

**Committee Meeting – Thursday 14 July 2022**

**Attendees:** Mandy Hedley (Programme Secretary), Jacqui Turnbull (Secretary), Dave Bilclough (Treasurer), Vera Singh (Committee Member), Barry Singh (Committee Member), Jen Page (Committee Member).

**Apologies**: Graeme Snowball (Chair), Lesley Hudspith (Vice Chair), Jamie Welsh (Committee Member)

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**Welcome**

Jacqui welcomed everyone to the meeting. There was no formal agenda, but a meeting needed to progress with actions required following the Annual General Meeting (AGM).

**Summary of Actions from the AGM**

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|  | **Action**  | **Assigned** | **Status** |
| 1 | Review of Treasury report by a non-committee member. | Lawrence/Dave | Dave to follow up with Lawrence or another non-committee member. |
| 2 | Amend Bank Balance total on Treasury Report. | Dave or Jacqui | Cleared |
| 3 | To establish and explain reason why subscription income does not correspond with member numbers.  | Dave or Jacqui | Cleared |
| 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 | Cleared |
| 5 | Project summary of Treasury report at future AGM.s. | Committee | For next AGM |
| 6 | Provide last known log-in details for Zoom account to Paul and Lawrence. | Jacqui | Cleared |
| 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/Mandy | Cleared. Programme for 22/23 to be added once complete.  |
| 9 | To explore the prospect of the club holding a photography exhibition. | Committee | Ongoing |
| 10 | To establish process for applying for lottery funding. | Jacqui  | Ongoing |
| 11 | To establish if the club is eligible a free version of MS Teams. | Committee | See update in these minutes |
| 12 | To establish options for a shared drive for committee use.  | Committee | Ongoing |
| 13 | To provide an introductory email and support for new members.  | Committee | To be completed in time new season start |

**Items Discussed**

* New seasons open evening
* Club’s website
* Facebook/Twitter
* Next season’s programme
* South Tyne Shield

**Open Evening**

It was agreed that the opening evening will be on Tuesday 6 September 2022. As there are no longer covid restrictions, a buffet will be provided. A few committee members will need to arrive early to set up. The below actions are to be completed in early August.

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| **Action** | **Assigned** | **Status** |
| Jacqui to confirm availability of concert room. | Jacqui | Martin has confirmed availability. Cleared |
| Prepare flyer for promotion. | Tracey | Initial draft prepared for review |
| Prepare slideshow. | Lesley/Jacqui/Graeme |  |
| Provide images for slideshow. | Tracey | Sent to Lesley/Jacqui |
| Prepare Facebook post. | Tracey | Header images submitted for re-sizing |
| Prepare black/white paper copies of programme and A4 colour flyer. | Mandy |  |
| Print paper programmes. Club to pay.  | Lesley |  |
| Publish 22/23 programme on club’s website (visible to public) | Mandy/John |  |
| Members to be asked to bring prints for display. To be requested via newsletter.  | Lesley |  |

**Website**

AGM and latest committee meeting minutes to be added by Jacqui. Vera asked if Barry’s password could be changed. She is forwarding details to Jacqui.

John has now set up the gallery functionality and there will no longer be links to personal Flickr accounts. Members can set up a new gallery and add their chosen images. It was noted that images added cannot be removed or changed by members.

Regarding website updates, Mandy has responsibility to add and update the programme, Jacqui can add new users and meeting minutes and make changes to some of the information. Since our meeting, Lesley has added a recent event and will be adding others as they occur. Lesley, Jacqui, and Jen have expressed an interest in learning more to help keep the site up to date.

The ’this site has moved’ message and old website link is noted to still appear in certain circumstances. For example, from the external links on the NCPF/South Tyne sites. The old Weebly site link also shows in search lists.

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| **Action** | **Assigned** | **Status** |
| Jacqui to support Vera in changing Barry’s password. | Vera/Jacqui | In-hand |
| Establish if members can have access to edit galleries and if not, the process we will use to change gallery images.  | Jacqui/John |  |
| Prepare a special newsletter that explains to members how they can create their on-line galleries. | Lesley |  |
| Establish if ‘this site has been moved message’ still displays on accessing the website via various sites/devices.  | Committee/John |  |
| Remove Twitter icon from website. | Jacqui |  |

**Club Programme for 22/23**

Mandy has been working hard on developing the next seasons programme and it is nearly ready. She has organised a range of events, including competitions, guest speakers, and activity nights etc.

**Winlaton Camera Club Facebook Page and Group**

Tracey will be on holiday 27 September to 10 October. It was agreed that each Committee member needs a second person who can cover their role during absence. Jen agreed to be added as an administrator.

**AP:** Tracey/Jacqui to establish pages that Jen will need administrator rights to. We have the following pages: Winlaton Camera Club Group, Winlaton Camera Club community page and Winlaton Camera Club business page.

**Winlaton Camera Club Twitter Account**

The committee discussed the historic Twitter account which hasn’t been updated for years. It was agreed that, for now, we will focus on communications via Facebook and the website which are more visual platforms.

**AP:** Committee to establish owner of club’s Twitter account so that it can be removed.

**South Tyneside Competition Shield**

As the front of the shield is full, winning names/clubs are being added to the back of the shield. Given that the trophies are good value, it was agreed that a new shield is preferable so that clubs can display the shield with their name on display.

**AP**: Dave to check the shield. Committee to establish the correct NCPF representative for the STC to establish if a new shield can be provided or not.

**AOB - Microsoft 365 Account including Teams**

If the club had its own MS 365 account it may be easier for Committee members to use the MS tools, including Teams. There is both a free version and business (paid version). Jacqui has started to create an account (we can trial it for free if we want to) and has sent an enquiry to establish the correct account for use in respect of the club.

**Date and Time of next meeting**: Date in early August TBC