



Patron: The Worshipful Mayor of Chichester

**Chichester Camera Club Management Committee
Minutes of the meeting held on Monday 22nd October 2018**

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

Apologies: Phil Shaw, Sheila Tester

1. Mike Hancock welcomed everybody to the meeting.

ADMINISTRATION

2. Minutes of the meeting held on 28th August 2018

- 2.1 The draft minutes of the meeting held on 28th August 2018 were agreed. These will now be published on the website. **Action: TC**

3. Programme Secretary Role Guidance

- 3.1 The Committee considered the Role Guidance for the Programme Secretary. It was noted that there were two typos that need to be corrected and the inclusion of the following additional tasks:

that the Programme Secretary checks with the person within Chichester Camera Club with the responsibility for booking TVC (currently the Treasurer) the availability of the hall and the inclusion of the paragraph relating to GDPR.

It was agreed the GE would double check the concise guidance produced by Lorna Brown and let TC/Mhan have suggestions for any final amendments for inclusion on the Club website within the next two weeks
Action GE

4. Treasurer's Report

- 4.1 David Harris presented his report which had been circulated with the agenda and commented that all the subscriptions have now been received and at this stage there are no worrying trends. In response to a question from Mhan he advised that in 2016 the summer exhibition lost £1000, in 2017 a profit of £300 was realised and in 2018 there was a loss of £140.
- 4.2 There was some discussion with regard to substituting the raffle held on club evenings with a lottery based upon the national lottery. After some discussion the consensus was not to proceed as the raffle averages a profit of £23 per night.
- 4.3 David confirmed that he was not aware that there were any plans at this stage for TVC to increase the hire charges for the hall.

5. Membership report

- 5.1 Linda Bullimore presented her report and advised that the membership now totals 137 and that there are 15 on the waiting list, of whom 8 had asked that their applications be deferred for one year. In response to Linda's report the Committee agreed the following:

Mentors are to speak to the 6 mentees who are currently not classified to ascertain whether they wish to be **Action: LB/LO**

That the format used on this occasion for the Membership Secretary's report should be used in future meetings **Action LB**

That Linda can ask 7 of the people on the waiting list (i.e. those not asking for their applications to be deferred) if they wish to join. Any membership fees would be applied pro-rata. **Action LB**

6. GDPR and Updating Role Guidance

- 6.1 The Committee noted the paper that had been circulated with the agenda and agreed the paragraph that needs to be included on the requirements of GDPR on all role guidance documents. It was agreed that the final bullet point should be amended to read 'Use blind copy (BCC) or use the designated mailing list when sending e mails to multiple recipients'.
- 6.2 It was agreed that TC would review and update all role guidance as necessary and forward to Jeff Owen for inclusion on the Club website. **Action TC**

7. Mentoring Programme

- 7.1 The report from Lynne Owen that had been circulated with the agenda was noted. It was agreed that Lynne, Mike Hancock and Linda would meet to construct some "gentle" questions to obtain feedback from the mentees on whether the mentoring arrangements were meeting their needs. This feedback would be sought after Christmas, around late January/February 2019. **Action MHan**

POLICY/DISCUSSION ITEMS

8. Tangmere AVC system

- 8.1 Mhan had produced a brief paper which had been circulated with the agenda with regard to the TVC ambition for installing a new AV system. He commented that Jeff Owen and Jan Davis had attended a meeting on the 17th October arranged by Tangmere Parish Council comprising representatives of all the TVC user groups on the details of the proposal. Jeff commented that it is apparent that the funding is in place and that Parish Council/TVC are currently seeking firm quotes for the work to be completed, hopefully by Xmas. The proposal includes mixing desks, stage lighting, sound system and large drop-down screens. It was agreed that Mike Hancock would circulate to Management Committee members Jan's report on the 17th October meeting which gives further details. **Action MHan**

9. Initial review of Summer Exhibition

- 9.1 Mhan reported that an initial meeting had been held but that as Peter Roccicholi and Lorna Brown were unable to attend a further meeting to review the Summer exhibition is to be held.
- 9.2 Following some discussion it was noted and agreed that in the future:
The flyers and posters need to be available earlier to better promote and advertise the exhibition
That the exhibition needs to be publicised with other clubs earlier
That the sponsorship received from advertising is critical to the success of the exhibition
That all club members should be emailed a copy of the flyer so that they can also further promote it
- 9.3 It was agreed that the Summer exhibition in 2020 should run between 7 and 15 August

10. Publicity arrangements with Chichester Observer

- 10.1 Mhan reported that he had met with Phil Hewitt, the Arts and Entertainment Editor at the Chichester Observer with the intention of creating a personal link that would help us get good publicity for the Club and in particular get guaranteed timely coverage in the Observer for our 3 main Exhibitions. Mhan advised that he was seeking the views of the Management Committee as to whether The Club should have a significant profile in the Chichester Festival in July each year and, if so, any suggestions about activities to be undertaken.
- 10.2 The Management Committee agreed that Mhan should investigate the possibility further and report back to this committee **Action Mhan**

CLUB ACTIVITIES INTERNAL

11. Programme 2018/19

- 11.1 Nothing to report. All proceeding according to plan

12. Small Print Competition

- 12.1 Following some discussion on the report that had been produced by Cheryl Marshall and circulated with the Agenda it was agreed that GE would investigate the possibility of two members of the Selection Committee being available at the Club by 7pm on the evenings when the small print competition is being judged.

Action GE and M Han to advise Cheryl Marshall

13. Policy Priorities for 2018-19

- 13.1 Nothing to report

14. Selection Committee

- 14.1 Nothing to report

15. PDI Competition and IT Report

- 15.1 Jeff Owen spoke to his report which had been circulated with the agenda and confirmed that the dropbox account was now up and running and gives us 1TB of storage
- 15.2 It was noted that the video links on the website were working well and had been well received.
- 15.3 It was agreed that the Website Working Party be reconvened to progress the next stage of development. **Action M Han**

CLUB ACTIVITIES EXTERNAL

16. Liaison with Bognor Regis Camera Club

- 16.1 It was noted that the club are continuing to promote the Bognor Workshops and the Sub Groups at Chichester to BRCC. It was agreed that Mhan would include an item on the the BRCC workshops in the club newsletter. **Action Mhan**

17. External Exhibitions

- 17.1 It was noted that new exhibition is in place at St Wilfrid's and there is one ready to go at the Sage Centre once their new frames arrive. Similarly at the Fernhurst Centre with exhibition partly erected and to be completed shortly.

18. SCPF and SxPF

- 18.1 It was noted that the club need to try to ensure we are represented at SxPF competitions. **Action M Han would speak with Phil Acland to progress this**

19. Links with The Novium

- 19.1 An update on the plans for an exhibition at The Novium had been circulated with the Agenda. It was noted that these were now well advanced and that an invitation to the preview evening on the 21st November 2018 will shortly be sent out although due to restrictions on numbers these will be on a first come first serve basis.
- 19.2 Lona Brown had requested the Management Committees approval to modest expenditure for flyers so that the Club can also promote the event. The Management Committee agreed to this and TC is to advise LB accordingly. **Action TC**

20. Collaboration with The Renaissance Choir

- 20.1 Although not on the agenda it was agreed that Mhan and DH would discuss this further. **Action Mhan/DH**

21. Next Meeting

The next meeting of the Management Committee will be held on Monday 14th January 2019.

All to Note