



Committee Meeting – Wednesday 28 February 2024

Attendees: Lesley Hudspith (Chair & Pdi Secretary), Mandy Hedley (Programme Secretary), Jacqui Turnbull (Secretary), Keith Kirkland (Committee Member), Vera Singh (Committee Member), Barry Singh (Committee Member), Jamie Welsh (Print Secretary)

Apologies: Shawn Wallwork (Committee Member), Dave Bilclough (Committee Member), Jen Page (Treasurer), Gerry Adcock (External Comp Secretary),

Welcome

Jacqui welcomed everyone to the meeting. Items discussed were as per the agenda.

Summary of Actions from the last Committee Meeting

Summary of Action Points

	Action	Assigned	Status
1	Provide a video demo of the process to forward emails from an existing email address to a standalone email address for the committee role positions.	John	Ongoing. Jacqui to email John.
2	Draft a permissions form for use of photographic imagery.	Jacqui	Jacqui to complete template for Committee and AGM to consider/agree.
3	To explore options for awards for next year's Presentation Evening.	Committee	Discussed. It was agreed that the club can afford to continue with individual awards and that these are sourced at an affordable price.
4	To request forms from Lloyds Bank re bank cards for additional signatories.	Jacqui/Mandy	Despite a specific meeting at Lloyds Bank the required forms were not subsequently sent. To take forward again.
5	To confirm the church opening hours.	Committee	This related to last year's exhibition and is cleared.
6	To prepare a slideshow for the evening. Keith and any other with experience of setting up will be available on the night for using the projector. It will be set up in the big room	Lesley (Keith for setting up on the eve)	This related to our open eve at the beginning of the Season and is cleared.
7	To design our paper programme and have prints available for the night.	Lesley	Cleared.

8	To prepare name badges so visitors can identify committee members and to know their role.	Lesley	Cleared.
9	To add publicity leaflet about our open eve to our Facebook page.	Lesley	Cleared.
10	To place leaflets (once ready) in places around the area to publish our open evening e.g., local libraries, shops etc.	Committee Members	Cleared.
11	Amendment required to website for the simpler naming strategy.	Lesley or Jacqui	Jacqui to email John to clarify.
12	Mandy to liaise with Gerry to agree a date in the programme.	Mandy/Gerry	Cleared.
13	To establish approximate date of receipt from the NCPF.	Jacqui	Cleared.
14	Establish dates for RPS exhibition at Newton.	Jacqui	This was November last year and has now passed.

Agenda Items

- Next year's Programme/Budget and Competitions
- Presentation of Individual and Club Awards
- Annual Club Trip to Peak District
- Bill Ward Event
- Judges Presentation of Competition Entries
- Events and Day's Out
- Preparing NCPF Entries (Individuals and Club)
- Club's Finances
- Review of Club Documents in Preparation of the AGM
- AOB

Next Year's Programme/Budget and Competitions

Tracey has suggested several Photography speakers to consider for next year's programme. Other ideas raised were also discussed, including a themed competition idea to include the use of AI in an element of the photograph. The Committee were not in favour of intentionally using AI but all ideas are welcome for members to consider and vote upon.

Tracey has asked the club to consider a Panel Night for members interested in seeking photographic merits. The NCPF are hosting a Workshop on 12 May at Clara Vale. The details have been shared with all our members. A separate event at our club was not deemed necessary as interest is limited. We have two members with experience who can share their knowledge, if required.

Mandy is currently seeking ideas for next year's programme. A few speakers have already been booked. Including photographers who specialise in Astro and Surreal Photography. The ideas of providing the

Programme Secretary with a budget was discussed. The Committee felt that providing a ceiling value to book speakers without authorisation may be an alternative. This is to be discussed and agreed at the AGM.

Most members have felt that the programme was competition heavy this year. Previously, we produced a calendar and associated competition. However, this is no longer financially viable due to increased costs. Instead, the club held a competition for deciding the club's website banner images. It is proposed that we don't continue with this next year and instead, include space within the programme for more events that are not competition based.

A feedback/suggestion form is to be prepared for members to help develop our programme and competition themes for next year. These can be voted on by members at the AGM.

