

## **Minutes of the Annual General Meeting of Norwich & District Photographic Society held on Tuesday 14<sup>th</sup> June 2022 at 7:30pm in the Interactive Studio, City Academy Norwich, 299 Bluebell Road, Norwich NR4 7LP**

### **Attendance**

- 1) The meeting was chaired by NDPS Chairman, Tom Watson
- 2) The meeting was quorate with twenty-seven members including four Officers present namely: Kevin Appleton, Dave Balcombe, Michael Bygrave, Simon Ciappara\*, Bill Daniels, Hazel Davidson, Keith Garnham, Robert Garnham, Dennis Hales, Nigel Hartley, David Jennings, Joan Jordan, Nick Lewis, Andrew Loveday, William Moore, Andrew Mott, Paul Oliver, Ian Saunders, Pat Stebbings, Graeme Taplin, Jane Turrell, Jeff Turrell\*, Aart van Deutekom, Patricia Wilden, Tom Watson\*, Andrew Wright, and Maurice Young\*
- 3) Apologies for absence were received from eighteen members namely: Robert Bilbie, David Cole, Paul Cowcher\*, Alan Dixon, Jean de Roeck, Steve de Roeck, David Jordan, Des King, Clare Lister, Jim Massy, Simone Massy, Annette McIntosh, Ian McIntosh, Robin Myerscough, Ken Newlan, David Powley, Jeffrey Prosser, and Adrian Richmond\*.  
The Chairman reported that many of those unable to attend the AGM had expressed thanks to the Officers and Committee for all their hard work.

\* denotes NDPS Officer

### **Chairman's welcome**

- 4) The Chairman thanked everybody present for attending the AGM.
- 5) The Chairman gave an overview of his experiences since he joined NDPS around 2016;  
"..In 2016, I think, I joined NDPS and attended the Tuesday meetings regularly. I joined, listened, and learned a lot at the Tuesday meetings over a couple of years. In that time, I looked at the Society and wondered about its future. I understood from anecdote that the membership was falling, I thought about the programme and wondered about some of the speakers. One wildlife presenter said he 'normally spoke to Wis' and I wondered if this was our best option. Then my arm was twisted, and I became Secretary. I'd never been Secretary before of anything before so the first job I gave myself was to see how the previous Secretary had handled the minutes of meetings, how they were presented for signing off and how they related to future meetings. I could not find any records at all of previous committee meetings.

# Minutes of Meeting

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So I did my best and slowly refined my presentations and, most importantly, attempted to make sure that the decisions of the Committee were implemented. Make sure that something happened. Of course, these meetings gave me access to finance and programme matters. Neither were my responsibility, but I could draw conclusions and I rapidly realised that the programme of speakers had been improved BUT the way our finances were recorded and considered could be better. BUT, then came Covid. The Committee immediately met by Skype. There was a feeling that we should close the door, do nothing, and wait for permission to start again. But some of the committee said "Hold on! Let's see what can be done in a pandemic. The committee agreed that a small group of four people should meet every week, arrange Zoom speakers and generally carry out the day to day running of the Society. And that's what happened. For two years, over 100 weeks, the group of four met for a couple of hours, agreed strategies, and even published a newsletter to every member every week without a break.

It worked. Even over the period of the pandemic membership increased! The Society seemed to be a vibrant outfit. Of course, now we have more than double the members we had in 2016, including some prestigious members, not only professional photographers but qualified judges!

It is worth asking yourself why excellent photographers and judges should find themselves attracted to this camera club. Clearly something has changed over the last few years. I am reminded of the radio programme 'Canary Call' broadcast after every match when pundits and members of the public have their say. After one match, that the City had won, the public callers were beefing about tactics and poor performances by players, but they were interrupted by a BBC commentator who said 'Hang on! I've been speaking to my opposite number from the visiting team, and I can tell you that they think our team is outstanding. They think our team is a force to be reckoned with. They respect us!' And my point is if an organisation is good enough to get the respect of others then that organisation must be doing something well.

Consider how other clubs viewed NDPS four years ago and how they view us now. Let's not fall back into our old ways.

I bring my story to an end by saying that in my view we have done remarkably well. I am pleased to be able to say this because it answers a question that I asked myself when I was approached to be Secretary - Is this club worth saving?

I came to the conclusion then that it was worth saving and I still have the same opinion. Let's not go backwards. Let's continue going forwards with new ideas, new members and the same enthusiasm and commitment we have shown over the last few years..."

## **Minutes of the previous AGM**

- 6) The minutes of the Society Annual General Meeting held on Tuesday 4<sup>th</sup> June 2019, at Chapelfield Road Methodist Church Hall were unanimously approved as a true and accurate record of the meeting.
- 7) There were no matters arising from these minutes
- 8) It was noted that the records of the 'alternative AGM' held online on 21<sup>st</sup> July 2020 and the Extraordinary General Meeting held on 16<sup>th</sup> November 2021 held at the

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City Academy Norwich were included in the 'Members' Papers for the 2022 Annual General Meeting' (AGM Papers) sent out to all members prior to the AGM.

## **Officers' Reports**

- 9) Reports from the following Officers of the Society were provided with the the AGM Papers including:
- \* Chairman - Tom Watson
  - \* Vice-Chairman - Simon Ciappara
  - \* General Secretary - Adrian Richmond
  - \* Treasurer - Jeff Turrell
  - \* Programme Secretary (including Competitions an Exhibitions - Maurice Young
  - \* Membership Secretary - Paul Cowcher
- 10) The Reports of the Officers were received by the members present at the AGM without comment.

## **Resolutions**

- 11) The Committee asked the meeting to accept their unanimous recommendation to approve the amendments to the Society's Constitution marked 'offered for approval at AGM on 14th June 2022' provided with the AGM Papers.
- 12) The Chairman asked for a show of hands - 26 in favour, 0 against, 1 abstention (member had been unable to read the document prior to the meeting). DECISION - RESOLUTION APPROVED, AMENDED CONSITUTION ADOPTED.

## **Election of the President**

- 13) The Chairman thanked Keith Garnham, who has served his permitted term of office for his contribution to the Society whilst President.
- 14) Graeme Taplin had been nominated by the Committee and there being no other eligible nominations for the post of President was unopposed. DECISION - GRAEME TAPLIN ELECTED PRESIDENT UNOPPOSED.

## **Election of Honorary Vice-Presidents**

- 15) Both Hazel Davidson and Keith Garnham decided that they did not want to become an Honorary Vice-President as recommended by the Committee preferring instead to stand for election as a member of the Committee.

