

**Minutes of Annual General Meeting**

**Tuesday 17 May 2022 at 7.30pm**

**Attendees:** Lesley Hudspith (Vice Chair), Jacqui Turnbull (Secretary), Mandy Hedley (Programme Secretary), Richard Swinney (Print Secretary), Shawn Wallwork (Committee Member), Paul Watson, Lawrence Brown, David Hudspith, Mark James, John Picton, Arthur Coulson, Phil Cummings, Jen Page, Barbara Pickering, Jamie Welsh, Gina Manning and Lawrence Brown

**Non-Attendees:** Apologies given by: Graeme Snowball (Chair). Dave Bilclough (Treasurer), Tracey Ainsley (acting Social Media Secretary), Vera Singh (Committee Member), Barry Singh (Committee Member) and Mark Ainsley. Others not in attendance: Peter King, Mick Brown, Tommy Burrell, David Burns and Judith Foster.

**Agenda:**

* Welcome
* Reports from the Committee:
	+ Chair’s Report
	+ Treasurer’s report
	+ PDI Competition Secretary’s report
	+ Print Competition Secretary’s report
	+ Programme Secretary’s report
* Committee Member Nominations and Election of the Committee for 22/23
* Proposed amendments to the Club’s Constitution and Committee Member roles
* Club’s Zoom account
* Club’s Website
* Annual subscriptions for 22/23
* Any Other Business

**Welcome**

Lesley opened the meeting to welcome everyone, confirming those in attendance and giving apologies for those who advised they could not attend. She handed over to Jacqui to facilitate. Jacqui advised the meeting would follow the order of the agenda and welcomed questions or feedback at the point of discussing each agenda item. She also spoke to members to advise the committee can be approached at any time in the year, with any ideas or queries requiring discussion or action to be taken.

The minutes of the last AGM were confirmed as accepted on 26 May 2021.

**Reports from the Committee**

All reports were issued to members via email ahead of the AGM.

**Chair’s report** (by Lesley)

Lesley acknowledged the absence of Graeme, our Chair, wishing him well with the hope that we’ll see him back at the club soon. She spoke briefly about the challenges facing the new committee, during and after lockdown easements.

Thanks was given to Tracey for acting as our Social Media Secretary and her efforts to inform us about items of interest and for keeping our social media posts up to date. Lesley spoke about the event we hosted with actor and enthusiast photographer Bill Ward and gave thanks to Vera, Barry, Mandy, Tracey and Dave for their help to organise and manage the evening. She spoke about the club’s annual trip to Glencoe, previously cancelled due to covid, and gave thanks to Graeme and Shawn for driving and Jacqui for organising.

Lesley thanked members for supporting our competitions and gave congratulations to all members placed and who have won trophies. A special mention was given to the external South Tyne competition which we hosted (for PDI’s) and won (for Prints), our first win since 1988 and for Mandy gaining the maximum 30 points for her Viking portrait.

Lesley thanked the committee members for their support and hard work, Mandy for her work in producing our yearly programme and all members for their competition entries and attendance. It was acknowledged that 21/22 had been a difficult year but we’re now back to face-to-face meetings and hope to develop the club and have lots of enjoyable times together next season.

**Treasurer’s report – Summary of Club’s Assets** (Jacqui in Dave’s absence)

Dave Bilclough had provided a summary of the club’s assets via email to explain the club’s income and expenditure for the year 20/21 and 21/22. Jacqui, ran through the report which included separate summaries of the club’s trip to Wales and the Bill Ward event this year.

Jacqui asked if any members had been asked to review the Treasury report. Lawrence took this action last year. As the action is still required, Lawrence volunteered to check the Treasury reports produced this year. **AP: Lawrence to review Treasury reports.**

Lawrence advised of an error in the total bank balance which should read £4,135.42 instead of £4,315.42. This was previously amended but not realised in the re-formatted version.

**AP: Dave or Jacqui to amend.**

Dave Hudspith queried the 20/21 starting balance as it differed to the balance provided in 2019 when he resigned as Treasurer. We have purchased the club’s new projector since and have full records for access if needed. Dave confirmed that he was happy with the explanation given.

