



**Minutes of Annual General Meeting
Tuesday 23 May 2023 at 7.30pm**

Attendees: Lesley Hudspith (Vice Chair), Jacqui Turnbull (Secretary), Mandy Hedley (Programme Secretary), Dae Bilclough (Treasurer), Jamie Welsh (Print Secretary), Tracey Ainsley (Social Media Secretary), Vera Singh (Committee Member), Barry Singh (Committee Member), Shawn Wallwork (Committee Member), Jen Page (Committee Member), Lawrence Brown, Richard Swinney, Mark James, John Picton, Barbara Pickering, Brigitte Appleton, Judith Foster, Gina Manning, Paul Hattam, Paul Burdon, Colin Pickering, Brian Curry, Gerry Adcock, Keith Kirkland

Non-Attendees/Apologies: Graeme Snowball (Chair), Mark Ainsley, Peter King, Gordon Hudspith, Paul Watson, Ali Ahmed, John Stephenson, Michael Robinson, Kate Winstanley

Agenda:

- Welcome
- Actions from Last Year
- Reports from the Committee
- Committee Member Nominations and Election of the Committee for 23/24
- Proposed amendments to the Club's Constitution and Committee Member roles

Any Other Business (AOB)

- Club's Website
- Committee Member Email Addresses
- Calendar Competition
- Competition Themes
- Competitions
- Social Media Pages/Chats
- Future Club Awards
- Potential Days Out
- Photography Exhibition
- Amendments to the Constitution
- Support for Club Tasks
- West End Club Membership
- Behaviour

Welcome

Lesley opened the meeting to welcome everyone and handed over to Jacqui to facilitate the meeting.

The minutes of the last AGM were confirmed. Minutes of this AGM will be issued after the meeting once completed by the Secretary. Responses/comments are expected soon after to finalise and agree the minutes and any relevant document changes.

Action Points from Last Year's AGM

Most of the 13 actions points from last year have been cleared.

Summary of Action Points

	Action	Assigned
1	Review of Treasury report by a non-committee member.	Cleared. Lawrence conducted the review.
2	Amend Bank Balance total on Treasury Report.	Cleared. Amendment completed.
3	To establish and explain reason why subscription income does not correspond with member numbers.	Cleared. Explanation provided.
4	Re-phrase or add comma to Treasury club trip mini statement so that its clear the club does not contribute to its cost.	Cleared and grammatical change made.
5	Project summary of Treasury report at future AGM.s.	Cleared. Treasury report projected at this year's AGM.
6	Provide last known log-in details for Zoom account to Paul and Lawrence.	Cleared. Details obtained and Professional Zoom Subscription cancelled.
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.	Cleared. Lesley as assumed responsibility for adding regular news articles and competition results.
8	To make the programme on our website accessible to the public.	Cleared. John has made the programme accessible to both club and non-club members.
9	To explore the prospect of the club holding a photography exhibition.	Ongoing
10	To establish process for applying for lottery funding.	Ongoing
11	To establish if the club is eligible to a free version of MS Teams.	Cleared. No longer required.
12	To establish options for a shared drive for committee use.	

		Cleared. Archive/storage facility provided with website.
13	To provide an introductory email and support for new members.	Cleared. Jacqui provides intro email to all new members.

Reports from the Committee

All reports were issued to members via email ahead of the AGM. Lesley gave a short summary of the year as Vice Chair. It was agreed that further summaries were not required by the relevant Committee members except for the Treasury Report.

Treasury Report

Dave provided an overview of the projected Treasury report for the year. The following items were confirmed at the meeting:

- Amend Club's Constitution of reporting year from 1 April to 31 March to 1 May to 30 April.
- Projected main expense for this year is a new laptop.
- Membership subscriptions are to remain at £25 for the forthcoming year. Paid as one payment or two payments of £12.50 in September and January. New members joining in first half of year will be charged £25.00 and those joining in second half, £12.50.
- It was confirmed that members who attend the annual club trip are responsible for all payments. Once a member has confirmed their attendance and bookings made, a non-refundable deposit is required.
- Lawrence has reviewed this year's Treasury report as a non-committee member and agreed the final version with Dave.

Election of Committee Members

Jacqui confirmed the existing committee members who are still within their initial 2-year period: Lesley as PDI Competition Secretary and Jamie as Print Secretary. Resignations were received from Tracey as Social Media Secretary and Dave as Treasurer. All other committee members agreed to continue if no new nominations were received.

Jacqui confirmed nominations ahead of the meeting from:

- Jen Page for the post of Treasurer
- Dave Bilclough as an ordinary Committee Member

Jacqui and Lesley encouraged members to join the committee and advised that help is welcome from non-members for specific tasks. A nomination was received during the

meeting for Gerry Adcock as our External Competition Secretary and from Keith Kirkland (post meeting) as an ordinary Committee Member.

The elected Committee for 23/4 is as follows:

- **Chair** – Lesley is to assume this role in place of her role as Vice Chair. Formal paperwork to follow.
- **Vice Chair:** No nominations received but the Committee will fulfil this role, as required.
- **Secretary:** Jacqui Turnbull
- **Treasurer:** Jen Page
- **Programme Secretary:** Mandy Hedley
- **Print Comp Secretary:** Jamie Welsh
- **External Comp Secretary:** Gerry Adcock
- **Social Media Secretary:** Specific role removed; to be covered by relevant Committee Members
- **Ordinary Committee Members:** Shawn Wallwork, Vera Singh, Barry Singh, Dave Bilclough and Keith Kirkland (takes us to the maximum of 5 ordinary committee members)

The new committee was accepted without objection. Dave to provide a handover to Jen in taking over the post of Treasurer.

