

BRIGHTON AND HOVE CAMERA CLUB
Minutes of the Committee Meeting of 9th
November 2009
Held at Hove Methodist Hall

Members Present

Colin Miller (President) David Gerrard (Secretary) Ken Matthews (Treasurer)	Colleen Slater Anna Christmas Jerry Webb
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	Action
<p><u>Apologies/Absent:</u></p> <p>Tony Bowall (Vice President)</p> <p>1) Welcome</p> <p>Tony Bowall sent his apologies as he was suffering from a bad cold. Colin welcomed everyone to the first meeting of the new Brighton & Hove Camera Club Committee.</p> <p>2) Capping Club Membership</p> <p>The Committee reviewed Ken's discussion paper on this issue (see Appendix I). It was unanimously agreed that the membership should be capped at 150 although Colin stressed that this should be a temporary measure and we should look at ways of accommodating a larger membership. There are also health & safety issues to be considered regarding the number of people attending on a Tuesday evening. 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.</p> <p>Action Regarding bringing forward the renewal date, the Committee thought that this was a bit draconian and did not believe it to be a good idea. We should look at ways in which we can encourage regular members to renew</p>	JW

<p>membership more easily, perhaps by doing a standing order.</p>	
<p>Action</p>	KM
<p>3) Future direction of Club</p>	
<p>Colin wants to set up a working party to look into how we think the Club should look in, say, 3 years time. It needs about 6 people who represent a cross section of the membership. Colleen, Jerry & Anna all volunteered to be on the working party.</p>	
<p>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.”</p>	
<p>Action</p>	CM
<p>4) Issues with Front of House</p>	
<p>John Hazard has written to Colin detailing some of the issues that currently exist regarding Front of House. It appears that a lot of the jobs David Miles, our previous President, did have not been properly taken over.</p>	
<p>We need another volunteer who can commit to carrying out some of these tasks on a regular basis.</p>	
<p>Colin asked Dave Gerrard to create a ‘job description’ for the Front of House role so that potential volunteers are aware of what is expected from them.</p>	DG
<p>It was suggested the all BHCC roles need some form of check list.</p>	
<p>e.g.</p>	
<p><u>Exhibitions Convenor</u></p>	
<p>Claude has a list of names and contact numbers for the Old Market and would have a plan regarding tasks and time scales for hanging new exhibitions. Ideally this should all be documented.</p>	
<p>Action</p>	DG
<p>5) Co Opted Committee Members</p>	
<p>So far this season only the Programme Group has met and has recommended Rod Orrell to be their representative, although it is not sure whether anyone has spoken to Rod about this.</p>	
<p>Jerry believed that Rod would be better representing Front of House as there is no-one else in this team willing to undertake the role.</p>	
<p>The other Groups (Promotion & 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.</p>	
<p>Action</p>	CM

<p>6) Changes to Membership Structure</p> <p>At the Programme meeting last October it was suggested that we do away with the distinction between the ‘A’ and ‘B’ Groups and just use Thursdays for a co-ordinated series of workshops. The strong feedback from Colin, Jerry & Colleen was that they very much enjoyed their experiences in the B Group and they would not want to see the demise of this group.</p> <p>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. One of the issues was that, due to the high number of new members, Ann Graham believed that it was becoming difficult to effectively run the Group.</p> <p>Colin will talk to Tony Bowall (who regularly attends the Thursday sessions) to ask if he was willing to take a more formal role in helping Ann. It was suggested that, in order to manage numbers, we should advertise the idea of self promotion more.</p> <p>We should also look at allowing all members back into the print & 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.</p> <p>This needs to be referred back to the Competitions Team for consideration.</p> <p>Action</p>	<p>CM</p> <p>AC</p>
<p>7) Treasurer’s Report</p> <p>See Appendix II</p> <p>Ken referred to item 4. The Club now has a new auditor (Graham Hunter-Brown) who has recommended some changes to the way in which we present the accounts. As these are mainly technical issues and do not affect the actual sums involved Ken is happy to make the changes, and this was supported by the Committee.</p> <p>Ken handed out the revised balance sheet.</p> <p>Ignoring the Lottery grant the Club has done slightly better than break even.</p> <p>The accounts were accepted by Committee and were signed by Colin Miller as president.</p> <p>8) Budgets</p> <p>Colin stated that it was for each Group (Programme, Promotion & House) to suggest their proposed budgets.</p> <p>Action</p>	<p>CM</p>

