



Minutes – Committee Meeting

11 August 7.30pm, Online

- 1 Apologies – Louisa Christie, Paul Dobson
- 2 Committee roles and responsibilities. Brian reminded all committee members to action agreed tasks promptly, and to communicate any issues ASAP to ensure things are not left until the last minute. He also reminded the committee to communicate only using the club email address. Not only is this more professional, but it creates a paper trail which can be accessed by any successor to the role. **All**
- 3 Minutes. The minutes of the previous meeting were approved.
- 4 Matters Arising
 - a. Competition Rules **Alice / Debbie**
 - i. Alice has re-worded the Natural History definition for Debbie to include
 - ii. Debbie agreed to make the other minor changes before circulating the amended version to the committee.
 - iii. Alice to prepare a proposal for changing the rules regarding the third entry requirements for competitions. Alice to forward to Nicky for filing until next AGM.
 - iv. Steve H has now received the 10 mile radius map for circulation prior to the George Dellar competition.
 - b. Laptop / equipment. **Jonathan / Brian**
 - i. The requirement for a new laptop was discussed alongside the need to have appropriate equipment to stream meetings and competitions from the church. Jonathan outlined various options and the committee accepted his suggested approach:
 - Purchase a Directional Microphone and USB CCTV style Camera to use in the Church to stream meetings
 - Purchase an SSD Hard Drive to fit to Alice's laptop to improve performance
 - Visit the Church and test the Laptop, Camera and Microphone on a Teams call with Brian
 - Fit Debbie's Spare SSD to the spare laptop (currently with Brian) to improve performance
 - ii. It was also suggested that the club should purchase a rubber cable floor cover, to eliminate trip hazards.
 - c. Outstanding sponsorship Interprint money. **Steve L / Peter**
 - i. Peter had received no further monies and needed contact information in order to chase. Steve L agreed to forward details to Peter.
 - d. Change of bank signatories **Steve L**
 - i. The Cambridge Building Society & Lloyds accounts are now updated.

- ii. Peter has received the new finance spreadsheet.
 - iii. It was agreed that electronic banking would be simpler. Steve L agreed to investigate Club accounts used by another club he is a member of that have this capability. The feasibility of this was discussed as our authorisation currently requires two signatories to complete a transaction. Steve H suggested that one signature might be adequate within set financial limits. Before this is put in place an EGM would need to be arranged to change the Club Constitution.
- e. Outstanding Job descriptions.
 - i. One job description is still outstanding. **Jonathan**
- f. Distribution of Trophies **Alice**
 - i. Steve L has distributed all the Keepsake trophies.
 - ii. Alice has not yet been able to pick up the Interprint trophy from the Cambridge President in Bedford. This is also to be engraved with the Chelmsford name and a photo sent to the Chelmsford Club.
- g. Critique Evening
 - i. Alice agreed to set up entry on PhotoEntry leaving date open for now. **Alice**
 - ii. It was decided not to hold a Critique Evening on the first night back at the church. Peter to find out whether the Michaelmas fayre is going ahead. If not, it was agreed to hold a critique evening on that night instead. **Peter**
- h. Young People involvement
 - i. Scouts update – Nicky has been in contact with Louise Clover who is happy with the summary of our meeting as attached to these minutes – Appendix A. Louise will be in touch on Friday to cover more detail. Nicky agreed to get her telephone number as communication by email had been slow. **Nicky**
 - ii. School Progress – Louisa has had no reply to her email to St Ivo school.
- i. Club 50th Anniversary
 - i. The committee were unanimous in their selection of the new logo designed by Alice’s friend. Alice advised that her friend only wanted £50 which was considered too low.
 - ii. The committee felt it would be good to have a further logo with “50 years” on it, to use over the 50th anniversary. It was agreed to ask if this could be done. No price agreed for this, but Alice would speak to her friend about it.
 - iii. The Logo needs to be supplied as a vector file to ensure that it is suitable for all usage. **Alice**
 - iv. It was suggested that the logo was “unveiled” at the exhibition. If the local Mayor attends for the scouts, he might unveil it for us.
 - v. It was also suggested again that we have a table of memorabilia at the exhibition to mark the 50 years.
 - vi. A suggestion of a Group Photo of all the 2021/22 members was made