Paul queried the income of member subscriptions, advising they don’t correspond with the number of members we have this year. Jacqui explained that it may be due to members who are absent. **AP: Jacqui to confirm with Dave so that we can explain reasons for subscription income not corresponding with member numbers.**

Wording of the Club Trip mini statement was queried as it implies the club have contributed to past trips. It was confirmed trip costs are paid for by those going and no deductions are made from the club’s income. **AP: Dave or Jacqui to re-phrase or add a comma to clarify meaning of the note.**

It was suggested that we project a summary of the Treasury report at future AGM’s, and this was agreed. **AP: Committee to arrange projection of Treasury report summary at future AGM’s.**

An email will be sent to all members confirming the final Treasury report for approval.

**PDI Competition Secretary’s report**

Lesley provided a summary of the three digital PDI competitions this year:

* **PDI 1** was an open entry judged by Glen Lawson who supplied written comments for the website. We received 51 entries from 13 members.
* **PDI 2** had the theme of ‘Reflections’ and was judged by Nigel Bradley. We received 41 entries from 11 members.
* **PDI 3** had the theme of ‘Interiors of Buildings’ and was judged by Bill Broadley. We received 41 entries from 11 members.
* The **Winlaton Trophy** PDI Competition was open to all members this year due to special circumstances. The decision was made by the committee who were unable to obtain all past results from former competition secretaries. It was judged by Dave Best and attracted 36 entries from 10 members. **Note:** We will be returning to the previous entry rules for next season which don’t allow former winners to apply.
* The PDI **Calendar Competition** was open to all members with an open theme depicting the month of the year. Judged by members with a vote to decide the image for each month.

**Note**: We will be starting to re-use our website to submit entries for competitions and to post the results, including the images.

**Print Competition Secretary’s report**

Richard Swinney talked through the internal print competitions for the year. He summarised the number of entries for each:

* **Print 1** was an open theme judged by Peter Walton. We received 35 entries from 9 members.
* **Print 2** had the theme of ‘Landscapes’ and was judged by Malcolm Boyd. We had 32 entries from 9 members.
* **Print 3** had the theme of ‘Days gone by’ and was judged by Nigel Bradley. It attracted 23 entries from 7 members.
* **Winlaton Trophy** received a total of 24 entries from only 6 members. It was judged by David Best of Hexham’s Photographic Society.

The print competition results led to further discussion by members, and it was recognised that prints attract fewer entries. The cost of printing was discussed as a possible reason, including ways in which we may try to reduce this for members. Mark James offered to print images for members in return for his costs being covered. We also discussed the option of the club buying a printer, but experience has shown that printing is best managed by the member themselves.

**Programme Secretary’s report**

Mandy provided a short summary of the 21/22 programme, noting the competitions held and guest speakers of Alan Wilson of Whickham Camera Club, Ivor Rackham who she met out walking and the actor/photographer Bill Ward.

A special mention was given to our own member Jamie Welsh for his photography presentation and insight into his past career as a ski instructor.

Mandy advised that next season’s programme is well under way with three new guest speakers lined up. She welcomed ideas also from club members.

Due to prints attracting less entries for competitions, Mandy put forward a proposal for all prints to have an open theme and all PDI’s to be themed. This was discussed amongst members, but it would remove the option of having open entries for those who may only submit PDI’s. The consensus was to reduce those themed but not remove them all together. **A proposal for next season is to have 4 PDI competitions (2 themed and 2 open) and 2 print competitions (both open). This was agreed without objection.**

The current rules for the calendar competition prevent any member already with a voted image from entering again. This resulted in fewer entries and choice for voting as the competition progressed through the year. Mandy suggested that we allow members with voted images to be able to re- enter images after the first 6-month period has lapsed. **The proposal is for two selections (Jan-June and July-Dec) with images depicting (not taken in) the month. Members are allowed to have a single winning image in each six-monthly selection period.**

**Election of Committee Members**

Jacqui confirmed the existing committee members who are still within their initial 2-year period: Graeme as Chair, Lesley as Vice Chair and Jacqui as Secretary. She also advised that Richard Swinney had decided not to return to his post of Print Secretary if no nominations were received for his post.

