

## MINUTES- Committee Meeting

Wednesday, 12 May 2021 - 8pm

Venue: Online

### Present –

Brian Sibley, Marc Human, Steve Laws, Peter Wills, Alice Kendrick, Stephen Hardy, Louisa Christie, Nicky Cope.

Brian welcomed the new committee members and asked all committee to complete tasks quickly. He said that support is always there if needed.

- 1 Apologies – Debbie Hall, Jonathan Sayer, Paul Dobson
- 2 Minutes – the minutes for the regular meeting held on 25<sup>th</sup> March 2021 were reviewed and accepted.

### 3 Matters Arising

Actions from the previous minutes were reviewed and the following matters arose:

New Laptop. No news on this.

**Action: Brian to consult with Jonathan and laptop to be purchased as soon as possible**

Finance. Peter advised that no more money had come in from Interprint. The accounts were audited by Kim Human and thanks are recorded.

**Action: Peter to chase up outstanding Interprint Sponsorship money.**

All Committee to produce Job Description of their Roles to aid future committee members.

**Action: All who have not done so are to send Job Descriptions to Brian as soon as possible.**

**Alice to document her role and that of her assistants.**

Purchase of Keepsake Trophies. Trophies will be in by the end of the week.

**Action: Steve L to collect and distribute the trophies.**

**Action: Alice to pick up Interprint trophy from Bedford and to take a photo of it for Chelmsford Club once it has been engraved as they do not want the trophy.**

4 AGM Matters Arising

a) Re-wording of competition rules and finalising details agreed at AGM.

Brian advised that the rules could not be altered by the committee without AGM approval and the task was to make the current rules easier to read and understand.

There was some discussion about whether a third entry could be re-entered into a subsequent competition if not used in a member's score. Under current rules this is acceptable even if a judge has commented on it. It was agreed that the wording needs further clarification. Alice felt it was hard to monitor images that had been submitted before and suggested that this rule is changed at next AGM.

**Decision:** Current rule on third entries to be clarified and Alice to submit a proposal for next year's AGM to change the rule so that an entry cannot be re-submitted if it has already been judged.

**Action:** Alice to re-word the current rule regarding third entries and to prepare a proposal for next AGM – this to be passed to Nicky for safe keeping.

It was agreed that under the 5<sup>th</sup> bullet point, items b and d were essentially the same. Under the Monthly competitions, it was agreed that "Number 2 Entries, and Number 3 Entries" should be changed to "second" and "third".

**Decision:** Remove Item d and change wording to "second" and "third".

**Action:** Alice to remove item d and change wording as above.

It was agreed that the Natural History definition was too long.

**Decision:** to re-word item 3 – Natural History. This should say that all images must conform to the PAGB definition and then to bullet point the detail.

**Action:** Alice to amend Natural History definition.

George Dellar. Some discussion took place regarding submission of entries which do not show a clearly identifiable landmark or may not be within the radius permitted. Alice was not keen to disqualify entries as she felt that entry numbers for this competition were already low. However, it was agreed that members should be reminded of the rules by email before entry and the map also circulated.

**Action:** Steve L to send map to Alice.

**Action:** Steve H to make sure rules are in email newsletters before the competition and Brian to remind members at meetings leading to the competition.

b) Membership fee increase was agreed at AGM. No action needed - Steve L has already updated fee on website.

5 Finance

Peter advised that there were no issues with finances. He has had no contact with church and is hoping will be back in the church in Sept. Signatories need to be changed on bank accounts. Peter also needs a new spreadsheet for the 2021-2022 finances.

Action: Peter to get appropriate forms for signature.

Steve Laws to create finance spreadsheet for 2021-2022 season.

6 Programme

a. Summer Programme

This is now on the website starting 1<sup>st</sup> June with last event 17 Aug. Steve L has set up EventBrite for events up until 21 June, but it was agreed that this is a good way to proceed for all summer events, even after social distance restrictions are lifted.

Action: Steve L to make a few corrections and to put the remaining Summer events onto EventBrite.

Visitors to summer programme events.

Decision: It was decided to allow visitors (with relevant covid restrictions in place).

All events were approved. There was some discussion regarding group bookings at the Botanic Gardens regarding individual entry payments and whether there would be any restrictions for group entry. Parking nearby was also discussed.

Action: Louisa to get in touch with Botanic gardens to see how group bookings will work and to investigate parking options.

