I will be in contact with Provincial and Circle Secretaries as we look to make further developments to the benefit of the Association.

Robin Oakley Smith
Grand Secretary

Meet the New Team

JAI MILWARD
Senior Administrator

Jai was our first appointment, starting on 5th November 2004. She lives in Kenilworth, is married to Stuart and they have a four year old son. Jai has previously worked as a manager within the automotive distribution industry. Jai's email address is: senadmin@thecatenianassociation.org



JUDITH SOTOCA
Deputy Administrator

Judith joined the team on 22nd November 2004. She is originally from Madrid, Spain, but has lived in the UK for 10 years now. She is married to Patrick and currently lives in Warwick. Judith is responsible for the Finance administration. Judith's email address is: depadmin@thecatenianassociation.org



MICHELLE DAVIS
Clerical Assistant

Michelle started work with us on 5th January 2005. She lives in Nuneaton with her fiancé and three children. Michelle is responsible for Membership administration. Michelle's email address is: membership@thecatenianassociation.org



STEPHEN KELLY
Office Trainee

Stephen joined us on 10th January 2005. Stephen lives in Coventry and enjoys being a DJ in his spare time. Stephen is responsible for the general administrative duties in the office. Stephen's email address is: reception@thecatenianassociation.org



Grand Secretary Robin Oakley Smith with his new team