

Brighton and Hove Camera Club
Minutes of Committee Meeting
25 January 2012
Dave Gerrard's Place

Members Present

David Gerrard (President)	Tony Bowall (Vice-President)
Tony Crowther (Secretary)	Rod Orrell
Colleen Slater	Jerry Webb
Steve Boyle	Paul Stillman
Norman Atkinson	Claude Lester
Leo Jago	Jean Gerrard (Entry Group Organiser) – Item 5 only

1 Welcome and apologies for absence

Apologies were received from Ant Hunt and John Francis (Treasurer).

2 Actions from previous meeting

David Gerrard confirmed the membership had been Informed of the tidiness issues concerning the Methodist Hall (DG)

Job Descriptions – David Gerrard confirmed he had received the job description for both the Front of House position and the Programme Secretary. A compilation of all the job descriptions had been produced and distributed to the committee. It was clear however that several other statements were needed to cover the range of tasks undertaken by club members. These included Exhibition, Competition and Projection Team Leader roles, Website Co-ordinator, Workshop Convenor, Distinction Group Organiser, Entry Group Organiser and Summer Programme Organiser. Leo Jago and Claude Lester agreed to produce job descriptions for the Summer Programme Organiser and Exhibition Team Leader respectively. David agreed to contact the present holders of the other positions to identify the range of tasks they considered falling within the role. Evaluation of these descriptions was not possible while these omissions remained. (LJ)
CL
DG

Library – Despite the making of the library available during the evening interval there was very little interest in it and it was considered appropriate that it would be disbanded. Books would be either sold to members, given to charity shops or otherwise disposed of. David Gerrard and Claude Lester would take responsibility for deciding the fate of each item. Claude expressed some concern about access to the book trolley on occasions other than club nights. CL
DG

Projection of Early Leaving Notice – Although the need to sign out of the building when leaving early was important it was considered inappropriate to project this and a notice that was pinned to the street door would be preferable. Jerry Webb said he had produced such a notice and would e-mail it to Claude Lester. JW

There was discussion about the discourtesy shown to visiting speakers by people leaving mid-evening and the committee were asked to give an example to other club members by not leaving early.

Disposal of club projector – Tony Bowall had recovered the last of the club's slide projectors from Jerry Nevill and confirmed it defunct and not worth either repair or sale. The committee agreed to its disposal. TB

Archive Update – Steve Boyle reported meeting with Colin Miller and had developed a plan for the end-of-session assessment of all images submitted for competition to produce a shortlist of images that could be presented to a selection group (membership undefined at present) for choosing images to be archived. This required the assistance of the projection team and John Hazard had agreed to provide a memory stick for each competition. SB
(CM)
(JH)

Steve also reported his concern for the items that were currently in the archive. In particular he suggested that early inkjet prints may not have been as colourfast as current inks and the images may not be true to the originals. Also it needs to be confirmed that any digital image files held on CD, DVD or other older storage media were still readable and should be backed-up using safer methods. Steve and Colin aimed to arrange access to the archive in due course. SB
(CM)

David Miles Trophy – David Gerrard confirmed he had spoken to Sue Miles about the problem of obtaining a trophy that would be suitable. After some research herself, Sue accepted this and an alternative memorial was proposed. This was the purchase of mount-cutting equipment that would be available for club members to borrow. The committee approved this change of plan and David agreed to advise Sue accordingly and to arrange the purchase of as much equipment as Sue's budget would permit. DG

Display Frame Modification - Steve Boyle agreed to assess the possibility of modifying the print frames formerly designed for the Lower Hall and give the committee an estimate of the cost. SB

Rattletales – David Gerrard and Leo Jago both confirmed they had spoken to Rob Mettler about his photos with stories project being included in the Summer Programme. They will have a further meeting, probably in March. DG
(LJ)

Introduction to DSLR Workshop – Paul Stillman reported that the workshop had been abandoned as there were only three members interested in the course.

Briefing document for judges – Jerry Webb reported that he had spoken to Peter Charnaud who confirmed a briefing document does exist and that it was sent out to all judges prior to their visit. There was sometimes an occasion when a judge ignored these. The committee expressed an interest in seeing the document to confirm it was still valid and Jerry agreed to contact Peter for a copy. JW

Non-photographer judge – Colleen Slater confirmed she had spoken to Eileen Flynn, a teacher of art, who was interested in taking the job on. She would expect some remuneration but this would be modest. This now requires scheduling into the programme. JW
CS

SPA AGM – Norman Atkinson had attended the meeting as a representative of the club. Norman suggested the only issue of note was an agreement to change the voting rights for decision-making at meetings of the SPA. Formerly clubs' had votes in proportion to their membership. This was reversed at the AGM and now there is one vote for each member club irrespective of size.

Norman also advised the committee that members of the SPA were concerned that our club never contributed to the inter-club competitions organised by the SPA. No response was suggested to this.