Risk Assessment for Summer Events: The Risk Assessment form was approved subject to a re-wording of the social distancing sentence and inclusion of a risk of tripping hazard for events with tripods.

Action: Steve Laws to Change the social distancing sentence and add tripping hazards for tripods. Steve to give all organisers a risk assessment form for completion.

b. Winter programme

- The programme was presented by Steve L and approved by the committee. Marc suggested that more practical sessions and educational talks should be included. Steve L suggested a night photography session to be run in two halves – partly as a talk inside and partly as a practical session outside. This was considered a good alternative to the Michaelmas fair if this is not running this year. Steve L could also arrange an afternoon workshop and talk for £50 if there was interest. Summer workshops such as Louisa's are also a possibility. Steve agreed that more practical sessions could be brought into the programme next year if members would like this.

Action: Steve L to look at a possible members' survey to find out what practical sessions members would like to be included in the programme.

The committee discussed the issuing of membership cards.

Decision: It was agreed not to issue membership cards this year, but to print information from the website for new members if required.

There was some discussion as to the format of critique evenings and how to give feedback to members.

Decision: It was agreed that there will be a maximum of 3 entries per person for critique sessions, which would then be accepted for entry in PhotoEntry. It was agreed that the committee will view images before the session so that constructive feedback can be prepared. The members would be given the opportunity to present their images giving explanations for their photographic approach.

Action: Alice to put critique evenings into PhotoEntry.

There was some discussion about when to resume meetings in the church. The first two sessions are remote and there was some doubt as to whether the church would allow streaming of these event using the church Wi-Fi. The purchase of a dongle was suggested as an alternative which could also be used to stream events in the church if any members were nervous about returning.

Action: Peter to contact church first and investigate options for our return, but plan to go back to the church on 21<sup>st</sup> if Wi-Fi options not forthcoming.

If church is agreeable, Brian and Steve to schedule a test event to see if on-line events can successfully run from the venue.

Brian to talk to Jonathan about looking into purchasing an internet dongle as a backup.

Discussion took place as to how to better promote the winter sessions. Promotion of talks using photography classes at colleges was discussed and considered to be a good idea as well as advertising links through social media. The £3 for visitors' charge was considered fair. Students can join for a year for £10.

Decision: It was agreed that we should make the most of social media for promotion. It was decided to use EventBrite for visitors' tickets.

Action: Steve H to advertise forthcoming events to members more than once and a week or two in advance.

Alice queried the submission of print entries if use of the church is not possible for the first competition(s).

Decision: It was agreed to resume print competitions as soon as possible even if this means less monthly competitions with print entries this year.

Steve L advised that costs for judges and speakers have increased – he is planning to spend around £1000 for judges and speakers this year.

c. Responsibility for on-line meeting set up and distribution was discussed, and Steve Laws agreed to take this on.

**Action: Steve Laws to set up on-line meetings.**

Steve L advised that PAGB have a library of video talks. The committee agreed that the purchase of a spare talk would be a good idea to have as a standby in case a speaker is unable to attend.

**Steve L to purchase a talk from PAGB**

## 7 Competitions

a. Booking judges. The responsibility for booking was discussed. Steve Laws has the only copy of the handbook, so it was suggested that he make the initial contact.

**Decision: Programme Secretary to contact the judge and agree a date, then Competition Secretary to take over more detailed requirements with the judge.**

**Action: Alice will brief the judges that have been set up for this year.**

b. The display of rules prior to entry was discussed. Alice advised that only one sentence is possible on the PhotoEntry page, so a full description of the rules by each competition is not feasible. However, it was agreed that a reminder of the rules would be send with email information of up-coming competitions. The committee also felt that entries should be disqualified if rules are broken.

**Decision: To send out rules by email and to disqualify entries if rules are broken.**

**Action: Steve L to send Alice details of software to help with this. Steve H to remind members of the rules when he sends out emails.**

## 8 Interprint

a. Interprint Secretary role is now vacant after Richard Berridge has stepped down.

**Decision: Karen Laws is happy to step in and Nicky and Louisa are willing to help. Tim will help with sponsorship. It was agreed to sort out rotas for manning the event and catering nearer the time.**

b. 40<sup>th</sup> Interprint – there was some discussion about how to mark this occasion. It was agreed that the styling of the event needed updating. This would include modernising it with up-to-date logos and fonts etc. and to source quality raffle prizes. It was noted that sponsorship is a bit of a struggle.