## **Honorary Membership of the Society**

- 16) The Chairman reported that following the death of Mike Trendell there remains just one Honorary Member of the Society - Helmut Wagner from Foto-Club Koblenz
- 17) The Committee offered no candidates for Honorary Membership of the Society

# Minutes of Meeting

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## Officers of the Society

- 18) No nominations had been received for any of the posts of Officer.
- 19) The Chairman told the meeting that all the current officers were prepared to stand for re-election:
- \* Chairman - Tom Watson
  - \* Vice-Chairman - Simon Ciappara
  - \* General Secretary - Adrian Richmond
  - \* Treasurer - Jeff Turrell
  - \* Programme Secretary - Maurice Young
  - \* Membership Secretary - Paul Cowcher

DECISION - CURRENT INCUMBENTS RE-ELECTED UNOPPOSED

## Members of the Committee

- 20) Six valid nominations had been received for the four available positions on the Committee; Bill Daniels, David Jordan, Joan Jordan, and Andrew Loveday were all nominated by the Committee and Hazel Davidson and Keith Garnham were both nominated by Brian Ebbage and Seconded by Robert Garnham.
- 21) Each member present at the meeting were given six voting slips: one for each candidate. In turn the members cast their vote by placing up to four slips in the YES ballot box and the remainder of the slips in the NO ballot box.
- 22) Upon completion the 'Yes' votes for each candidate were counted and verified.  
DECISION - BILL DANIELS, DAVID JORDAN, JOAN JORDAN, AND ANDREW LOVEDAY, RECEIVED THE HIGHEST NUMBER S OF VOTES AND WERE ALL ELECTED

## The Role of Examiner

- 23) Historically, any member has been eligible to be elected Examiner (auditor) of the Society's accounts. The new Constitution approved earlier in the meeting excludes members of the Committee from being the Examiner.
- 24) After some discussion as to whether or not an 'external' person should be employed to audit the accounts Paul Oliver said he had the necessary skills and was prepared to take on the role.
- 25) Maurice Young nominated Paul, seconded by Simon Ciappara. The Chairman asked for a show of hands - 24 in favour, 3 against, 0 abstentions DECISION - MOTION APPROVED, PAUL OLIVER APPOINTED EXAMINER.

There being no other business the Chairman thanked everyone for their contributions and closed the meeting at 9:00pm

# Norwich & District Photographic Society

MEMBERS' PAPERS FOR 2022 ANNUAL GENERAL MEETING.

THE INTERACTIVE STUDIO, CITY ACADEMY, NORWICH

299 BLUEBELL ROAD, NORWICH, NR4 7LP.

7:30pm on TUESDAY 14<sup>th</sup> JUNE 2022

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# PROCEEDINGS

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- 1) Chairman's Opening Address
- 2) Apologises for Absence
- 3) To Approve the minutes of the 2019 Annual General Meeting
- 4) Matters arising from the minutes of the 2019 AGM
- 5) To receive the Reports of the Officers of the Society
- 6) Resolutions
- 7) To elect the President, Honorary Vice-Presidents, and Honorary Members of the Society
- 8) To elect the Officers of the Society
- 9) To elect FOUR (4) eligible members of the Society to serve on the Committee.
- 10) To elect an Examiner/Auditor
- 11) Chairman's Closing Remarks

# REPORTS FROM THE OFFICERS OF THE SOCIETY

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## CHAIRMAN (CHAIRPERSON) – Tom Watson

This is our first face to face Annual General Meeting for three years and during those three years much has happened. NDPS now finds itself in much, much better shape than those pre-pandemic days.

At last year's virtual Annual meeting the Committee set out their strategic objectives under nine headings for the coming year:

Membership	<ul style="list-style-type: none"><li>❖ Consolidate membership base around 80 full members</li><li>❖ Establish an attractive proposition for eMembership</li><li>❖ Establish benefit proposition for all membership grades</li><li>❖ Increase number of female members</li><li>❖ Increase number of younger members</li></ul>
Meeting location	<ul style="list-style-type: none"><li>❖ Establish minimum future requirements needed by NDPS</li><li>❖ Establish list of potential venues for NDPS meetings</li><li>❖ Evaluate the risks/costs/benefits of the identified viable options</li><li>❖ Negotiate long-term contract with selected venue</li></ul>
Committee	<ul style="list-style-type: none"><li>❖ Establish primary role of committee around the overall management, strategy, governance, and financial stability of the Society</li><li>❖ Establish sub-committees to deliver all major strategy initiatives and the main offerings of the Society</li></ul>
Annual Programme	<ul style="list-style-type: none"><li>❖ Establish clear objectives for the framework of the annual programme of regular meetings of the Society's members</li><li>❖ Agree principles for those activities that will be normally be held online using zoom</li><li>❖ Establish team that oversees the balance of the programme</li></ul>
Special Interest Groups	<ul style="list-style-type: none"><li>❖ Establish clear objectives and rules for all SIGs organised by the Society</li><li>❖ Ensure each SIG has an appointed leader who is responsible for the activities organised by the Group</li><li>❖ Ensure each SIG produces and maintains an up to date programme for the next 16 weeks activities</li></ul>
Training & Workshops	<ul style="list-style-type: none"><li>❖ Identify clear objectives for assisting members to reach their desired photographic ambitions including the achievement of qualifications and awards etc.</li><li>❖ Establish a programme to deliver the agreed objectives</li><li>❖ Establish a team to ensure the agreed programme of activities is met and the desired achievements met.</li></ul>

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## Website & Social Media Platforms

- ❖ Establish role and objectives for the website and use of social media by the Society
- ❖ Establish team with clear objectives for website development of the website
- ❖ Establish team to manage social media campaigns

## Competitions

- ❖ Identify clear objectives for programme of Internal competitions run by the Society
- ❖ Review rules and conditions of entry all NDPS competitions
- ❖ Identify clear objectives for all External competitions & Battles that the Society has agreed to enter
- ❖ Establish team to assist Competition Secretary

## Exhibitions

- ❖ Establish programme and clear objectives for all Exhibitions hosted by the Society
- ❖ Review rules and conditions of entry for NDPS exhibitions
- ❖ Establish team to assist Exhibition Secretary

The Committee gave themselves an awful lot of work to do and overall fulfilled all these objectives although the Training and the re-development of the Website are still works in progress, and we continue to work on them.

Our financial position is now secure thanks in part to a gift, but also because of the measures we have taken to improve our financial controls and procedures, that are now in the hands of a new treasurer, Jeff Turrell.

The quality of our programme has risen enormously and has included outstanding speakers from around the world. Our influence has now spread to other parts of the country, and we have members as far apart as Northumberland and Devon! Our membership has more than doubled and, most importantly, we have been able to attract into membership professional photographers and judges and a host of really first class amateur photographers.

All this raises the profile of the Society and makes us a desirable photographic group to join and to be associated with.

We must continue this work of improvement and probably the most important area to be addressed is that of 'age'. Those of us engaged in the day to day running of the Society are fast becoming too old, we need, no, MUST engage with younger members, ideally with particular areas of expertise, to carry us forward to the next decades.



