



## Minutes of the Annual General Meeting 27 April 2016

Recognised as a charity by HMRC Ref: XT33069

Action

**Present:** R Cowley, A Black, I Bramwell, J Dobson, J Doyle, D Dymont, D Entwistle, D Greenwood, C Hubbard, C McGinley, T Moore, P Schofield, A Spencer, D Stead, J Whittaker (part time attendee).

### 1. Apologies for absence

1.1 Apologies for absence were received from Ann Schofield, Colin Ellison and Stephan Pankow.

### 2. Minutes of the previous meeting

2.1 The minutes of the Annual General Meeting held on the 29<sup>th</sup> April 2015, having been available on the club's website, were taken as read and approved by the meeting.

### 3. Matters arising

3.1 Peter Schofield was concerned that actions from the previous AGM were not always acted upon. Examples being a letter of thanks to T J Liquor for their donation had not been sent, the suggestion that a business card for members to give to contacts had not been progressed.

### 4. Treasurers report and financial statement

4.1 The treasurer presented his report and financial statements.

Since the club's financial year runs from the 1st September to the 31st August the treasurer can only provide an estimate of the year-end position at the AGM. A Special General Meeting will be held in September or October when the full set of audited accounts will be available.

The treasurer estimated that taking into account receipts of £2,262, payments of £1,265 and last years carried forward balance of £2,928 the club will have a year-end balance of £3,925.

This should provide sufficient reserves to cover the cost of replacing the digital projector and laptop in the event of a disaster and any additional room hire costs if the club has to relocate.

The treasurer stated that the club should consider reasons, if any, to increase this balance. For example, to pay for exhibition space or possibly a major exhibition to commemorate the club's 100th anniversary in 2020.

The treasurer stated that the club has lost £13 due to attendees omitting to pay the £2 contribution on meeting nights either in full or in part. Whilst the loss is small it does complicate the tax claim and could put the club in some difficulty in the event of an HMRC audit.

Following scrutiny of the financial statements presented, the accounts were noted by the meeting (and will require approval by the Special General Meeting).

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### 5. Membership subscriptions for 2016 / 2017.

5.1 There was a discussion of the subscriptions for the coming year after which it was agreed that they remain at the annual membership of £20 and the weekly meeting attendance fee of £2. The concessionary rate of half these amounts will remain for full time students.

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## 6. Chairman's report

6.1 The Chairman's report having been previously circulated was commented upon by the Chairman. He stated that the club has had a successful year and has seen a welcomed increase in new members. The chairman also thanked the retiring club secretary, Jack Whittaker who is moving away from the Rossendale area, Jack had been a club member for 14 years. He mentioned numerous highlights during the year such as the interesting and varied programme which include meetings and competitions with other clubs, various workshop and appraisal evenings, and the range of excellent guest speakers including members of the Bacup Astronomical Society. The club 'merits' internal competitions were well supported by the members as was the annual competition. The club held exhibitions locally in Bacup at Christmas and at Easter both of which had good attendance from the public. This year the club was responsible for organising the 2015 annual ICPA competition and exhibition and later hosting the ICPA AGM.

The chairman spoke about the club's involvement with the Borough Council and the local cub-scouts to produce a photographic trail around Bacup. Also the club now has a growing involvement in the Bacup Townscape Heritage Initiative.

The chairman thanked the members and the committee for their active support of the club to make it successful and concluded that the club is in a healthy condition.

As the chairman is not seeking re-election after holding the post for 5 years Chris McGinley thanked the chairman for all of his hard work and commitment to the club, this was seconded by Anthony Black.

## 7. Election of officers

7.1 Rick Cowley the current chairman and press secretary was not seeking to be re-elected for a sixth term as was Jack Whittaker the secretary who had recently left the club and moved away from the area.

The remaining current officers, having expressed their willingness to continue in office for another year, were elected en bloc by the meeting. No nominations were proposed for the role of chairman; Ian Bramwell was elected as secretary.

The elected officers are:

Chairman*	Rick Cowley (see following note)
Secretary*	Ian Bramwell
Treasurer*	Colin Hubbard
Exhibition Secretary*	Chris McGinley
Assistant Exhibition Secretary	Jim Doyle
Press Secretary	Vacant position
Webmaster	Colin Hubbard
Auditors	Martin Urquhart and Ian Bramwell
	*Trustees of the charity

Note: Rick Cowley will continue as Chairman until the commencement of the next club season, when the club will seek nominees for Chairman.

## 8. Bank Mandate

8.1 It was resolved that:

- The Co-operative Bank plc. ("the Bank") shall continue as our bankers in accordance with our original application
- the Bank shall be authorized to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed

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in accordance with the signing authority listed in the account signatories [*Section 4b*]. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)

- the Bank shall be authorized to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account signatories [*Section 4b*]
- the Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our account (including the opening of new accounts), affairs or property, as shown in the account signatories [*Section 4b*]
- the Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions
- the Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations, constitution, rule book or byelaws
- the Bank shall be notified in writing of any change of Directors, Trustees, Members or Officials, where applicable some charities are also registered as Ltd, so will need to include full list
- the Bank shall be notified in writing of any change of official authorized to sign on our behalf
- the Bank shall otherwise continue to operate our account(s) in accordance with the business account mandate
- the Bank shall be notified in writing of any overall change of control in the organization
- all signatories to the account are aged 18 or over
- in the case of joint account holders, we agree that on application by one of us for an overdraft on the account the Bank may provide oral pre-contractual information to one of us only prior to the overdraft being agreed. In this case any overdraft terms will be sent to multiple account holders after the overdraft is agreed and available to use.