**Action: Brian to ask Petros if he could design something for promotion. All to think of other ways to mark the event.**

## 9 Annual Exhibition, to be held on 5-6 Nov. It was agreed to go ahead. No decision was made on who will run the event, but this should be straightforward as there is a document on Dropbox which outlines the requirements for managing it.

**Decision:** It was agreed to allocate responsibilities for the event nearer the time

**Action:** Peter to book the church including the evening of 4<sup>th</sup> November for setup.

## 10 Communications

Brian thanked Steve H for taking on Communications officer role.

Steve intends to put more effort into social media using one tool that is easy to manage for surveys, forms, blogs etc. He asked if we could we spend £130 per annum to upgrade Mailchimp to fulfil the needs of the club and get everything in one place so that it is easier to manage. Steve to also look at website and promotions. Alice recommended Linktree and offered her social media expertise should Steve want any assistance.

**Decision:** It was agreed to purchase the Mailchimp upgrade.

**Action:** Steve H to purchase the Mailchimp upgrade – Peter to reimburse. Steve H to look at Linktree and to improve the website.

Club email addresses

a. Using club email addresses.

We need all committee members to use SIPC email addresses when communicating externally and to use a consistent signature when setting up mail clients for SIPC mail (e.g., “SIPC President”, “SIPC Secretary”). And add signature set up with the disclaimer on it. Brian suggested that anyone who needed to set one up should copy his to ensure uniformity.

- **Action:** All to use SIPC email addresses and to use “SIPC” and followed by the appropriate role as their Display Name.

b. Unassigned email addresses

- Interprint Secretary (linked to Interprint Agenda Item). Steve L advised that Karen would be happy to take this email. Brian passed on the committee’s thanks.
  - Tookeys Prints – for members to email in images. As nothing has been sold for a long time Peter agreed to ask Tookeys if they wish to carry on holding photos.
  - Events – Events email not used, so it was agreed to delete it.
- **Decision:** Assign Interprint Secretary email to Karen. Delete events email.
  - **Action:** Peter to contact Tookeys and Steve H to delete events email.

## 11 Membership

a. It was agreed that a box should be added in the membership form for members’ social media pages.

b. The committee discussed whether to use the on-line form exclusively for new/renewing members and it was agreed that we should.

Decision: Debbie to send out welcoming email as normal and the new member put onto database. Current wording needs to be changed to omit the words “bring form to the club”.

Action: Steve H to add a box on membership form for social media details and to re-word as per above.

- 12 Artsfest 3-4 December, Cambridge Corn Exchange – St Ives Invited to join in but Committee decided not to take part this year.

Decision: Not to take part in Artsfest.

Action: Peter to forward email to Nicky. Nicky to email Artsfest.

- 13 Club 50<sup>th</sup> Anniversary (first meeting was 23 Feb 1972) Ideas were discussed for marking this milestone. It was decided that in line with a better social media presence, a new logo would raise our profile. The event could tie in with Interprint. A golden board of history was suggested at the exhibition. Steve L suggested a group photo of all members and a party was also suggested.

Action: All to think of ideas for the next committee meeting.

- 14 Scouting Programme

Nicky had received an email from the Scouting County Commissioner, Karen Clover, who wondered if the club would be interested in involving the scouts in photography in some way. Alice has done a presentation before to scouts and run a competition. It was agreed that it is good to get young people involved. Alice is willing to do a talk again. It was suggested that we set up a local competition for the scouts and have a board for the winners in our Exhibition. This would tie in well with our 50<sup>th</sup> year celebrations. The possibility of an A level entry board at our 50<sup>th</sup> celebration was also discussed. Steve L advised that he is currently mentoring a D of E photography student at Kimbolton School. It was agreed that there are many options for involving young people and they are the future of the club.

Decision: Finalise details later but offer the suggestions to the scouts. Louisa to investigate approaching photography A-level students for exhibition of their work.

Action: Nicky to email Scouts. Louisa to investigate approaching A-Level students at St Ivo.

- 15 Any other Business.  
Where to hold future committee meetings.

Decision: Agreed to continue online and discuss at next meeting.

- 16 Date of next meeting - 18<sup>th</sup> August 2021, 7.30pm. Meeting Closed 10.30pm.