



Patron: The Worshipful Mayor of Chichester

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**Chichester Camera Club Management Committee
Minutes of the meeting held on Tuesday 28th August 2018**

Present: Mike Hancock, Sarah Nichol, Sheila Tester, David Harris, Linda Bullimore, Glyn Edmunds, Tony Baverstock, Jo Tricklebank, Tim Crabb, Jeff Owen

Apologies: Phil Shaw, Mike Harris

1. Mike Hancock welcomed everybody to the meeting and suggested that it would be beneficial to have an idea of the committee's background/expertise so that no resource would go "untapped." He gave the example that until relatively recently nobody knew that in a previous life he had been a professional bid writer. Members of the committee outlined their background as follows:

MHan – Bid writer

TC – Project Manager, local government

DH – Scientist

SN – Maths teacher

JT – Radiographer, NHS

GE – Inspector of Taxes then IBM – planning and finance

ST – Soft furnishing

TB – Sales and Customer Service

LB – Maths teacher FE and Pupil Referral Unit

JO – Computing and process control

PS – University Lecturer and Ecology Consultant

ADMINISTRATION

2. Minutes of the meeting held on 30th April 2018

- 2.1 The draft minutes of the meeting held on 30th April 2018 were agreed with one minor amendment. These will now be published on the website.

Action: TC

3. Management Committee Role Guidance

- 3.1 The Committee considered the approved Management Committee Role Guidance dated September 2015. This document confirmed that the Committee has ultimate responsibility for running the Club as a whole and personal responsibility for its' financial health. Consequently it is important that we have a detailed report from the Treasurer at every meeting and from the Membership Secretary on the overall numbers and any membership issues. The Role Guidance documents for all Management Committee positions and Post Holders had been circulated to the members undertaking these roles, with a copy placed on the website, except for the role of the Programme Secretary which would be

considered at the next Committee meeting and the role of the Exhibition Secretary which had yet to be written. **All to note**

4. Proposed Operational Procedures

- 4.1 The proposed operational procedures that had been circulated prior to the meeting were agreed including: all reports to be considered by the Management Committee to be authored and dated and be sent to the Secretary 10 days before the meeting date with circulation 7 days before the meeting; items of policy or requiring discussion to be placed towards the front of the agenda with items for information or report being noted; Management Committee members with specific responsibilities and Post Holders to be asked to prepare a brief written report for each meeting on developments within their areas of responsibility; and everyone to use their best endeavours to ensure that actions agreed at one meeting to be completed by the next wherever possible.

All to note and MHan to advise Post Holders

5. Dates of future meetings

- 5.1 The dates for the management committee meetings were agreed as:
22nd October 2018
14th January 2019
11th March 2019
8th April 2019
All at 7.00pm in Tangmere Village Centre

6. Treasurer's Report

- 6.1 David Harris presented his report which had been circulated with the agenda and explained the key points in the commentary on the figures. At this stage there were no worrying trends though he expected the overall income for the Summer Exhibition to be less than forecast due to the lower than anticipated numbers attending. A more complete analysis would be presented at the next meeting when all membership subscriptions had been received and the final income and expenditure figures for the Summer Exhibition were known.

7. Membership report

- 7.1 Linda Bullimore presented her report giving details of leavers and likely new members which had been circulated with the agenda. After some discussion it was agreed that the club should restrict its membership to a maximum of 140 and that it should not permit any more than 30 new members in any one year.
Action: LB

8. Mentoring Programme

- 8.1 It was noted that a welcome meeting for new members was being held on 30th August and that mentors would be allocated immediately thereafter on a maximum ratio of 3 mentees per mentor. A report on the outcome would be presented to the next Committee meeting. **Action MHan**

POLICY/DISCUSSION ITEMS

9. General Data Protection Regulations (GDPR)

- 9.1 The club's data protection policy had been circulated with the agenda. With regard to the GDPR which Jeff and Linda had been working on it was agreed

that Jeff would circulate the working documents and members of the Management Committee should let him have any comments back via Email.

Action: JO to circulate for comment.

- 9.2** It was noted that all Role Guidance documents would need to be amended in due course to reflect GDPR requirements. **Action MHan/JO/LB**

10. ZOHO Group Emails

- 10.1** An overview of mail addresses and how ZOHO Mail had been set up had been circulated with the agenda and Jeff gave further detail. The proposal was well received and Jeff agreed to circulate notes to the committee members on its use and to put the generic Email addresses on the club website. In addition Jeff raised the issue of storage of PDIs and it was agreed that Jeff would arrange a subscription to a business dropbox account at a cost of £70 per year which would give us 1TB of storage

Action: JO

11. Links with Fernhurst Centre at St Richard's hospital

- 11.1** MHan gave an overview of the issue that had arisen in respect of the above which was included in appendix 8 that had been circulated with the agenda. After some discussion it was agreed that as a "one off" the club would fund the cost of printing the large images of members' work in the sum of £245. It was further agreed that for this year a box for donations to Fernhurst would be put out at Christmas and this would be our charity instead of the Snowdrop Trust. MHan agreed to advise Margret Preece.

Action: Mhan/Jan Davis

12. Titles of Exhibitions

- 12.1** Following a suggestion made at the last AGM it was agreed that in the future the Annual Exhibition, held in August, would be re-named and marketed as the Summer Exhibition, complementing the Spring Exhibition held at Tangmere and the North Mundham Exhibition held in the winter in January.

Action: All to note

13. Policy Priorities for 2018-19

- 13.1** It was agreed that this would be a standing agenda item

Action: TC/All to note

CLUB ACTIVITIES INTERNAL

14 Programme

Glyn reported that the programme for 2018/19 was now fully agreed

15 Competitions

In the absence of Phil Shaw this is to be discussed at the next meeting.

16 Selection Committee

The list of members being promoted from Club to Intermediate and from Intermediate to Advanced had been agreed by the Selection Committee and circulated with this agenda. All those successful had been notified by the Selection Committee Chair and congratulations to all concerned would be publicised in the Newsletter. **Action MHan**

17 Summer Exhibition

In the absence of Phil Shaw a report on this item was deferred to the next Committee meeting. In the meantime it was noted that there had been a total of 947 visitors, much lower than usual, and that the number of visitors on the first Saturday had been particularly low. One possible factor may have been that the erection of the North Street publicity banner by Super Signs did not happen until the Monday, instead of the previous Friday as had been ordered. This matter was being taken up with Super Signs with a view to securing a significant reduction in our costs for the next year.

Action: MHan

- 18** It was noted that the backup projector had been purchased but was yet to be calibrated
- 19** It was noted that Rob Campling had been appointed as Publicity Secretary to replace Jean Henwood.

CLUB ACTIVITIES EXTERNAL

20. Liaison with Bognor Regis Camera Club

Nothing to report at this stage

21. External Exhibitions

It was noted that members would be asked for new prints to enable the display at St Wilfrid's Hospice to be changed with the existing display to be used at the Sage Centre, a new specialist centre for treating Dementia, based at Tangmere.

Action MHan/Hilary Featherstone.

22. SCPF

Sheila gave an update with regard to the SCPF and will put this up on the club website

Action: ST

- 23.** An update on the plans for an exhibition at The Novium had been circulated with the Agenda and its contents were noted.

24. Next Meeting

The next meeting of the Management Committee will be held on Monday 22nd October.

All to Note