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If we can achieve the goal of having a small group of people prepared to put their shoulders to the wheel and do a lot of hard work then we will continue to flourish.

But there are no guarantees and to slip back to our old ways would, in my view, be disastrous for NDPS.

## **SECRETARY** - Adrian Richmond

The last official meeting of the Society took place on 4<sup>th</sup> June 2019 at the Methodist Hall, Chapelfield Road, Norwich, NR2 1DS. A copy of minutes of that meeting are attached in Appendix A at the end of this document.

On 21 July 2020 unable to hold an AGM in accordance with the Society's constitution because of the continuing restrictions in place due to the on-going covid pandemic a non-AGM virtual meeting was held. At this meeting it was explained to members that because Hazel Davidson's Presidency had run the full allowable term and to maintain the Committee clause 56 of the Constitution had been used to co-opt a committee until a normal AGM could be held as follows:

- \* Keith Garnham - President
- \* Tom Watson - Chairman
- \* Simon Ciappara - Vice Chairperson following Neil Hall's decision to stand down due work related issues caused by the pandemic
- \* All other members of the committee agreed to continue except for David Lloyd who at that time was unable to continue due to ill health.

Again, a copy of the notes of this meeting are attached in Appendix B at the end of this document.

On 16<sup>th</sup> November 2021 a small window of opportunity enabled the Society to hold an Extraordinary General Meeting at the City Academy Norwich that had one purpose; to seek members' approval of a recommendation from the Committee allowing an addendum to be added to the Constitution that would allow the Society to hold AGMs in a way and manner most appropriate to the current times provided a method of recording on-line votes was also included.

The AGM (14<sup>th</sup> June 2022) is being held in the 32<sup>nd</sup> week since September 2021. During that time the full Committee has met on 5 times. By contrast, besides meeting almost every week last Summer preparing for the start of regular meetings each Tuesday evening the In Focus Group has met almost every Thursday to provide the attention that is required to manage the day to day business of the Society.

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This motion was unanimously carried with no objections from those members who witnessed the meeting online.

As expected there has been a sharp increase in the cost of the Society's insurances. A full review of the options available is proposed before the February renewal date.

Finally, some statistics:

- \* The Society's website attracts about 2,100 hits per month which clearly demonstrates its importance to the Society.
- \* In addition, the Society's Facebook page attracts about 250-300 hits per month on average and we currently have nearly 400 followers again demonstrating the benefit of being visible on social media platforms.
- \* The ndps.infocus email address receives roughly 350 emails per month of which only about 25% from NDPS members.
- \* The NDPS website email address receives roughly 150 emails per month about only 1% or 2% of which are from NDPS members.
- \* The email statistics do not include those that are received regularly from the EAF and other photographic organisations, other photographic clubs, and photographers etc directly mainly by the Secretary, Programme & Competition Secretary, and the Membership Secretary.

## **TREASURER** - Jeff Turrell

As advised at the previous AGM, the next set of published accounts will be for the extended period from September 2021 to December 2022. Therefore in lieu of presenting a formal set of accounts, I will give a brief update of the current situation.

- \* The Society has successfully introduced 'event based or accrual' instead of the previous 'cashbook' accounting methods. The main advantage is that the accrual method records accounts receivables and payables and, as a result, provides a more accurate picture of the profitability of the Society, particularly in the long term.
- \* The Society's bank balance stands at £7,533 (as at 31/05/22) compared to £2,881 (as at the end of June 2021) an increase of £4652.
- \* This is £2,278 above the budgeted balance for the end of May.
- \* NDPS benefited from a donation of photographic equipment that was sold in September resulting in proceeds of over £3,000. Currently, the Society has

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further donated equipment for sale that is valued at £500-£750 (but this estimate is not included in the accounts).

- \* This is offset by the net cost of hiring the hall at City Academy being circa £700 above budget - mainly due to receipts from attendances / raffles being lower than anticipated because of the continuing impact of covid .
- \* Overall subscription income is circa £300 less than anticipated.
- \* The forecast fund balance at the end of the year is approximately £6,500 excluding subscriptions for 2023. Subscription renewals for 2023 (from 1<sup>st</sup> January to 31<sup>st</sup> December) can be paid from 1<sup>st</sup> September 2022 and must be by 31<sup>st</sup> December 2022 to retain ongoing membership.

In conclusion, overall, the Society's finances are in a healthy position and the Committee agreed at their last meeting to recommend that the current level of subscriptions be maintained for existing members during 2023.



	Season to May 2022			June - Dec 2022	
	Variance			Forecast Year to Go	Forecast Full Season
	Actual	Budget	Fav / (Adv)		
<b>INCOME</b>					
<u>Membership Subscriptions</u>					
Full Members (Single)	3,020	3,510	(490)	-	3,020
Full Members (Couples)	500	160	340	-	500
Family Membership	-	-	-	-	-
Student Members	-	-	-	-	-
Junior Members	25	-	25	-	25
eMembers	125	60	65	-	125
Concessions	-	-	-	-	-
Honorary Members	-	-	-	-	-
New Members	-	360	(360)	400	400
Temporary Members	40	-	40	-	40
Donations	101	-	101	-	101
<b>Sub-total - Subscriptions</b>	<b>3,811</b>	<b>4,090</b>	<b>(279)</b>	<b>400</b>	<b>4,211</b>

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## Meetings of the Society

Attendance charge	291	2,498	(2,207)	1,553	1,843
Car Park	-	-	-	-	-
Raffle	-	370	(370)	230	230
Refreshments	-	-	-	-	-
<b>Sub-total - Meetings</b>	<b>291</b>	<b>2,868</b>	<b>(2,577)</b>	<b>1,783</b>	<b>2,073</b>

## Events/Special Presentations

Tickets Sales (Eventbrite)	-	90	(90)	50	50
Direct Sales	-	-	-	-	-
Event Sponsorship	-	-	-	-	-
Other Event Receipts	-	-	-	-	-
<b>Sub-total - Events</b>	<b>-</b>	<b>90</b>	<b>(90)</b>	<b>50</b>	<b>50</b>

## Special Interest Groups

Landscape Group	902	108	794	84	986
Studio Group	1,080	54	1,026	42	1,122
Tom's Tours	-	54	(54)	42	42
Nature & Wildlife	-	54	(54)	42	42
Pictorialists	19	-	19	-	19
Workshops/Training	-	200	(200)	100	100
<b>Sub-total - SI Groups</b>	<b>2,001</b>	<b>470</b>	<b>1,531</b>	<b>310</b>	<b>2,311</b>

## NDPS Sales

Books/Magazines	-	-	-	-	-
NDPS Branded Clothing	-	-	-	-	-
Used Equipment	3,242	-	3,242	620	3,862
<b>Sub-total - NDPS Sales</b>	<b>3,242</b>	<b>-</b>	<b>3,242</b>	<b>620</b>	<b>3,862</b>

