

**BRIGHTON AND HOVE CAMERA CLUB**  
**Minutes of the Committee Meeting of 21st**  
**January 2010**  
**Held at Hove Methodist Hall**

**Members Present**

<p>Colin Miller (President)          Tony Bowall (Vice President)          David Gerrard (Secretary)          Ken Matthews (Treasurer)  <u>Apologies/Absent:</u>           Anna Christmas</p>	<p>Colleen Slater          Jerry Webb          Rod Orrell</p>
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	Action
<p><b>1) Welcome</b></p> <p>Anna had previously sent her apologies that she could not attend.</p> <p><b>2) Actions from Previous Meeting</b></p> <p><i>2.1) It was agreed that no more than 85 people should be allowed into the hall at one time. Whoever is on the door needs to keep a count of people coming in and prevent the number going over 85.</i></p> <p>Jerry confirmed that numbers had not exceeded 85 as yet this season. There was some concern that we don't always have an accurate attendance record as some members don't sign in. Tony will supply a 'clicker' for future use. Colleen is on the door on 26<sup>th</sup> and will keep an accurate count. Colin will make an announcement reminding all members to sign in. Once we have established average attendance figures we should be able to allow at least another 5 people to join the Club.</p> <p><i>2.2) We should look at ways in which we can encourage regular members to renew membership more easily, perhaps by doing a standing order.</i></p> <p>Ken is currently registering for Internet banking so that we can easily check money going into the account. We can then encourage members to use standing orders.</p> <p><i>2.3) Colin wants to set up a working party to look into how we think the</i></p>	<p>CS CM</p>