Presentation of Individual and Club Awards

Keith has asked that the Club's Chair or the relevant Competition Secretary formally present all awards earned by members, from internal and external competitions. This includes those provided by the NCPF and PAGB. This was agreed by the committee.

Annual Club Trip to the Peak District

Members interest has been sought and a visit arranged to the Peak District on 3 to 6 October. Accommodation has been sourced and booked, including mini-bus hire. Deposits for these have been paid by those members going on the trip.

Bill Ward Event

Bill Ward is presenting his Scottish Landscapes on 16 April. A flier has been produced and agreed by Bill for the club to promote this event. The last event was successful, but the club did not make a profit, despite charging visitors in attendance. Bill's fee is reasonable, but a buffet is not deemed necessary and often food is wasted. The committee has decided to levy an entry charge of £4 for non-members and £1 for members. We will be asking members for donations towards a raffle. Any other prizes required, will be paid from the club's funds. The club's concert room has been booked and a microphone sourced.

AP: Mandy to check poster with Bill. Mandy to check availability of Concert Room and arrange a microphone. Microphone to be tested ahead of the event. Cleared.

Judges Presentation of Competition Entries

Keith has suggested that we re-consider how and when judges acknowledge authors at a competition results evening. This led to a bigger discussion around the number of places given and the associated scoring.

AP for the Committee: To produce a table of options for members to consider and vote upon at the AGM. Note: Documents for the AGM will be shared with members two weeks in advance of the meeting.

Events and Day's Out

External photography events have been shared with members. Gateshead CC are hosting Kathryn Scolah on 14 March. The NCPF are holding a workshop on 12 May for those interested in seeking awards for photographic merit. Members are to be canvassed for suggestions for summer evenings and day trips. Tracey suggested visiting an agricultural show.

Preparing NCPF Entries (Individuals/Club)

The club's entry has been chosen for the NCPF Annuals competition. Individuals are starting to get their personal entries ready. We discussed how we co-ordinate this to ensure entries are prepared and submitted correctly. Although the onus is on members to know the rules and to submit their images correctly, the Committee agreed that we will offer support with labelling etc for any members who need help.

Club's Finances

A summary of the club's finances was prepared by Jen (Treasurer) for the meeting. There is sufficient money in the club's bank account to consider any suggested spending for the coming season. Accounts will be presented to members at the AGM in May.

Review of Club Documents in Preparation for the AGM

Les Hill has undertaken an independent review of the club's Constitution and Competition Rules. Jacqui has also reviewed these ahead of the AGM. Both documents are being submitted to the Committee for a final review before being shared with member ahead of the AGM.

Note of thanks to Les Hill for the time he has taken to look over the club's rules.

Any Other Business (AOB)

The club is need of a new laptop. Options were discussed and it was generally agreed that a Windows based PC rather than a Mac would be more cost effective and will suit the needs of the club for its intended use. Les has provided a suggested model/spec for the club to consider purchasing.

AP: Lesley to forward details of the suggested laptop to Committee members. Cleared.

Jamie has advised that we need an additional print box.

Our club is holding the South Tyne print competition in November this year. Mandy usually books the judges on behalf of the Competition Secretaries. Keith queried this on behalf of Gerry. Mandy will continue to book judges who are located within a reasonable travelling distance, unless a Competition Secretary wishes to make the bookings within their role.

AP: Lesley to discuss booking of judges for external competitions with Gerry.

Date and Time of next meeting: TBC

Summary of Actions

	Action	Assigned	Status
1	Provide a video demo of the process to forward emails from an existing email address to a standalone email address for the committee role positions.	John	Ongoing. Jacqui to co-ordinate.
2	Draft a permissions form for use.	Jacqui	To complete for the new season. Mainly to have completed permissions for using photographs of people e.g., on social media.
3	To locate/request forms from Lloyds Bank. Printed copies required for signatures.	Jacqui/Mandy	
4	Amendment required to website for the simpler naming strategy.	Jacqui	Jacqui to clarify with John.
5	To check availability of concert room for Bill Ward event and use of a microphone.	Mandy	Cleared
6	Lesley to share details of the suggested Windows PC laptop.	Lesley	Cleared
7	Discuss booking of judges for External Competitions with Gerry.	Lesley	
8	To share revised Constitution and Competition Rules with Committee members for review.	Jacqui	