## Other Income

Annual Exhibition Fees	390	500	(110)	400	790
Off-set Costs of Website	180	180	-	140	320
Miscellaneous Income	88	-	88	-	88
General Sponsorship/Donations	-	-	-	-	-
<b>Sub-total - Other Income</b>	<b>658</b>	<b>680</b>	<b>(22)</b>	<b>540</b>	<b>1,198</b>
<b>TOTAL INCOME</b>	<b>10,002</b>	<b>8,198</b>	<b>1,804</b>	<b>3,703</b>	<b>13,704</b>

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## EXPENDITURE

### Cost of Membership

Website Running Costs	180	180	-	140	320
Zoom Subscription	173	135	(38)	105	278
Bookwhen Subscription	-	72	72	56	56
Membership Cards	-	75	75	75	75
Membership Packs	-	100	100	100	100
<b>Sub-total - Membership Costs</b>	<b>353</b>	<b>562</b>	<b>209</b>	<b>476</b>	<b>829</b>

### Society Meetings

Hall Rental Charges	1,096	2,775	1,679	1,725	2,821
Car Park Charges	-	-	-	-	-
Raffle Prizes	-	-	-	-	-
Purchase of Refreshments	-	185	185	115	115
<b>Sub-total - Meeting Costs</b>	<b>1,096</b>	<b>2,960</b>	<b>1,864</b>	<b>1,840</b>	<b>2,936</b>

### Internal Competition Costs

Judges' Fees	39	135	96	105	144
Judges' Travel expenses etc.	-	-	-	-	-
<b>Sub-total - NDPS Competitions</b>	<b>39</b>	<b>135</b>	<b>96</b>	<b>105</b>	<b>144</b>

### Events/Special Presentations

Speakers' Fees	1,081	1,200	119	660	1,741
Speakers' Travel expenses etc.	-	-	-	-	-
Other Event Costs	-	-	-	-	-
<b>Sub-total - Event Costs</b>	<b>1,081</b>	<b>1,200</b>	<b>119</b>	<b>660</b>	<b>1,741</b>

### Special Interest Groups

Landscape Group	810	-	(810)	-	810
Studio Group	1,020	-	(1,020)	-	1,020
Tom's Tours	-	-	-	-	-
Nature & Wildlife	-	-	-	-	-
Pictorialists	-	-	-	-	-
Workshops/Training	-	-	-	-	-
<b>Sub-total - SI Costs</b>	<b>1,830</b>	<b>-</b>	<b>(1,830)</b>	<b>-</b>	<b>1,830</b>

### Other Costs

Annual Exhibition Fees	-	350	350	250	250
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Annual Exhibition Expenses	400	100	(300)	100	500
EAF Affiliation Fees	162	100	(62)	350	512
Insurances	143	100	(43)	-	143
External Competition Fees	71	60	(11)	-	71
General Administration Expenses	58	45	(13)	35	93
Equipment	152	-	(152)		
Photo-entry Fees	-	80	80	80	80
Sundry Other Costs	75	-	(75)	-	75
<b>Sub-total - Other Costs</b>	<b>1,060</b>	<b>835</b>	<b>(225)</b>	<b>815</b>	<b>1,723</b>
<b>TOTAL EXPENDITURE</b>	<b>5,459</b>	<b>5,692</b>	<b>233</b>	<b>3,896</b>	<b>9,204</b>
<b>BUDGETED PROFIT/LOSS</b>	<b>4,542</b>	<b>2,506</b>	<b>2,037</b>	<b>(194)</b>	<b>4,501</b>

## FUNDS ESTIMATE

Opening Balance	2,991	2,750	241	7,533	2,991
INCOME	10,002	8,198	1,804	3,703	13,704
EXPENDITURE	(5,459)	(5,692)	233	(3,896)	(9,355)
Funds Available	7,533	5,256	2,278	7,340	<b>7,340</b>

## VICE-CHAIRPERSON - Simon Ciappara

The responsibilities of the Vice-Chairperson are:

- 1) Front Society meetings and chair committee meetings when the Chairperson is unable to
- 2) Deputise for the Chairperson elsewhere when necessary
- 3) Support the Chairperson in representing the Society externally
- 4) Function as first point of contact for Society functions, working groups and teams

I was proud to be co-opted to the role of vice chair for NDPS at the beginning of the pandemic and have attended all but a few of the committee meetings ever since.

During my tenure it has not been necessary to stand in or deputise for the chair at any time.

The overhaul of the constitution has been complex but is now fit for purpose and compliant with all the current requirements for societies/clubs like NDPS in the 21st century.

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A leaner comity structure enables compliance decisions to be made effectively and in a timely fashion.

The devolution and delegation of agreed actions to a subgroup for implementation has had instant results vis. the formation of a Pictorialists Special Interest Group, which is autonomous and regularly active. This of course is dependent on the special interest group leaders adopting and adhering to the protocols as enumerated in the constitution so as to be compliant with all legal and insurance obligations.

The sub-groups have been successful in inducting “new younger blood” and more accurately reflecting the age and gender spread of the membership.

The membership has grown considerably and excitingly has attracted a younger contingent, so “Codgers with Cameras” is no longer an applicable epithet for NDPS.

I find it encouraging that elder statesmen and women of the club are now being proposed for “Honorary” positions where their years of experience can be drawn upon whilst empowering new younger members to step up and assume roles of responsibility with gentle guidance when wanted or needed.

In closing, it is an honour to serve you all as a Vice-Chairman and I look forward to the future of NDPS with renewed enthusiasm.

## **PROGRAMME SECRETARY** - Maurice Young

Before, starting my report I would like to thank those members who continually provide feedback regarding the development of the Society’s programme including new ideas for future speakers. In particular, this year I am grateful to the lady members whose ideas led to some of the more creative evenings.

The situation regarding the covid pandemic and the enforcement of restrictions by the UK government continued to make it extremely difficult to plan more than a few weeks ahead for nearly 7 months from the beginning of September when the normal programme of regular Tuesday night meetings normally commence through to the 22<sup>nd</sup> of March 2022 when finally, all restrictions on social gatherings were lifted.

Successful negotiations with the City Academy Norwich enabled the Society to secure the Interactive Studio Tuesday night’s (from September through to the end of June each year on a first refusal basis) so that we could move there from the Methodist Hall. Freed from the cost of hiring the Interactive Studio when unable

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to use it without the fear of another hirer taking over the Tuesday evening slot resulted in it being decided to continue to develop an alternative programme of Zoom meetings. This was not of course without additional cost as speakers require in most instances to be paid. That said some speakers (and judges) agreed to forego their normal, much higher fees provided NDPS made a charitable donation to either a charity of their choice or our own supported charity 'Give a Child a Camera'.

During the Season there have been twenty-three Special Presentations from outstanding photographers who collectively covered a very wide range of genres. Of these photographers two spoke from Australia, two from the USA and three from mainland Europe with the remainder from the widest reaches of the UK.