Jacqui confirmed nominations from:

* Jamie Welsh for Committee Member
* Jen Page for Committee Member
* Lesley Hudspith for PDI Secretary, and
* Tracey Ainsley for Social Media Secretary

Shawn, Vera and Barry have agreed to continue as ordinary Committee Members and Mandy as Programme Secretary. We still have vacancies for Print and External Competition Secretaries.

The elected Committee for 22/23 is as follows:

* **Chair** – Graeme Snowball (Lesley continues to cover until his return or at review)
* **Vice Chair**: Lesley Hudspith
* **Secretary**: Jacqui Turnbull
* **Treasurer**: Dave Bilclough continues in post
* **Programme Secretary**: Mandy Hedley continues in post
* **Print Comp Secretary**: Vacant (Committee to cover)
* **External Comp Secretary**: Vacant (Committee to cover)
* **Ordinary Committee Members**: Shawn Wallwork, Vera Singh, Barry Singh, Jen Page and Jamie Welsh (takes us to the maximum of 5 ordinary committee members)

The new committee was accepted without objection.

Please note that full **descriptions of all committee roles** can be found on the club’s website, in the member’s section.

**Proposed Amendments to the Club’s Constitution and Committee Roles Descriptions**

The following changes were all agreed at the meeting:

* **Subscriptions:** Subscriptions paid in two halves to be due at end of September and end of January (previously April).
* **Management:** External Competition and Social Media Secretary posts added. Also, the committee’s ability to co-opt members for committee posts until the AGM. Co-opted members do not have voting rights. Committee members retiring from their post must now provide a handover to their successor. Amendment to advise Committee Member Role Descriptions are held on the club’s website and not on an annex to the constitution.
* **Quorum**: Half the committee changed to five committee members, required for decisions at committee meetings. One third of members changed to 10 members for decisions required at Annual or Special General meetings.
* **Monies:** The accounting period has been amended from 14-15 August to 1 April to 31 March.
* **Annual General Meeting**: Flexibility added to setting the AGM date, so that it can be a date that is no more than two weeks, either side of the last AGM. Any amendments agreed by the committee ahead of an annual or special general meeting, are to be sent by email to all club members for review. It was previously noted these would be published to the website, but this will only be after approval of the changes.
* **Members Obligations**: Addition to note that members must pay their subscriptions on time. Also, further guidance regarding the process to inform termination of membership and the right of appeal.
* **General:** Rewording of the line that gives responsibility to the committee for any matters that need action, but which are not covered by rules of the constitution.
* **GDPR Regs**: Amended ‘issue’ to ‘maintain’ in respect of the club’s privacy statement.
* **National Emergency Safety Regulations**: Amended ‘Zoom’ to ‘Web-based video communications.

A description of the role **Social Media Secretary** has been added to the Committee Role Descriptions.

**Club’s Zoom Account**

The licence for the club’s zoom account was due to expire in November 2021. However, a deduction was made from Paul’s bank account, using his debit card details, in December 2021. Paul provided log-in details for the Pro-version Zoom account to Graeme when he took over responsibility as Chair. On testing, the log-in details are not recognised.

We no longer need to use a pro-version of Zoom and need to make sure that subscriptions are cancelled, and the account closed. Lawrence offered to help Paul to cancel the subscriptions.

**AP: Jacqui to provide log-in details provided by Graeme to Lawrence and Paul. Lawrence to investigate process with Paul for stopping the subscriptions and closing the account.**

**Club’s Website**

It was recognised that the club’s website is outdated and needs to be regularly updated. This has been difficult to address following lockdown as we’ve had to manage with fewer committee members, including cover for sickness.

Recent progress has resulted in John providing administrator rights and video instructions for some tasks to a few committee members. We can now give access to new members, including usernames and passwords, update the Committee Members pages as needed and add Committee Meeting Minutes. Mandy can add and update the programme, including a newly added provision to work on a future programme within the website before it is published.

Paul asked that we now regularly update the website regarding club activities and events and post competition results etc. Its recognised this needs to happen, but it may be difficult to do this regularly until more committee members are involved. **AP: Paul to consider if he wants to take on responsibility for the website updates in respect of club activities/events/competitions.**

We have already asked John if we’re able to manage member galleries within the website instead of linking to Flickr accounts. John has just developed a website gallery facility for a paying client and has agreed to replicate the functionality within our website. **Update: This has been added and a special newsletter is being prepared for members with information and guidance.**

Jacqui discussed each committee member having a second person from the committee who can make relevant updates to the website and deal with other tasks in their absence. This will be taken forward.