3 Treasurer's Report

John Francis, being unable to attend the meeting, sent an brief statement that was read to to the committee by the secretary. It was accompanied by a budget forecast. The statement advised the committee that the current account was now in credit in excess of £9000.00 and that it was likely that, at the end of the session, there would be almost £7000.00. John suggested that we should avoid any expenses to ensure there is sufficient reserve to allow us to cope with future equipment failure and maintenance. There was some discussion about what level of reserve was appropriate for the club and its equipment. It was felt that £7000.00 was probably more than necessary and £5000.00 may better cover our risks. This may give us a little more latitude in our planning for next year.

JF

John also commented upon the matter of the club's arranging a savings account; an issue that had arisen in the last committee meeting. John had discovered that the existing bank (the Co-operative) could only offer 0.09% and that, as we were already getting 0.15% on the current account, transferring funds made no sense. Further, John felt that moving our account to another bank would involve much more difficulty and inconvenience than the potential return justified. The committee agreed with this. The club will remain with its single account at the Co-operative Bank.

4 Missing Equipment

David Gerrard confirmed the digital projector that had been reported missing had now been recovered.

5 Workshops

Jean Gerrard (Entry Group Organiser) was in attendance for this item.

Paul Stillman introduced his ideas about formalising the inclusion of workshops into the programme and a lively debate ensued. This moved toward the difficulty of handling large groups particularly in studio situations and in those where access to computer monitors were involved. Jerry Webb said that a member, Philip Bigg, had a centrally located studio and that he was interested in renting it out to club members. Jerry said he would approach Philip to see what the costs would be for running courses there. Jerry suggested that only about 6 people could be housed any one time so, if there was wide interest the workshops would have to be repeated – maybe several times and at several levels. Jerry would also clarify whether Philip could teach some studio skills.

JW

Both Claude Lester and Colleen Slater agreed to being available for the teaching of Lightroom skills although Colleen preferred small groups (4 – 6 max) and was prepared to offer her own home for teaching.

Jean said that until the nature of the new Entry Group had been assessed it was unwise to set up specific workshops in advance. Flexibility was needed to allow a relevant programme of workshops to be offered. It would be sensible to allocate workshop spots in the programme however.

No particular actions were suggested but the subject would be revisited at the next committee meeting.

6 Summer Programme

Leo Jago reported that last summer fewer than 50% of members who had signed up for activities in the Summer Programme actually participated. One difficulty was that events were frequently not scheduled early enough and by the time they were fixed those signed up had arranged other commitments. This year Leo would endeavour to get organisers to give a tentative date for their event.

(LJ)

Leo also said he felt it was important that the results of Summer Programme activities should be seen in the club and that their presentation should be scheduled in the programme. Leo advised the committee that in February he would begin promoting the Summer 2012 Programme. October 23 was suggested as a possible date for images from the summer to be shown in the club. The Programme secretary was asked to consider putting this in the programme booklet to ensure it takes place.

(LJ)
RO

7 2012 Programme and Programme Secretary

Rod Orrell introduced the draft plan for the Tuesday events in the 2012/2013 season and pointed out that, in response to feedback from the Competition Team, there would be fewer competitions than in the current year. Furthermore, at the suggestion of Bill Brandt, one of these, a projected image competition was to be judged by the members themselves. The plan was accepted by the committee. It was noted that the costs of running the programme were similar to this year.

Rod pointed out that he had not programmed an workshops, Entry Group events or Distinction Workshops. These usually take place on a Thursday at the English Language Centre which will need to be booked once decisions have been made regarding these various uses. Paul Stillman, Jean Gerrard, Audrey Marshall and Tony Bowall are asked to identify their needs as soon as they are able.

PS
(JG/AM)
TB

Rod confirmed he would be standing down from the Programme Secretary post from this year's AGM and would be available if necessary to assist the new appointee to that position. Jerry Webb has volunteered to take over this role and this was endorsed by the Committee. He will therefore step down as a Committee member at the end of the season and start the preparation of the 2013/2014 Winter Programme. It was agreed that he would have a provisional budget of £2000 for this.

8 Policy for Use of Gallery on Website

John Francis had raised his concern that some ex-members continued to have galleries on the BHCC website. He queried whether this was desirable. Some discussion ensued but it was considered that this was a minor issue - there were only two or three people in this position. Further the practical difficulties of tracking offending individuals and policing the Gallery use generally did not warrant the benefit. No action will be taken at this point in time.

9 AOB

Tony Crowther circulated a draft of a possible agenda for the AGM and asked the committee to consider whether it covered all the work necessary to be undertaken at that meeting. The committee were asked to bring their comments to the next committee meeting.

Committee

David Gerrard ask whether Colleen Slater could provide the committee with updated attendance figures at the next meeting. Colleen agreed to provide this.

CS

Colleen Slater confirmed the planning of the Treasure Hunt was well under way and that it would take place on April 21

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Date of next meeting 7.30 on Wednesday, 28 March 2012 at Dave Gerrard's place.