<p>9) BHCC International Exhibition/Photo Biennial/BHCC 120 Year Anniversary</p> <p>Colin talked the Committee through his talks with Anthony Penrose and the possibilities of having a joint exhibition featuring the Club's work alongside the works of Lee Miller and Man Ray (wow!!)</p> <p>Jerry spoke about the possibilities of having a projected image display onto the side of 'My Hotel' in Jubilee Street, Brighton. We may be able to do this in time for the next Brighton Festival in May 2010. The hotel would also run the images on plasma screens within the hotel.</p> <p>We would need to hire a more powerful digital projector than the one we have.</p> <p>Jerry agreed to go away and cost out the budget involved in doing this.</p> <p>10) AOB</p> <p>Dave Gerrard asked that the Committee members considered agenda items for the next meeting on 11 January 2010 when he sends out the request. If none are put forward then the meeting will be cancelled.</p> <p>Meeting finished at 9.45pm</p> <p><u>APPENDIX I</u></p> <p><u>BRIGHTON & HOVE CAMERA CLUB</u></p> <p><u>Discussion paper for Committee</u></p> <p><u>Proposed enrolment procedures</u></p> <p>The introduction of a limit to membership & a waiting list needs a radical rethink of our enrolment procedures to establish a fair & transparent system.</p> <p><u>Suggestions:</u></p> <p>1. <u>Decide on a limit to the number of members</u> This should take account of the realistic capacity of the hall. When membership is below this level prospective members may attend 2 meetings (Constitution Section 4[A]). If they decide to join they must</p>	<p>JW</p>
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subscribe by the end of their second meeting.

2. **Renewals** Existing members must renew **at or before the first meeting of the season.** An exception may be made to this where members resign temporarily, intending to resume membership at a later date. This must be agreed in advance with the President & Membership Secretary.
3. **Waiting list** Applicants will be added to this & allocated numbers in chronological order. When a vacancy occurs it will be offered to the next person on the waiting list.
4. **Maximum attendance** The capacity of the hall is well below the current membership. Nominally it has a capacity of 100, but experience has shown that approx. 80-85 is rather crowded. We should not allow non-members to attend while there is an active waiting list.
5. **Other matters for consideration**
 - Who administers the waiting list? The Membership Sec. is the obvious person.
 - There must be clear guidance for members on 'door duty'
 - The website should make the situation clear to prospective members.
 - Renewal letter must be redrafted in accordance with 2 above.
 - Do we need to explain that once the max. membership is reached it is unlikely that there will be vacancies until the next season?

Ken Matthews, Treasurer

November 2009

APPENDIX II

BRIGHTON & HOVE CAMERA CLUB

Treasurer's Committee report 11 Nov. 2009

1. Current balances

Bank	10,505.92
Cash	134.84
<u>TOTAL</u>	<u>10,664.76</u>

The previous Abbey Business Account was closed in September 2008, & a

Community Account opened with the Co-operative Bank. This had been agreed by the Club Council.

2. Subscriptions Since Sept. £6,080.50 has been received, plus £47 from a member

Who joined before the start of the current year?

3. Rent The rate was increased by approx. 5% from 1st September. The total paid for Sept. & Oct. is £397.

4. Audit of accounts 2008-09 The accounts have been audited by Graham Hunter-Brown.

He suggested a number of amendments which are mainly concerned with technical

accounting matters, notably the way in which expenditure is split between two financial

years. These do not affect the actual sums involved & therefore I propose that we should

adopt his amended balance sheet as the final one. This will be presented at the meeting.

PROPOSALS

- The final balance sheet for the year ending 31 May 2008 as amended by the auditor be adopted & approved by Committee.
- The Committee records the thanks of the club to Graham Hunter-Brown for his generous services in auditing the accounts.

Ken Matthews
Treasurer

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