Although the programme can be updated and accessed via the website, some members still prefer a hard copy. Lesley has produced a trifold version which will be available on the open night in September. If any changes are made, the website version will be amended to reflect. However, members using the trifold programme will need to annotate their copy with the change.

The programme can currently only be accessed via the members section on the website. It was agreed that it would be useful for prospective new members to be able to view the programme. **AP: John to make the programme public on our website.**

**Annual Subscriptions**

Members were advised that the Committee have decided to retain the annual club membership fee at £25.00. This can be paid in a lump sum by the end of September, or in two instalments of £12.50 by the end of September and January. There are no planned major purchases this year and we continue to have sufficient funds in the club’s bank account to support not raising fees for another year.

**Any Other Business**

* **Photography exhibition**

Tracey put forward a suggestion for the club to consider a future exhibition. Several venues were discussed, including the Land of Oak & Iron, Saltwell Towers, Blaydon Library and Paul suggested enquiring with empty shops in Winlaton. Arthur has a contact at Gateshead Council and will make some enquiries. The option to sell prints and calendars at an exhibition was also discussed. **AP: Committee to add to meeting agendas and make enquiries with venues.**

* **Club’s Wifi**

The West End Club’s wifi was briefly discussed to establish if we can use it. Dave Hudspith advised that we’ve tried before but not been able to progress anything with Martin. Although wifi’s not a necessity, it would be useful to play on-line tutorials.

* **Funding**

Fundraising was also discussed, and Jacqui mentioned applying for lottery funding to help with printing costs for competitions and an exhibition. Dave Hudspith advised that the club has received a lottery fund in the past. **AP: Jacqui to investigate how we make an application for lottery funding.**

* **Microsoft Teams**

Jacqui stated that MS Teams is free to non-profit organisations but is unsure if this is specific to charities only. **AP: Committee to check if the club are entitled to the free version or not.**

* **Shared Drive**

The use of a shared drive for committee members was discussed. This would enable the committee to have access to single version documents, access information when other committee members are absent and to have a central place to record competition results etc. However, free versions appear to be too limited. John Picton spoke about an option that is cheap and which could possibly be provided to us.

**AP: Committee to obtain details and explore further.**

* **New Members**

At the last AGM, an action was taken to look at the possibility of an induction and tutorials for new members. Unfortunately, we’re not resourced to be able to provide tutorials. However, we have agreed to provide an introductory email for new starters with useful information about the club and potentially some signposting to sources of information for any members just beginning their photography journey. A buddy system with other longer serving members was also suggested.

**AP: Committee to devise standard email template for new members and to consider any options for providing support.**

**Summary of Action Points**

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|  | **Action**  | **Assigned** |
| 1 | Review of Treasury report by a non-committee member. | Lawrence |
| 2 | Amend Bank Balance total on Treasury Report. | Dave or Jacqui |
| 3 | To establish and explain reason why subscription income does not correspond with member numbers.  | Dave or Jacqui |
| 4 | Re-phrase or add comma to Treasury club trip mini statement so that its clear the club does not contribute to its cost. | Dave or Jacqui |
| 5 | Project summary of Treasury report at future AGM.s. | Committee |
| 6 | Provide last known log-in details for Zoom account to Paul and Lawrence. | Jacqui |
| 7 | Paul to consider and advise if he wishes to be responsible for updating the website with details of the club’s activities/events/competitions. | Paul |
| 8 | To make the programme on our website accessible to the public. | John  |
| 9 | To explore the prospect of the club holding a photography exhibition. | Committee |
| 10 | To establish process for applying for lottery funding. | Jacqui  |
| 11 | To establish if the club is eligible a free version of MS Teams. | Committee |
| 12 | To establish options for a shared drive for committee use.  | Committee |
| 13 | To provide an introductory email and support for new members.  | Committee |

**Next AGM**

The next AGM will be held in May 2023 with the date specified on the programme once published.