Included in these twenty-three presentations were one co-hosted with Sheffield Photographic Society and another with Old Coulsdon Photographic Club.

It is clear, that whilst it is not without some drawbacks Zoom has allowed the Society to grow throughout the pandemic and to attract outstanding speakers that would otherwise be impossible and often far too expensive to book. The challenge next year will be to balance the speaker programme so that some who are affordable and can get to Norwich can speak in person and those who come from much further afield make their presentations via zoom.

From September when normal Tuesday evenings resume there will also be more co-hosted evenings with Sheffield and Old Coulsdon that can only be achieved using Zoom.

NDPS finally moved permanently to the City Academy on Tuesday 22<sup>nd</sup> March, when we held the fourth round of the current Photographer of the Year competition - the first print competition for nearly three-years if you discount the Annual Exhibition last September. The move has been largely successful but has not been without a few 'teething' problems particularly with the quality of projection and sound. Although, some significant improvements have already been made the Officers are working towards resolving any outstanding issues by September.

Recently, a new initiative - TAKE 4 was successfully trialled. TAKE 4 is an opportunity for four members to make a presentation lasting no more than 25 minutes during which they can talk about their own photography, the work of a photographer who has inspired them or any other aspect of photography such as a particular genre, a skill, or a type of equipment.

Thank you to those members who have already put their names down to participate in the future.

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# REPORTS FROM THE OFFICERS OF THE SOCIETY

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The programme of regular Tuesday meetings from September is well advanced and provisionally includes:

- \* Thirteen, Members Evenings; five during Autumn, three during Winter and five during Spring (2023). These will provide a forum for the exchange of information, knowledge, ideas, and expertise about photography and hopefully to encourage members to develop their photographic and artistic skills and abilities.
- \* Fourteen Special Presentations covering the usual broad range of photographic genre and topics.
- \* Eight Internal Competition Evenings - POTY, IOTY and the Annual Print Panel Award
- \* Four opportunities for up to sixteen members to participate in TAKE 4.

One major new initiative starting in September is the New Member Programme. NDPS has decided to be one of the few clubs that look after our new members by offering a specific programme when they first join. The New Members Evenings run from September through to February the next year will offer plenty of support other sources of help to photographers of all standards to feel at home at NDPS. If you have some time to spare getting this new initiative up and running please speak up - new members are critical to the future development and continued success of NDPS.

Since September the Society's Interest Groups have generally continued to flourish:

- \* The new Pictorialists Group has quickly established a regular programme on monthly events that are well supported.
- \* The Landscape Group has also done extremely well with besides the regular monthly shoots, almost weekly informal gatherings amongst the Group's members out and about in Norfolk/Suffolk . Other successes were the one-day workshop and later the early morning boat trip to Blakeney Point with Ruth Grindrod and the day cruising the Broad's on the Wherry Maud. Similar events are planned in the near future.
- \* The Studio Group has met less frequently in some cases due to need to socially distance when covid restrictions were in force and some models working much less. It is hoped to return to a full programme of meetings in the coming months.

# REPORTS FROM THE OFFICERS OF THE SOCIETY

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- \* Tom's Tours and the Nature & Wildlife Group have both met less frequently than originally planned and again it is hoped that normality will return shortly.

Finally, NDPS hosts members from Sheffield Photographic Society in Norwich/Norfolk from mid-day on Friday 17<sup>th</sup> June through to mid-day on Sunday 19<sup>th</sup> June. We hope those members who are free will come along and make the people from Sheffield feel welcome. Friday afternoon will be spent around Norwich, Saturday out and about in Norfolk with a sunset shoot on the Broads, and we shall have an early morning shoot on the Sunday before they head off home. Speak to Tom, Simon, or myself if you are able to join in.

Besides, the Programme I currently look after three other areas. although I am grateful to Dave Balcombe, Dave Turner for their assistance and Dave and Joan Jordan with the additional support and guidance they provide.

## **COMPETITIONS**

Since September there have been the usual **Internal Competitions:**

**Photographer of the Year** - concludes on Tuesday 7<sup>th</sup> June when Dave Powley, Pat Stebbings, and Graeme Taplin from the f5.6 league and David Jordan, Maurice Young, and Dave Balcombe from the f2,8 league compete against one and other in the final of this year's competition.

**Image of the Year** - the competition was played out on Tuesday 24<sup>th</sup> May when our judge for the evening - Andy Swain whittled the 47 images in the digital class to just 6 images and the 33 prints in the print class to just 8 prints before choosing the winners. Des King won the DIOTY and Dave Balcombe the PIOTY.

The winning images in IOTY are shown below:

# REPORTS FROM THE OFFICERS OF THE SOCIETY

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ASPECTS OF THE SAINSBURY ART GALLERY - Des King (PIOTY)



PLAYING SOLO - Dave Balcombe (DIOTY)

**Annual Print Panel Award** - This competition will be held on Tuesday 21<sup>st</sup> June

**Monthly Image Competition** - Begun in April 2021 the Society's Monthly Image Competition is the perfect opportunity for members to test their photography skills, and to compete with other members in a friendly environment without the rigours of formal competitive photographic competitions.

# REPORTS FROM THE OFFICERS OF THE SOCIETY

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Judging continues to be a problem as there are very few good judges now in Norfolk and Suffolk that NDPS can draw upon. Digital competitions are less of a problem because as we have this year we can book judges from much further afield and host the competitions on-line. From September it seems likely that this problem will continue to exist with EAF recently suggesting that every club should put forward at least one member for the 'judges' course'.

In, addition, since September there have again been the usual two inter-club battles and a new ad-hoc competition with Sheffield and Old Coulsdon was introduced:

**Battle with Ipswich and Lowestoft** - returning to the usual format of three rounds consisting of seven images; monochrome, colour, and digital images after the pandemic NDPS were the eventually winners of this competition pipping Lowestoft in the final round. This was NDPS's first success in this battle for 25 years and we defend our title this November

**International Three-way battle with Koblenz and Nivernais** - NDPS successfully defended the Alan Taylor Memorial trophy. It is Koblenz's turn to choose the theme for the next battle in January 2023 so we can expect some strong competition next year.

**New novel competition with Sheffield and Old Coulsdon** - each club entered 12 members who provided 2 images each for the competition. The 12 members from each club were then random spilt into 3 groups of four to make up three teams of 12 comprising 4 members from each of the 3 clubs. A fun evening full of great images with no one sure who had won right up to the end.

Coincidentally, had it been a normal inter-club battle the 12 members from NDPS would have come out on top.

Finally, since September NDPS has competed in the normal assortment of **External Competitions** and in summary it would be fair to say this has been our most successful year for quite some time.