#### **Authority for additional signatories to draw on account**

We authorize and request that until you receive written notice from us to the contrary to treat and consider additional signatories [*listed in Section 3b*] as fully empowered by us and on our behalf:

- to draw, sign and endorse cheques and other orders for payment on our account with you
- to draw, sign, accept and endorse bills of exchange and promissory notices on our account with you

- to receive cheques, statements and other vouchers relating to our account with you
- to withdraw all or any of our securities, documents, or other property or anything else held by you by way of security or for safe custody collection or any other purpose whatsoever on our account
- to arrange terms with you for the negotiation or discount of any documents
- to negotiate with you for and take advances whether by way of loan, overdraft discount or otherwise with or without security
- to charge, pledge and deposit with you any of our property upon such terms as you may require to secure the payment or discharge to you on demand of all monies and liabilities which shall for the time being (and whether on or at time after such demand) be due owing or incurred to you by us whether actually or contingently and whether solely or jointly with any other person and whether as principal or surety including interest discount commission and other banking charges
- generally to act on our behalf in all transactions and matters of business with you and to comply fully with any account terms and conditions and security requirements you may operate in connection with our account with you now or in the future
- to act on the above instructions and in particular to pay and honour all such cheques, orders, bills, notes or requests as above mentioned notwithstanding that any such payment may cause our said account to be overdrawn or may increase any existing overdraft.

## **9. Syllabus for 2016 / 2017**

9.1 Following a review of the 2015 / 2016 syllabus, the chairman invited comments for suggestions for the 2016 / 2017 syllabus. After discussion it was agreed that the syllabus would take into account:

- More basic tutorials in the use of software to develop images
- Workshops with small groups of members for tuition which would suit different skill levels
- Understanding of the functional aspects of cameras
- Appraisal evenings of images are helpful for feedback and suggestions
- Continue with guest speakers but limit the travelogue type of content

9.2 The club will continue as previously with three merits competitions. Topics for the merits were proposed and voted upon by a show of hands. The topics will be:

- Industrial Lancashire
- Table Top
- Waterscape

## **10. Club trips and summer evening outings**

10.1 It was agreed that the two club trips will continue in the summer of 2016. The club trips will be:

- Liverpool (in September)

- Yorkshire Dales (in June)

10.2 It was agreed that the summer evening outings will continue in the summer of 2016 and these will take place on the first and third Wednesday of the month. Possible venues / activities are to be proposed.

## 11. Member's topics / comments

- |      |   |            |
|------|---|------------|
| 11.1 | Peter Schofield suggested that the contents of the clubs storage cupboard at St. Mary's Parish Hall should be sorted and listed so that a decision regarding storage space can be made. Peter Schofield and Jim Dobson agreed to review the contents of the cupboard.           | PS<br>JD   |
| 11.2 | David Greenwood suggested there could be cost savings if the club was to bulk purchase mount board. He to collate prices for mount board.   | DG         |
| 11.3 | David Greenwood suggested that a club business card would be useful for members to give to contacts. David and Jim Dobson agreed to investigate.  | DG<br>JD   |
| 11.4 | David Greenwood proposed that DPIs (digital projected images) be used in the merits competitions instead of mounted prints. This was discussed and it was decided to retain the established system, i.e. 1 colour print, 1 monochrome print, 1 colour DPI and 1 monochrome DPI. | CMcG<br>JD |
| 11.5 | David Greenwood proposed reducing the weekly attendance subs to £1 and to £2 pounds for visitors who could attend meetings for an unlimited period. This proposal was voted upon by the meeting and the outcome was to retain the existing fees.                                | CFH        |
| 11.6 | David Greenwood and Jim Dobson suggested that some evenings could include or be held as a social event evening. This idea was generally approved by the meeting but it will require some thought.   |            |
| 11.7 | David Greenwood suggested holding competitions with other clubs via the internet. This idea will be investigated at a future committee meeting.   |            |
| 11.8 | Peter Williams and David Greenwood suggested the size of prints entered into the merits competition be limited to A4 dimensions. This suggestion was not adopted; A4 prints have always been permitted.   | CMcG<br>JD |
| 11.9 | Jim Dobson suggested a new competition with the subject being Industrial Lancashire. It was generally thought that the club had sufficient competitions but Industrial Lancashire will be the subject of one of this year's merits competition.                                 |            |

## 12. Closure of the meeting

12.1 There being no further business, the chairman thanked the members for their attendance and closed the meeting.

## Presentation of Awards

Rick Cowley presented the following awards to members:

Capuano Trophy (best image in the competition)	<b>Heather Jordan</b>
Hoyle Cup (best monochrome print in the competition)	<b>Stephan Pankow</b>
Bacup NAT Cup (best colour print in the competition)	<b>Heather Jordan</b>
Entwistle Cup (best set of six digital projected images (DPI))	<b>Colin Hubbard</b>
Bolton Cup (best individual digital projected image (DPI))	<b>Colin Hubbard</b>
Geoffrey Bolton Trophy (best image of Rossendale)	<b>Stephan Pankow</b>
John Cooke Trophy (best image of Bacup)	<b>Colin Hubbard</b>

Schofield Cup (best colour print a new member)

**Heather Jordan**

Shield (highest aggregate score – merits mono prints)

**Colin Hubbard**

Shield (highest aggregate score – merits colour prints)

**Colin Ellison**

Shield (highest aggregate score – merits DPIs)

**Peter Williams**

Certificates for 'Highly Commended' and 'Commended' entries in the annual competition were awarded to the members concerned.