

**Committee Meeting – Thursday 25 August 2022**

**Attendees:** Lesley Hudspith (Vice Chair & Pdi Secretary),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), Shawn Hall (Committee Member), Jamie Welsh (Print Comp Sec)

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**Welcome**

Lesley welcomed everyone to the meeting. There was no formal agenda, but a meeting needed to progress with preparations for the club’s Open Evening on 6 September at the start of the new season.

**Summary of Actions from Committee meeting 15 July 2022**

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| **Action** | **Assigned** | **Status** |
| Jacqui to confirm availability of concert room. | Jacqui | Martin has confirmed availability via Dave Hudspith. Cleared |
| Prepare flyer for promotion. | Tracey | Completed, posted on social media, and circulated for info boards |
| Provide images for slideshow. | Tracey | Cleared |
| Prepare slideshow. | Lesley | In hand. Lesley has asked for print comp winners in full resolution |
| Prepare Facebook post. | Tracey | Cleared |
| Prepare black/white paper copies of programme. | Lesley | Trifold programme prepared |
| Print paper programmes. Club to pay. | Lesley | Lesley preparing |
| Publish 22/23 programme on club’s website (visible to public) | Mandy | Cleared |
| Members to be asked to bring prints for display. To be requested via newsletter. | Lesley | Lesley to add to newsletter/email |

**Items Discussed**

* New seasons open evening
* Club’s website and competition entry process
* Facebook/Twitter
* South Tyne Shield
* Review of Treasury report from last season

**Open Evening**

The opening evening is to be held 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 idea of a club banner stand was discussed for display and future use at club events attracting external visitors.

Tracey has established the contact point to post camera club events on the West End Club’s Facebook page.

Jacqui advised that name badges are needed for Jamie and Jen as new committee members.

Jacqui advised that we still need an introductory email template to welcome new members and include useful links.

**AP1:** Lesley to look at pull up banners and cost price.

**AP2:** Lesley to ask members to bring prints and buffet contribution on open eve.

**AP3:** Tracey to arrange a post advertising our open eve on the West End Club’s Facebook page.

**AP4:** Lesley to make name badges for Jamie and Jen.

**AP5:** Jacqui to draft an email template for new members.

**Website**

The website has recently been updated to add the 22/23 programme, amend committee member details, add committee and AGM meeting minutes and articles from some of club’s summer nights out.

Tracey asked if we will be submitting competition entries via the website. Jacqui confirmed that we will be.

**AP6:** Jacqui to discuss competition entry process via website with John and establish any new skills needed for web administrators to set this up.

The process for retaining and accessing previous competition winning images at full resolution was discussed.

**AP7:** Jacqui to re-discuss idea of area with shared access with John.

Tracey advised that she couldn’t add more than one image in attempts to create a personal gallery on the website.

**AP8:** Jacqui to write instructions to help members create galleries and send to Lesley for review and inclusion in a special edition newsletter.

**Winlaton Camera Club Facebook Page and Twitter Account**

Tracey will be on holiday 27 September to 10 October. Lesley has made a note to ensure Facebook is updated in her absence.

It was previously agreed that we should remove the club’s Twitter page as it’s not used and has not been updated.

**AP9:** Jacqui to write to Paul to establish if he has admin rights for the Twitter account.

**South Tyne Competition Shield**

Jacqui previously wrote to Joe Duffy regarding the ST shield as club names were now having to be engraved on the back and were not clearly visible. Joe agreed to our club making enquiries with our Trophy supplier for a new shield.

**AP10:** Dave to send email with proposals for new shield to Joe Duffy.

**Review of Treasury Report from Last Season**

Jacqui asked Dave if Lawrence has been able to review the club’s account. Dave advised that he is currently arranging a date with Lawrence.

**Summary of Actions**

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| --- | --- | --- | --- |
|  | **Action** | **Assigned** | **Status** |
| 1 | Consider pull up banner stand displaying club details. | Lesley | To check design/costs. |
| 2 | Promote open eve to members and ask for prints to display and buffet contributions. | Lesley | Lesley to include requests in club newsletter. |
| 3 | Tracey advised post meeting that she was not able to post details of our open eve on the West End Club’s Facebook page. | Tracey | Tracey has advised the club that she was unable to add a post and provided details to Kerry. who manages the WE club’s page. |
| 4 | Name badges to be made for Jamie and Jen. | Lesley | Lesley to make and provide. |
| 5 | New member email template. | Jacqui | Jacqui to complete in time for open eve. |
| 6 | Reinstate competition entry process via website for comp secretaries to manage. | Jacqui | Jacqui to discuss with John. |
| 7 | Further investigate options for a shared drive to securely hold comp winning images etc. | Jacqui | Jacqui to discuss with John. |
| 8 | Share instructions with members on how to create image galleries on the club’s website. | Jacqui/Lesley | Jacqui to write initial instructions for Lesley to review and include in a special edition newsletter. Jacqui to also test editing gallery images. |
| 9 | Establish who has admin rights for club’s Twitter account. | Jacqui | Jacqui to email Paul. |
| 10 | Renewal of South Tyne comp shield. | Dave | Dave to send proposals to Joe Duffy to consider and decide. |
| CF | 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. | Jacqui | Jacqui to discuss with John and provide updated details to NCPF/ST contacts, as required. |
| CF | Review of Treasurer’s report for 21/22 by non-committee member. | Dave | Dave is liaising with Lawrence to agree a convenient date. |

**Date and Time of next meeting**: Date in September (TBC)