**Cambridge Camera Club Inter-club Digital Competition** - held in January each year this competition attracts most of the top clubs throughout East Anglia. This year after four of the five rounds NDPS had their noses in front. Unfortunately, after the last round two other club had drawn level and NDPS lost out to Shillington whose reserve image was awarded the 1 point needed to become outright winners.

EAF Championships PDI and Print - held in February and March NDPS competed in both these competitions failing to reach the second round in the PDI

# REPORTS FROM THE OFFICERS OF THE SOCIETY

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championship whilst doing very well in the Print championship to finish 7<sup>th</sup> overall against 26 of the Clubs who are members of the EAF.

NDPS's most successful and consistent high scoring images were THE ICE QUEEN by Maurice Young, MOODY BLUE by Dave Balcombe and ARCTIC TERNS by Malcolm Wood.

It is evident that at our best our top images hold their own against the strongest clubs in East Anglia, but we still struggle in the EAF Championships to have sufficient strength in depth to make the second round of the Championships on a regular basis.

A major objective going forward is to identify the steps necessary to achieve this goal.



THE ICE QUEEN - Maurice Young

# REPORTS FROM THE OFFICERS OF THE SOCIETY

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MOODY BLUE - Dave Balcombe



ARCTIC TERNS - Malcolm Wood

Some final comments regarding competitions:

- 1) I am extremely grateful to Dave Balcombe, David, and Joan Jordan, and David Turner who have assisted me greatly in the selection of NDPS's entries for Battles and External Competitions during the past months
- 2) I am also grateful to these same members who in the past weeks have assisted by reviewing all the NDPS competition rules and to the other members of the Committee who have read through the proposed changes and given their approval to these revisions. The new documents will be added to the website in the next two weeks.



# REPORTS FROM THE OFFICERS OF THE SOCIETY

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## EXHIBITIONS

Dippy, the Natural History Museum's iconic Diplodocus cast, took up residence in Norwich Cathedral's Nave for the final stop on his nationwide tour between 13<sup>th</sup> July and 30<sup>th</sup> October 2021 and the Society was therefore forced to find a new location for the 105<sup>th</sup> Annual Exhibition. Begun in 1903 our exhibitions have been an annual event in Norwich for more than 100 years except for the period around two world wars and in 2020 when due to the coronavirus pandemic the 104<sup>th</sup> Annual Exhibition was held online.

Fortunately, The Church of Art in St. Benedict's Street, Norwich, came to our rescue and the Society held a successful exhibition there between the 11<sup>th</sup> and the 18<sup>th</sup> of September 2021.

NDPS returns to Norwich Cathedral when the 106<sup>th</sup> Annual Exhibition is held in the Hostry Exhibition Area once again from 10:00am on Tuesday 27<sup>th</sup> September through to 4:00pm on Saturday 29<sup>th</sup> October 2022 (the exhibition will be put up on Monday 28<sup>th</sup> September and taken down on Sunday 30<sup>th</sup> October).

Two hanging spaces will be reserved for the winners of the Annual Open Photo-Competition which will also return after the covid pandemic.

Unfortunately, since we were last at the Cathedral before the covid pandemic and the delayed Dippy exhibition which filled our usual slot last year significant changes have occurred:

- \* Firstly, the Cathedral has purchased new display boards that reduces the area available to mount our prints upon. There are six 'columns' each with four faces approximately 1,200mm wide by 2,400mm tall which will all together hold a maximum of 96 prints in standard 40cm by 50cm mounts. The Society is currently, looking at the possibility of utilising the ancient walls along the sides of the exhibition area so we can mount a further 20 to 30 prints.
- \* Secondly, the new Hostry layout makes it impractical to hold alongside the print exhibition a digital exhibition. Currently, the plan is to hold a separate virtual digital exhibition on line probably sometime in early 2023.
- \* Finally, whilst we have the continued support of the Canon Librarian and Vice-Dean Dr Peter Doll it should not be taken for granted that the Hostry will be continually available. Several organisation have already lost their traditional slot each year as the Cathedral in an attempt to meet greater demand to use the space has introduced a three-year rule. Discussions with Dr Peter Doll have established that we are safe for the immediate future, but this is dependent upon NDPS delivering an exhibition of the highest quality each

# REPORTS FROM THE OFFICERS OF THE SOCIETY

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year. It should be noted that comparable space at the Forum for example is currently £490 + VAT per day.

The 106<sup>th</sup> Annual Exhibition will be called The Mike Trendell Memorial Exhibition. The traditional Private Viewing for members and guests will be held at 7:00pm on Tuesday 27<sup>th</sup> September and will be attended by Mike's daughter Charlotte Nash and hopefully Dr Peter Doll. Mike's family together with the Society have commissioned a new trophy 'The Mike Trendell Memorial Trophy' which will be awarded for the first time at the exhibition.

Finally, the Committee is extremely grateful to Frank Crowden who has kindly offered to make 3 new stands bringing the total to 4 that can be used in the future to display prints during competition evenings and exhibitions.

## WEBSITE

The Society's website is now more than three years old. It has served us very well, but it is becoming 'clunky' and will in the near future need to be overhauled and modernised or in the worst case replaced.

Currently, we have managed without any 'specialist' help, but the situation is becoming more and more difficult and time consuming for one person to manage. If you have any expertise in this area and can offer a few hours a week to help out with maintaining the website or posting new information please let us know.

## **MEMBERSHIP SECRETARY** - Paul Cowcher

This season, commencing September 2021, the COVID pandemic situation was beginning to look more positive, and the Society had every hope that we would be able to meet up again in person at the (Norwich) City Academy Interactive Studio.

With that aim in mind and with the proposal to amend the financial year to run January - December, it was agreed to set the ordinary membership subscription at £45.00 per person to cover the period September 2021 until December 2022. (16 months). This would cover the costs associated with speakers, judges, technical IT charges and running costs of the club.

To help cover the hire costs of the City Academy it was also agreed to charge an additional attendance fee of £1.50 for all members attending meetings in person. Although there was likely to be a shortfall in receipts compared to hire charges,



# REPORTS FROM THE OFFICERS OF THE SOCIETY

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this was deemed the fairer way to recover costs for those who had health reservations for attending in person. This fee would also cover refreshments.

Unfortunately, during the Autumn period, the number of cases of COVID increased again and face to face meetings were therefore not advised. The Society held just three face to face meetings during this period with a maximum turnout of 26 members on 19th October. The Society therefore took the decision not to meet during late autumn but present good quality, varied Zoom presentations.

This had the effect of attracting a number of new members, both local and e-members from further afield, including County Durham, Devon, and Italy. Some new members were attracted from other clubs that had either closed or were not offering such a good programme.

By February, the number of COVID cases was beginning to decline and face to face meetings were again introduced by the Society with two or three meetings held in each month and around 30 members attending on each occasion. A summary of the membership numbers is given below.