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:

- **Management:** The specific post of Social Media Secretary to be removed.
- **Monies:** The accounting period has been amended from 1 April – 31 March to 1 May to 30 April.
- **Members Obligations:** Addition to note that members are responsible for the payment of all club trips, including a non-refundable deposit.

The description for the role of **Social Media Secretary** will be removed from the Committee Role Descriptions.

Any Other Business (AOB)

Club's Website

News articles and competition results are now being added regularly. An archive/storage facility has also been made available. The club's programme for the year can now be viewed on the website by non-members. Several admin/user changes performed by John Picton (Web Creator/Master) to ease the complexity of adding information for those with admin

access. Lesley thanked John for the development and continued improvements to the Club's Website.

Jacqui encouraged all members to add a personal photo gallery, advising another demo or support can be given for this.

Committee Member Email Addresses

All committee members agreed to change from using their personal email addresses to those created by John for specific club business. The email addresses for use are shown on the club website next to each committee member role. This change will ensure continuity of communications, regardless of the committee member in post.

Action Point: John to 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.

Calendar Competition

Members to decide if we want to continue with a Club Calendar for 2024 year. The total profit of sales last year was £49.99. Selling took place late in the year which may have impacted any profit. If we choose to continue with a calendar, it was agreed to change the voting system to an on-line process. The most practical design is for one image per page with space for written entries. Once a member's image has won a vote, no further images from that member can be accepted, to represent as many members as possible.

Action Point: Lesley to supply a printing cost estimate to provide some cost-benefit analysis of continuing with a club calendar.

Competitions

A request to members was made for ideas to decide next season's **competition themes**. A mono theme was suggested as this is one of the categories for the NCPF Annuals Competition. Mandy will be collating suggestions for a vote to take place.

As we enter external print competitions, it was suggested for internal competitions to resume having three PDI and three Print competitions. It also balances the workload amongst competition secretaries. Members agreed to the following:

- **Three Open Print** Competitions
- **Two Themed PDI** Competitions (with possibly one being mono)
- **One Open PDI** Competition

Prints that score well during internal competitions, or those particularly liked by members, are to be saved to a folder for consideration when deciding entries for external competitions.

For **NCPF competitions**, members agreed that the **prints** being selected for the Club's entry should be chosen from prints and not a digital version.

The SIM on-line lab has been suggested for anyone looking to choose a printing service.

The club's draft Competition Rules were discussed. So that we don't continually see the same images and to keep selections fresh, it was suggested to limit the number of times an image can be entered for internal competitions. This means that **the same (or a very similar) image can only be entered once in an internal PDI competition and only once in an internal Print competition.**

As our membership has increased, it was agreed to **reduce member's entries from four to three for internal PDI competitions.** It will remain at four entries for Print Competitions.

Next Season's Programme

Potential nights for members include suggestions for:

- A Nature Class (Many/Lesley/Vera to possibly showcase their work)
- Portraiture Lighting (Paul Hattam to provide talk)
- A fun and creative challenge using Photoshop and the new A1 software.

Social Media and Chat Pages

Most members have access to the **Whatsapp Club Chatter**. Emails with weekly newsletters will also continue to be sent to all members. All members present agreed to share their mobile phone numbers so that names are identified when posting in Whatsapp. Members were also asked to advise the committee if they don't wish for their photograph to be published on social media.

Action Point: Jacqui to draft a permissions form for use.

The number of **Facebook pages** were discussed with members agreeing to reduce our Facebook presence to a WCC Facebook page that is open to the public and to retain the WCC Group Page that is for members only. The Facebook Club Chatter and any others will be removed.

Future Club Awards

Members were asked if they wish to continue with **trophies** for end of season awards or change to have **certificates** and a **small medal/prize**. It was agreed to change to certificates and/or medals with a token prize. The only exception being for the Best of the Best which will continue to have a Trophy.

Action Point: Committee to explore options for next year.

Potential Days Out

Tracey has sent an email to members about the option to visit the **Rowing Club** at Newburn on one or two dates. Members interested are to respond with their interest/availability. The rowing club has asked for a donation for hosting the event. A nominal charge of £5.00pp has been agreed.

The club are to explore the possibility of a day out with mini-bus hire sometime next season.

Members were asked to provide suggestions for our **Summer Outings** which take place between June and the start of our new season in September.

General Reminders

All members are reminded to **join the West End Club**. We are fortunate to not be charged room hire and therefore expect all members to pay their membership fees. These are £4.00pa for the initial year and £2.00pa thereafter. The exception being for those members who currently have lifetime membership. Membership cards are usually provided. They haven't been this year but entry without a card has been allowed.

Members are needed to help set up the **room/projector** for evenings at the club. Gerry, Keith and Mandy have volunteered to help with this. All members are expected to help ensure the room is left clean and tidy with furniture back in place at the end of each evening.

Summary of Action Points

	Action	Assigned
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
2	Supply a printing cost estimate to provide some cost-benefit analysis of continuing with a club calendar.	Lesley
3	Draft a permissions form for use.	Jacqui
4	To explore options for awards for next year's Presentation Evening.	Committee

Next AGM

The next AGM will be held in May 2024 with the date specified on the programme once published.