5 Finance.

- a. Peter said that the bank balance is healthy, and that money was there should the club need to spend it.
- b. Some discussion took place as to whether to replace the exhibition boards but having looked into this before, Jonathan advised that lightweight boards of the size we need are not available and would have to be custom made. Jonathan agreed to look into re-finishing costs to smarten up the old boards. **Jonathan**

- 6 Programme
- a. Summer Events review. It was agreed that all the summer walks had been very well received. Steve said that the Saturday events were a great success and it was suggested that more weekend outings could be arranged throughout the year and perhaps even a trip away.
 - b. Start of Winter Season
 - i. Steve L advised that following the survey most members would prefer to return to the church with an option of streaming for those who were not comfortable with attendance in person. The technicalities of this are covered in Jonathan's equipment review (4b) – equipment to be tested prior to the first use by Jonathan and Brian. **Jonathan / Brian**
 - ii. Steve L agreed to contact the speakers to ask for their permission to record and make their talks available to members only, for a limited timeframe after the event to allow everyone to view. **Steve L**
 - iii. Steve L would ask speakers for images to use as promotion for their talks. **Steve L**
 - iv. As the first two speakers are not local, it was decided to run the first two sessions remotely and to return to the church on 21st Sept and to include print entries for all competitions. A remote session will also take place on 19th October as the speaker is not local.
 - v. Peter to ask the church about their Covid guidelines regarding cleaning, sanitising and to ascertain their requirements for users of the church. Although we can recommend the wearing of masks, this cannot be enforced. **Peter**
 - vi. It was decided not to provide refreshments – members to bring their own drink/flask if required.
 - vii. In light of the decision (4g above) regarding the change of programme for the first night back at the club, it was thought that a summer programme review by Steve L & Brian would be a better start, showing some of the images submitted for each event. **Steve L & Brian**
 - viii. It was decided that visitors to the meetings would be encouraged to book tickets via EventBright. As commission is payable for chargeable events, it was agreed that we would charge £3.50 per visitor if visitor's ticket is purchased online and £4 for "on the door" visitors. **Steve L** to setup Eventbrite, **Steve H** to update Website
 - c. Members' Survey. It was agreed that a survey to ask members what they want from the club would be circulated in early November to allow Steve L time to incorporate suggestions into the following year's programme.- **Steve H/ Brian**
- 7 Competitions
- a. It was agreed that rules should be circulated once updated – to be included on the newsletter. **Debbie/Steve H**
 - b. Rules should also be included on emails before each competition and in person when the President makes his weekly announcements as a reminder before closure of entries.
 - c. It was agreed that the two-week closing date before competitions would continue at least in the short term just in case on-line competitions need to be resumed.
 - d. It was decided not to allow judges to see images prior to competitions to maintain consistency between different judges.