<b>Membership</b>	<b>Autumn</b>	<b>Winter</b>	<b>Spring/Summer</b>
Full	75	74	82
Alumni	2	2	2
Temporary	1	4	0
eMember	4	5	6
Honorary	1	1	1
<b>TOTAL</b>	<b>83</b>	<b>86</b>	<b>91</b>

At the close of last season, the Society had 85 members. There has been some fluctuation with requested temporary membership converting to ordinary membership or deciding not to continue but on the whole, membership numbers has been stable. The future programme and in particular the number of at home verses Academy meetings may have a significant bearing on future numbers.

The Society will aim to continue presenting a number of good quality Zoom meetings from the UK and around the World and be as inclusive as we can for our

# REPORTS FROM THE OFFICERS OF THE SOCIETY

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e-membership. However, there will be weeks when activities are based solely at the Academy and cannot be shared on Zoom.

The objectives for the Society for next season are to maintain or increase current numbers and implement a subscription fee structure that is fair for the membership and sustainable to meet the financial needs of the Society. All membership grades and their proposed subscription costs will be advertised on the Society website once finalised and agreed by the committee.

# RESOLUTIONS

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## 1) To approve the proposal from the Committee to amend the Constitution of the Society

Why do we need to amend the Constitution..?

This amended Constitution is the result of many hours of hard work, discussion, and deliberation by the In Focus group who passed their suggestions on to the full committee for approval and the committee in turn offered the document to a couple of 'elder statesmen' within the Society for their views.

What is being offered now for the members' approval during the AGM is the version (included below) that all these different groups have unanimously approved.

Raison d'être:

- \* It is proper for the rules governing the Society be checked and kept up to date.
- \* Some changes were forced on the Society by Covid. We now have the ability to hold virtual meetings if we need to.
- \* The use of a small, energetic, team to run the day to day activities of the Society and reporting back to the full committee is a model now well recognised in other organisations but, most pertinently, it is a model that has served the Society well over the last couple of years during the pandemic. The progress that we have achieved over this time have been gained precisely by this use of a small team of 'doers' reporting back to a full committee.

The committee commend this document to the membership.

Tom Watson - Chairman

# RESOLUTIONS

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The **CONSTITUTION OF THE NORWICH & DISTRICT PHOTOGRAPHIC SOCIETY** - offered for approval at AGM on 14<sup>th</sup> June 2022

## **Name**

1. The name of the association is Norwich and District Photographic Society hereinafter called the 'Society'.

## **Affiliations**

2. The Society is affiliated to the Photographic Alliance of Great Britain (PAGB)<sup>1</sup> through the East Anglian Federation of Photographic Societies (EAF).

## **Aims and Objectives**

3. The aims and objectives of the Society are to:
  - a) provide a centre of artistic and technical excellence for photographers within the local community,
  - b) provide a forum for the exchange of information, knowledge, ideas and expertise on photography and photographic art, and
  - c) encourage, guide, and facilitate members to develop their photographic skills and abilities within a friendly environment.
4. The aims and objectives will be achieved by means of lectures/talks, demonstrations, workshops, image evaluations, photo-shoots, visits, competitions, and public exhibitions.

## **Membership**

5. Membership of the Society will be open to all without discrimination on grounds of gender, ethnicity, nationality, age, special needs, disability, sexual orientation, religion, beliefs, or photographic ability.
6. Application for membership must be made through the Membership Secretary on the appropriate form available from the Society's website together with the appropriate subscription.
7. The Officers of the Society may at their discretion subject to a majority of two-thirds being in favour reject any applicant to membership of the Society without providing the reason(s) if in their opinion an applicant:
  - a) will cause the total membership of the Society to exceed the maximum number of members (if any) set by the Committee,
  - b) could cause any insurances held in the Society's name to become invalid,

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<sup>1</sup> The EAF is a constituent founder member of the PAGB, which is the parent organisation of camera clubs and photographic societies throughout the UK.

# RESOLUTIONS

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- c) is considered likely to bring about a conflict of interest,
- d) is considered likely to behave in a disruptive nature, and,
- e) is considered likely to bring the Society or its reputation into disrepute,

However, in the case that membership is full the applicant will be given the option to being placed on a waiting list and will be contacted by the Membership Secretary as soon as a place becomes available

8. In the event of an application for membership being refused any subscription monies paid by the applicant will be returned in full.
9. Prospective new members may attend one (1) regular meeting of the Society free of charge prior to paying their membership subscription to join the Society. Should a prospective new member attend a meeting for which there is an additional cost to existing members then the prospective new member will also bear the additional cost.
10. Temporary membership will be available to prospective members, for a fee allowing attendance at a maximum of six (6) meetings during the next eight (8) weeks. The fee will be deducted from the appropriate annual subscription if the temporary member chooses to join the Society within the eight (8) week period.
11. Members who are under 18 years of age must be accompanied by an appropriate adult and remain under their direct supervision during all Society meetings and activities until they attain the age of 18 years. The parent, guardian, or other appropriate person will ensure that the content of any meeting is suitable for the young person for whom they are responsible. The parent, guardian or responsible adult will be expected to pay the attendance fee in addition, to the junior member, whenever there is a charge.
12. It is a condition of membership that all members, including temporary members abide by the Society's Constitution, Policies and Rules, which are available to download from the Society's website.
13. Any member whose membership subscription has not been paid by the due date will be deemed to have left the Society and will not be allowed to attend Society events. Reminder emails will be sent by the Membership Secretary on behalf of the Society not later than two weeks prior to the membership expiry date and again on the expiry date. Lapsed members whose subscription remains unpaid one calendar month after the due date must re-apply for membership of the Society.
14. If the conduct of any member either in or out of the Society meeting place will in the opinion of the Officers be detrimental to the interests or the good name of the Society, the Officers are empowered to immediately suspend or expel such member, subject to appeal at the next Committee meeting. Any membership fee paid by the member will not be refunded in this instance. The decision to expel a member may be reviewed at a future date by the Committee, who will then recommend to a General Meeting whether the ex-member should be reinstated.

# RESOLUTIONS

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## **Subscriptions**

15. The annual subscription and other charges recommended for each member by the Officers and approved by the Committee will be decided by a majority vote at the preceding Annual General Meeting or an Extraordinary General Meeting called for that purpose.

The Officers will however, in exceptional circumstances and at their sole discretion, waive or reduce the rate of subscription paid by any member.

## **Honorary Members and Honorary Vice-Presidents**

16. Upon the recommendation of the Officers the President and the Committee will have the power, to elect honorary members subject to ratification by an Annual General Meeting or Extraordinary General Meeting subject to the following conditions:

- a) The proposed person is a member who has shown exceptional service to the Society or is alternatively a distinguished person who supports or has a close connection with the Society or the art of photography within the local community.
- b) There may be no more than six (6) such members from the Society's membership at any time.
- c) Honorary members are not obliged to pay a subscription.

