**Minutes of the ACC Committee Meeting**

**held at Llangattock Lingoed**

**on 24th June 2014**

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

Ken Prandy (KP) – Competition Secretary

Mike Hoult (MH) – Secretary

**1. Chair's Opening Remarks**

JM (Chair) welcomed us to the meeting and commented that DS and JT were away and no communication had been received from DE.

JM thanked KP for hosting this meeting.

**2. Actions from the Minutes of the 15th April 2014 Committee Meeting**

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

Done

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

KP is to complete this task and send a CD to La Rochelle.

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

Deferred until next meeting due to lack of Committee members at this meeting.

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

Deferred until next meeting due to lack of Committee members at this meeting.

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

Deferred until next meeting due to lack of Committee members at this meeting.

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

Deferred until next meeting due to lack of Committee members at this meeting.

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

JM has raised the subject of a replacement Treasurer at a meeting but has received no volunteers for this position.

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

Deferred until next meeting due to lack of Committee members at this meeting.

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

MH to complete.

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

Deferred until next meeting due to lack of Committee members at this meeting.

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

Deferred until next meeting due to lack of Committee members at this meeting.

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

Not done. JM is to write to the *Chronicle*.

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

Done.

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

Done.

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

Not done.

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

Committee members present at this meeting were unsure how far DS has proceeded with this action.

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

Committee members present at this meeting were unsure whether DS had contacted Shackleton's.

**3. Committee Issues**

A Treasurer is required to replace JT who is stepping down. A replacement must be in place before the end of the year to complete the annual accounts.

**4. Programme Issues**

a. 14th July.

JM contacted St Mary's Abergavenny regarding a club visit but they have a choir practice that night and it is therefore not convenient.

JM contacted St Mary's Usk who have agreed to host us for the evening. JM has circulated an email to this effect. KP said he has not received this and JM is to check to investigate further.

b. 13th October.

As this slot is now vacant the meeting thought we could ask Martin Hicks, who was unable to give a talk earlier in the year, if he would be able to speak on this date. An alternative would be to ask Longridge to talk about their mount cutters. JM is to contact JT to see if he has been in touch with Longridge.

**5. Publicity and Exhibition Issues**

a. Exhibition at the Castle.

JM has contacted the Castle at Abergavenny who have a room suitable for exhibitions. JM is to arrange a visit to view the facilities and decide additional requirements.

b. Open Evening.

DS has provisionally booked the hall. Lots of publicity will be required, and a number of volunteers will be needed for the evening. We considered that the evening could comprise advice workshops, a display of prints and a display of equipment.

JM proposed swapping July 21st with October 13th to give time to arrange the Open Evening. This was agreed. KP is to discuss with DS at the meeting on Monday 30th June.

**6. Competition Issues**

We discussed themes for next year's competitions. KP is to send an email to members asking for suggestions.

**7. Equipment Issues**

None. We are awaiting equipment lists (see Actions).

**8. Website Issues**

JM has checked the website and found it to be up to date.

**9. Finance Issues**

A replacement Treasurer is now urgently required. As we have no volunteers JM is to contact Reg and Alan to see if either of them would be prepared to accept the position.

**10. Any Other Business**

a. KP is to introduce next Monday's speaker and will give the Vote of Thanks.

b MH is to collect the takings from the meeting and will give 50% to the hall for coffee and tea.

c. JM is checking on events that the Club could arrange for the Summer. The Bristol Balloon Festival and Lavender Fields at Snowhill were discussed. There is also a Classic Motor Show at the Beacons Centre.

**11. Next Meeting**

MH is to circulate dates to Committee members for the end of August. Tuesdays were considered the most suitable.

**13. List of Actions**

Action 1: DS is to purchase Defender for the Club's computer.

Action 2: JT and DE to complete inventory of the Club's assets.

Action 3: DS is to take a copy of the Club's programme to Shackleton's, Henry VIII school, and Abergavenny Library.

Action 4: JT to produce a detailed list of the Treasurer's duties.

Action 5: DS is to contact Martin Hicks regarding his availability later in the year.

Action 6: MH is to supply DS with contact details of Chris Hatch and Tom Sharpe.

Action 7: JT to contact Longridge regarding a presentation.

Action 8: DE is to check to see if Andy Rouse would be available in 2015.

Action 9: JM to write to the *Abergavenny Chronicle* to obtain a copy of the article they published for us.

Action 10: DE is to try to get an article about the Club into the *Abergavenny Chronicle* to encourage new membership.

Action 11: DS is to start arranging the Open Evening.

Action 12: DS to contact Shackleton's regarding them joining us for the Open Evening.

Action 13: JM is to investigate why KP did not receive the email regarding St Mary's, Usk.

Action 14: JM to liaise with JT regarding Longridge.

Action 15: JM is to visit Abergavenny Castle to assess requirements for exhibition.

Action 16: All Committee Members are to assist with Open Evening arrangements.

Action 17: KP is to discuss with DS the changing of the date of the Open Evening from July 21st to October 13th.

Action 18: KP is to circulate an email to members asking for suggestions for themes for next year's competitions.

Action 19: JT and JE to complete list of Club's assets.

Action 20: KP to introduce the speaker and give the Vote of Thanks at the June 30th meeting.

Action 21: MH is to collect the money at the June 30th meeting and give 50% of the proceeds to the hall staff.

Action 22: KP to check suitable dates to visit Lavender Fields at Snowhill.

Action 23: MH to circulate a list of dates for the next Committee Meeting to Committee Members.

mh

6.7.2014