- e. EAF Exhibition - Prints have now been sent for the EAF exhibition which will run from 14 – 31 August. A flyer about this will be included in this week’s newsletter. Alice to arrange collection of these prints at the end of the Exhibition. **Alice**
 - f. General Update - A friendly against Swavesey has been arranged in November and Cambridge have announced a competition – details to follow. **Alice**
- 8 Interprint
- a. Tim has agreed to help with sponsorship – Alice to talk to Tim about this. It was suggested that we need to be much clearer about what we can offer sponsors. As well as an advert in the programme we can include their logos on our website and might include a sponsorship stand or display at the event. Gift vouchers for inclusion in the programme were also suggested. **Alice**
 - b. There was no decision at the moment regarding whether refreshments would be provided as it was decided to wait to see how the Covid situation has evolved by then. Nicky offered to organise refreshments if required but it was suggested that Tookeys might like to take on the refreshments for this event.
 - c. 40th Interprint. It was agreed that a new Trophy to mark the 40th Anniversary would be a good idea.
- 9 Communications.
- a. Steve H advised that he was in the process of tidying up the website.
 - b. Alice suggested a link to her texture, macro, shape and colour Tuesday challenge #macrotexturetuesday. A monthly theme was suggested for a challenge.
 - c. It was also suggested that a 10 minute slot / presentation on using Instagram would be a good idea, as many members do not use social media regularly.
 - d. The new social media team will be meeting next week with the intention of appearing more interactive to raise our profile in the community and engage with prospective members and sponsors to give us a better chance of promoting our club and events. **Steve H/Alice**
 - e. Alice advised that “Linktree” is a useful app which combines multiple links making them easy to send out from Social Media.
- 10 Hinchingsbrooke Hospital Project. Brian reported that there had been an unexpectedly good take up for entries. Natalie at the hospital has received all the entries and will decide with her colleagues which ones they would like to display in the original frames by the end of the month. **Louisa / Brian**
- 11 Membership
- a. Changes to membership form to include social media. This has been done but there are still some changes to the wording needed, such as how to submit payment online. **Steve H**
 - b. The casual visitor’s information needs to be updated with instructions on booking visits via EventBright. Steve L will look at the options for including e-membership as this complicates the Eventbright set up. It was believed that we only have one e-member anyway. **Steve L**
 - c. New member “buddy”. It was agreed that to adopt a more friendly approach whereby a buddy is be assigned to each new member. Debbie to allocate once membership has been confirmed. **Debbie**
- 12 Annual Exhibition.
- a. Marc agreed to co-ordinate the exhibition with Karen L assisting. Debbie, Alice and Nicky offered to help. **Marc**

- b. Steve L offered to order the mounts as before if required, and will advise the members on print sizes and timescales. **Steve L**
 - c. Members will be encouraged to enter – Alice to prepare information for inclusion in the next newsletter. **Alice**
 - d. It was agreed that it should be New images only, nothing previously exhibited.
 - e. It was agreed that a public vote was still a good idea.
- 13 Tookeys' Prints – Peter not yet been to see if they still want our prints. **Peter**
- 14 Any other business - none
- 15 Date of next meeting - 29 September 2021 at 7.30

Appendix A

Scouts Involvement

Brian, Nicky and Louisa had met Louise Clover in a "Teams" chat. The meeting was thought to be very productive and it was hoped that our involvement with the scouts could be mutually beneficial.

Main summary of the meeting:-

Photographic Competition

We will hold a Photography competition for the Cromwell Scout District (To be seen as a Pilot for other districts/photo clubs). Theme to be "Life In and Around St.Ives"

There will be four age categories as per the Scouts structure – Cubs, Scouts, Explorers & Network

The winning 2 images in each age category will be printed & mounted (by SIPC) & displayed on dedicated competition boards at our Annual Exhibition on 5-6 Nov. The winner of each age group will be presented with their print (to keep after the exhibition) and a badge/ribbon (supplied by Scouts)

Louise will organise publicity with Local Radio/Social Media & happy to cross promote our publicity (maybe get Mayor involved to present awards etc)

Closing Date 30th September 2021

Each entry (one per entrant) will require Name (Noting Safeguarding restrictions – maybe just First Name), Section/Group, Title and Device used to take the image

Scouts Active Unit

Anyone 18-85 can join with particular skills (e.g. Photography). Anyone interested needs to complete 3 online modules for safeguarding, before attending any scout events.

There will be no commitment to anything but members will be invited to events etc to take photos to be used for promotion. Scouts get photos – photographer gets to attend & get involved with unique events while improving photography skills.

Louise will send us a flyer to promote this group to the club

Photography Talk

Alice had agreed to talk to the scouts about the basics of photography. Louise will send us the Photography badge details to understand where Alice's talk could be used and to see if any further items need to be included in her talk.

Actions

Once we have the details, Alice to see if/where she can help with this.