<p><i>Club should look in, say, 3 years time. It needs about 6 people who represent a cross section of the membership. Colleen, Jerry &amp; Anna all volunteered to be on the working party.</i></p> <p><i>It was suggested that we ask everyone in the Club to answer the question:- “What would you like the Club to do that it doesn’t do at present.”</i></p> <p>Colin hasn’t been able to progress this yet. Action to be carried over.</p> <p><i>2.4) It was suggested the all BHCC roles need some form of check list.</i></p> <p>This action was not discussed.</p> <p><i>2.5) The other Groups (Promotion &amp; House) have not yet elected their Co Opted Committee member. This needs to be done prior to the next Committee Meeting on 11 January 2010.</i></p> <p>Rod Orrell attended on behalf of the Programme Group but the other two committee members have still not been agreed. The Committee agreed that if we can get Claude Lester to attend on behalf of the Exhibitions Group then this should be sufficient.</p> <p><i>2.6) Anna made the point that as at mid November there has not yet been a New Members’ meeting and this should really take place earlier in the season.</i> <i>We should also look at allowing all members back into the print &amp; image competitions but, in order to manage entries, go back to Bill Brandt’s idea of each member having a quota of entries for the season (say 10) with a maximum of 2 entries per competition.</i></p> <p><i>This needs to be referred back to the Competitions Team for consideration.</i></p> <p>Anna has spoken to Rod &amp; Jerry who agreed that no further action was required regarding New Members’ Evenings whilst we are not taking on new members. There was no update regarding print competitions (?)</p> <p><i>2.7) Colin stated that it was for each Group (Programme, Promotion &amp; House) to suggest their proposed budgets.</i></p> <p>This action was not discussed.</p> <p><b>3) To Consider a resolution confirming the Club’s banking arrangements.</b></p> <p>Ken proposed the following:-</p> <ul style="list-style-type: none"> <li>• The following changes shall be made to the authorised</li> </ul>	<p>CM</p>
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<p>signatories for the Club's account with the Co-Operative Bank plc:  <i>Remove David Miles (no longer a Committee Member)</i>  <i>Substitute Tony Bowall, Vice President.</i></p> <ul style="list-style-type: none"> <li>• Committee agrees to continuation of the existing banking arrangements in accordance with the conditions in Section 3a of the mandate for the change of account signatories.</li> </ul> <p>This proposal was seconded by Colin Miller.</p> <p><b>4) Club Officers – Vacant Posts</b></p> <p>Several posts will become vacant at the end of the season. These are:-</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> President</li> <li><input type="checkbox"/> Treasurer</li> <li><input type="checkbox"/> New Member Secretary</li> <li><input type="checkbox"/> Workshop Co-ordinator</li> </ul> <p>There was some discussion regarding suitable members to approach to fill these roles and actions were allocated to the following:-  Tony &amp; Dave regarding New Member Secretary.  Jerry regarding Workshop Co-ordinator</p> <p><b>5) Exhibition Plans</b></p> <p>Due to heavy workload Claude has delegated the organisation of the Grange exhibition to Chantal .  Jerry is progressing the plans to have Club images projected onto the wall of My Hotel during the Brighton Festival this year. This will involve the hiring of a projector estimated to be around £2-300.  We will need around 100 images from Club members.  Colin is continuing discussions with Anthony Penrose about the possibility of the Club co-hosting an exhibition of Lee Miller images in Brighton/Hove during the PhotoFringe in October this year.  We still need to replace some (at least 70) of the Club frames. We do not have enough for simultaneous exhibitions at the Grange and the Old Market in May this year.  Tony will talk to North Laine Photography regarding buying some.</p> <p><b>6) Future Membership Numbers</b></p> <p>We need to establish average attendance (see 2.1) before making any decisions regarding this.</p>	<p>TB&amp;DG  JW</p> <p>TB</p>
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<p><b>7) Issues to do with Hove Methodist Hall</b></p> <p>Rod &amp; Jerry complained about the state of the Hall when they come to set up on a Tuesday evening. The previous occupants do not leave the Hall tidy and many of the chairs are distributed throughout the complex. This wastes valuable time in setting up for the evening.</p> <p>Both Rod &amp; Jerry cannot always guarantee to get to the Hall at 6.30 and really need more help to set up. We need to encourage more new members to take an active part in the Club.</p> <p>Colin will talk to Steve Boyle regarding the new Fellowship stand he built for the Club</p>	<p>CM</p>
<p><b>8) Treasurer's Report</b></p> <p>Ken talked the Committee through his report (which is attached to these minutes).</p> <p>Colin wants to purchase a monitor so that it can display images that new members bring along on memory sticks on a Thursday evening.</p> <p>Colleen has one that she will donate to the Club.</p>	<p>CL</p>
<p><b>9) AOB</b></p> <p>Jerry &amp; Rod need another swipe card. Dave confirmed he has a spare and will give it to John Hazzard.</p>	<p>DG</p>
<p>Rod confirmed that the programme for 2010-2011 is virtually complete except for the addition of some Member's Showcase evenings.</p>	<p>DG</p>
<p>Dave confirmed that he will approach Steve Boyle about doing the Salon slide projection on the evening of Tuesday 2 March 2010.</p>	<p>DG</p>
<p>Tony agreed to look at revising the New Member's pack</p>	<p>TB</p>
<p>Dave mentioned that SPA have set out the requirements that Clubs must follow in order that their Public Liability Insurance is valid. This includes keeping a central log of ALL Club events that have been undertaken in the last 3 years.</p> <p>Colin said that this was not an issue.</p>	
<p><b>Meeting finished at 9.30pm</b></p>	
<p><i>Next meeting is 8 March 2010 in Fellowship Room at Hove Methodist Halls.</i></p>	

**BRIGHTON & HOVE CAMERA CLUB**

**Treasurer's Committee report 21 Jan. 2010**

1. Current balances (at 15 January 2010)

Bank	10,199.70
Cash	94.23
<u>TOTAL</u>	<u>10,293.93</u>

2. Membership The final total is 147, with a subscription income of £6,127.50. Of these 94 are renewals & 2 are ex-members who have rejoined.

3. Rent has been paid for November & December, a total of £518.

4. Insurance Public Liability £87.78. All Risks £674.66. Both are effective from 1<sup>st</sup> Feb for 12 months. The All Risks now includes cover for the equipment purchased with the Lottery Grant.

5. Banking arrangements We are in the process of applying for registration for on-line banking with the Co-op Bank as this will enable us to keep a running check on the account .  
Following the special general meeting in November Application has been made to change the authorised signatories to reflect the change in Officers. The bank requires a formal resolution to be passed, which will be tabled at the Committee meeting.

6. Election of new Treasurer Despite several attempts by the President to recruit candidates for this post, nobody has approached me. This is becoming urgent, as I have no intention of continuing, other than to prepare this year's accounts for audit.

Ken Matthews  
Treasurer