**Minutes of the ACC Committee Meeting**

**held at Worlod yr Awel, Llandewi Skirrid**

**on 15th April 2014**

**Present:** Julie Morgan (JM) – Chair

 Ken Prandy (KP) – Competition Secretary

David Straker (DS) – Programme Secretary

Mike Hoult (MH) – Secretary

John Tucker (JT) – Treasurer

Dennis Eldridge (DE) - Communications Officer

**1. Chair's Opening Remarks – Objectives of the Meeting**

JM (Chair) advised that the aim of the meeting was an update of our activities and to assess members' views of changes. It was agreed that although changes can be unsettling, things should settle down in due course.

**2. Actions from the Minutes of the 18th February 2014 Committee Meeting**

Action 1: *JM to send an e-mail to new members asking them to provide up to 5 images each via Dropbox for the La Rochelle competition.*

JM is to complete this action this week.

Action 2: *KP to collate the submitted La Rochelle competition pictures and send them to La Rochelle by 18th March 2014.*

To be done.

Action 3: *DS to confirm the suitability of Windows 8 as sufficient security for our website, and to recommend and implement a solution*.

DS proposes spending approximately £15 on Defender software for additional security. This was agreed by the committee.

Action 4: *JM to contact JT and CJ and ask them to liaise and produce an updated list of members*.

Done.

Action 5: *JM to ask CJ to advise the committee when the membership list had been produced, and ask him to archive previous lists so that we had a record of past members*.

JM has taken over the role of Membership Secretary and has updated the lists.

Action 6: *JM to ask CJ whether he would like to hand over the role of Membership Secretary to another club member*.

CJ has stood down from the committee, and JM has taken over the role of Membership Secretary.

Action 7: *Each member of the committee to review the current Dropbox folder structure and recommend to the rest of the committee those changes that they thought were necessary.*

Done.

Action 8: *KP to update the Dropbox folder structure following input from and agreement within the committee*.

KP has updated the structure.

Action 9: *JM to send an e-mail to all members asking them what they would like to see included in Members’ Evenings*.

JM sent all members an email but as response was poor it will be sent again.

Action 10: *JM to send an e-mail to the committee asking them to provide her with dates when they would not be available for committee meetings in April, June and September*.

Done.

Action 11: *JM to suggest to JT that, if he was going to be away, he should hand over financial responsibility temporarily to JM*.

Done.

Action 12: *ME to ask the auditor what documents were still outstanding and to provide a chronology of issues to the committee*.

JT advised the meeting that there are no outstanding issues.

Action 13: *JM to speak to JT to find out what had caused the delay in auditing the club’s 2013 finances, to stress the importance of presenting fully audited accounts at the AGM, and to expedite completion of the audit*.

Done.

Action 14: *ME to send a question relating to the apparent lack of interest in WPF events and competitions to JM for her to raise at the AGM*.

Done but JM was unable to attend the AGM.

Action 15: *KP to send an e-mail to members asking for original competition entry images plus modified (improved) images after the judge’s comments had been taken into account*.

Done. Regarding competitions it was suggested that a combined effort could produce the competition winning image for external competitions. Not all the committee were in favour but DS is to consider this idea further. The committee agree that we should enter into more external competitions. It was noted that some external competitions are held at dates very close to each other and it was agreed that some images may have to be entered into more than one competition.

Action 16: *ME to send an e-mail to JT asking him to prepare a club equipment inventory*.

JT has an asset list but DE is very familiar with the equipment and will review the list and provide further information if required.

Action 17: *DS to prepare an itinerary for the Iolo Williams event for JM*.

Done.

Action 18: *DS to take a copy of the club programme to Shackletons, King Henry VIII School and the Abergavenny Library*.

To be done.

Action 19: *ME to liaise with Phil Salter about plans for the Spring Walk scheduled for 7th April*.

It was agreed that the Spring walk was too early in the programme (insufficient daylight hours).

Action 20: *ME to send an e-mail to all members requesting interest in social events*.

Not done.

**3. Committee Issues**

a. Update on actions from last meeting.

See above.

b. Changes in committee.

 MH has taken over the role of Secretary. It was agreed that the committee minutes should be accessible to all members. MH will circulate minutes to all committee members and once they have given their approval, the minutes will be put on Dropbox under 'Membershare'.

 JM has taken over the role of Membership Secretary and CJ is no longer on the committee.

c. Treasurer's position.

 JT will be away for long periods during the remainder of this year and feels unable to continue as Secretary. JM's email asking for a volunteer was not productive. JT is to provide a full detailed list of the Treasurer's work to demonstrate that it is not an onerous task. JM will then raise the matter again at the next club meeting.

**4. Programme Issues**

a. Review of 2014 programme.

 The AGM has been moved to 8.12.14.

 We agreed that the battle with the Ross Camera Club should take place.

 Martin Hicks was unable to give a talk scheduled for earlier in the programme. ME was due to give a presentation but will no longer be doing so. It was agreed that JM should ask Martin Hicks if he would give his presentation on ME's intended date.

b. Review of the 2015 programme.

 DS has reviewed the programmes of a number of other camera clubs and has made a list of possible activities for future meetings.

 MH recommended Chris Hatch and Tom Sharpe as speakers and will supply DS with contact details.

 JT has discussed a possible presentation with a member of staff from Longridge Mount Cutters. A charge of approximately £65 would be made to cover attendance costs. The committee agreed that this could be a useful presentation.

 It was agreed that the 2015 walk should be held later in the year.

c. Feedback on the Iolo Williams event.

 The event was considered a great success and was well supported with the theatre almost full.

 Regarding next year, it was agreed that another event by Iolo could be a possibility.

 For next year's event DE is to check the availability of Andy Rouse.

 A suggestion was made that in 2015 the club should hire the Borough Theatre and put on a presentation ourselves.

 DS is to send a copy of the article that was published in the *Abergavenny* *Chronicle*, to JM.

**5. Publicity and Exhibition Issues**

 None.

**6. Competition Issues**

a. Ebbw Vale battle.

 There are only two meetings left before this battle. Competition Secretary has the best 12 prints from the last internal competition. KP is to circulate an email asking people to bring along further good quality prints. KP is to check with Ebbw Vale Competition Secretary if food is required. If we need to lay on food it was agreed to spend approximately £50 and purchase items ourselves rather than use external caterers.

**7. Equipment Issues**

a. Assets – logging these for future audits.

 JT is working on this in conjunction with DE.

**8. Website Issues**

 a. Website upkeeping.

 Richard, who has been maintaining the site considers that the site is not used in as active a manner as it should be.

 DS is to email members to get an understanding of what the membership wants on the website.

 Photographs for galleries should be put into members' individual Dropbox folders, and KP notified by email.

**9. Finance Issues**

JT advised that most members have now paid their subscriptions. JM has sent emails to members who have not attended the club meetings this year, advising them that the club would be pleased to see them continue their membership.

The club's finances are sufficient to cover 12 months' expenditure.

**10. New Members (getting new members)**

DE is to try to get an article about the club into the *Abergavenny Chronicle*.

DS suggested holding an Open Evening. Visitors could come along for advice on cameras, processing, and could bring along images for critique. The club could also put competition-standard prints on display.

DS is to arrange an evening for July 21st 2014. Prospective members may be offered a reduced membership fee. It was agreed that the evening should commence earlier than we usually meet, with the event taking place between 7.30pm and 9.00pm. DS is to contact Shackleton's in Abergavenny to see if they would be interested in taking part in the event. JM advised that she has a template for a club business card.

**11. Any** Other **Business**

None

**12. Next Meeting**

We agreed to hold the next meeting at 7.30pm on 20th June 2014. DS invited us to hold the meeting at Worlod-Yr-Awel.

The meeting closed at 9.25pm

**13. List of Actions**

Action 1: JM is to complete Item 1 from the previous minutes by circulating an email to members regarding the La Rochelle competition.

Action 2: KP is to correlate the La Rochelle images and send them to La Rochelle.

Action 3: DS to purchase *Defender* for the club's computer.

Action 4: JT and DE to complete the inventory of the club's assets.

Action 5: DS to take a copy of the club's programme to Shackleton's, Henry VIII School, and Abergavenny library.

Action 6: JT is to produce a detailed list of the Treasurer's duties.

Action 7: JM to raise the subject of the Treasurer's position at the next meeting.

Action 8: JM is to contact Martin Hicks regarding his availability later in the year.

Action 9: MH is to supply DS with contact details for Chris Hatch and Tom Sharpe.

Action 10:atHatH JT is to contact Longridge regarding a presentation.

Action 11: DE is to check to see if Andy Rouse would be available in 2015.

Action 12: DE is to send a copy of the *Abergavenny Chronicle* article to JM.

Action 13: KP is to email members requesting further prints for the Ebbw Vale battle.

Action 14: KP is to check with Ebbw Vale to find out if we are required to produce a buffet.

Action 15: DE is to try to get an article about the club into the *Abergavenny Chronicle* to encourage new membership.

Action 16: DS is to arrange an Open Evening for July 2014.

Action 17: DS is to contact Shackleton's regarding them joining us for the Open Evening.