17. In addition, the Committee will have the power, upon the recommendation of the Officers to appoint, as Honorary Vice Presidents any past President who is deemed to have made an outstanding contribution to the Society. This will be subject to ratification by Annual General Meeting or Extraordinary General Meeting.

## **Management Structure**

### **The Committee**

18. The Society will be governed by a committee consisting of the following:

- a) The Chairperson, Vice-Chairperson, General Secretary, Treasurer, Programme Secretary, and Membership Secretary who will all serve as 'Officers' of the Society.
- b) In addition, a maximum of four (4) members of the Society who will all serve as Full Committee members.

19. The Officers and Members of the Committee will be elected at the Annual General Meeting or at an Extraordinary General Meeting by a majority vote.

20. Immediately following the Annual General Meeting, the Committee will appoint, or reappoint, Club Officials for specific roles such as Competition Secretary, Exhibition Secretary, Representative of the Special Interest Groups, Communications team, Projection & IT team, and such other roles as required. Three (3) of which may be co-opted to attend all Committee meetings with full voting rights.

# RESOLUTIONS

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21. The quorum for the conduct of the Committee's business will be at least six (6) to include at least three (3) Officers of the Society.
22. A meeting of the Committee will normally be chaired by the Chairperson. In his or her absence a quorate meeting will elect a chair.
23. Each Committee member will have one vote. In the event of a tied vote the meeting Chair will have the casting vote.
24. In the event of a committee vacancy arising, the Committee will be empowered to appoint a temporary successor until an election by the membership can be arranged. The membership will be informed of such a decision by announcement at an ordinary meeting and also by notice on the Society's website.
25. The Committee will meet at least two (2) times each year to discuss actions, monitor progress to date and consider future developments. Minutes will be kept of all Committee meetings.

## **The Officers**

26. The Officers, (namely the Chairperson, Vice-Chairperson, General Secretary, Treasurer, Programme Secretary, and Membership Secretary) will with the authority of the Committee manage the activities<sup>2</sup> of the Society and control on a day to day basis all funds and expenditure of the Society and ensures that all monies are applied in furthering the interests and objectives of the Society as intended by the current approved budget.
27. A review of the current situation and any recommended actions, together with a statement of the estimated financial position of the Society will be presented to the Committee at each of their meetings for approval.
28. A meeting of the Officers will normally be chaired by the Chairperson. In his or her absence a quorate meeting will elect a chair.
29. The quorum for the conduct of Officers' meetings will be four (4).
30. Each Officer will have one vote. All decisions of the Officers being passed provided at least three-quarters of the Officers present agree.
31. The Officers will meet at least once every six (6) weeks to discuss actions, monitor progress to date and consider future developments. Records will be kept by the General Secretary of all decisions and agreed action plans.

## **Elections**

32. The President of the Society will be elected by an Annual General Meeting. The President will serve for a term not exceeding two (2) consecutive years and may

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<sup>2</sup> Activities are defined as those events generally included within the Society's annual programme and accounted for in the approved budget. The Officers may, alter the programme if required without seeking approval provided there is no material change to the overall budget.

# RESOLUTIONS

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serve more than one (1) term but not consecutively. The President will be entitled to attend all meetings of the Society.

33. All other officers and members of the Committee will be elected at an Annual General Meeting. Candidates must be prepared to serve on the Committee until the following Annual General Meeting.
34. All elected Officers, other than the President, will hold office for one (1) year. All Committee members including the Officers remain eligible for re-election annually.
35. Existing members of the Committee and Officers wishing to stand down at the next Annual General Meeting must, except in exceptional circumstances, give at least two (2) months' notice to the Society's Secretary, and the membership of the Society will be informed as soon as possible.
36. At each Annual General Meeting an Examiner/Auditor who is not a member of the Committee will be appointed to examine the Society's accounts.

## **Finances**

37. The Society is non-profit-making, and any surplus income or gains will be reinvested in the Society. Surpluses or assets cannot be given to members or third parties.
38. The Society's fiscal year will run from 1<sup>st</sup> January to 31<sup>st</sup> December each year. An interim Statement of Accounts will be provided at the Annual General Meeting with the Final Audited Accounts presented at a designated Society meeting no later than the following February.
39. The Treasurer is responsible for the safe custody of the Society's funds. All Society funds will be banked at a recognised bank or building society. The Treasurer may hold a fund of petty cash up to an amount determined by the Officers. The Committee must approve the annual budget of income and expenditure.
40. The following Officers will be designated as authorised signatories for bank and building society accounts: Chairperson, General Secretary, Membership Secretary and Treasurer. Cheques must be signed by any two of the authorised signatories. The Officers will set sign-off limits for individual transactions.
41. Standard Procedures will be established and periodically reviewed by the Officers for the purposes of 'online banking'. The Treasurer and one other of the authorised signatories will be designated as authorised to access the bank or building society account to complete online transactions.
42. The Committee through the General Secretary and Treasurer is responsible for ensuring that the Society is insured to cover Public Liability and property belonging to the Society (items exceeding £1,000.00 each in value).

## **General Meetings:**

43. Except where the provisions of this Constitution state otherwise, the following will apply to all General Meetings of the Society:



# RESOLUTIONS

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- a) General Meetings will be held in a way and manner that is most appropriate to the proposed timing of the meeting including for example, in person, online or a hybrid combination of in person/online provided appropriate provisions are made to accurately record member's votes.
- b) Any member not able to attend a General Meeting may elect a proxy vote in advance to be added at the Meeting.

## **Annual General Meetings**

- 43. The Annual General Meeting of the Society will be held not later than 30<sup>th</sup> June each year. At least twenty-eight (28) days' notice of the Annual General Meeting will be given to members by email, by display on the Society's web site and by announcement at a published meeting of the Society.
- 44. Resolutions to be included in the agenda of an Annual General Meeting will be submitted to the Secretary in writing not less than twenty-one (21) days prior to the date of the meeting at which they are to be considered. With the exception of resolutions submitted by the Committee all resolutions for consideration at an Annual General Meeting will be proposed and seconded by members of the Society who are eligible to vote..
- 45. The Secretary will circulate or give notice of the agenda for the meeting to members not less than seven (7) days before the meeting.
- 46. The business of the Annual General Meeting will be to:
  - a) Confirm the minutes of the previous Annual General Meeting and any other Extraordinary General Meetings.
  - b) To receive the Officers' Report
  - c) Present the accounts
  - d) Present the annual report by the Treasurer.
  - e) Agree an Examiner/Auditor as recommended by the Committee.
  - f) Elect members of the Committee.
  - g) Agree Society subscription rates.
  - h) To formally agree changes (if any) to the Society's Constitution, Policies, Procedures and Rules.
  - i) Elect Honorary members and Honorary Vice-Presidents of the Society
  - j) Transact such other business received in writing by the Secretary in accordance with clause 44 (Resolutions).
- 47. There will be no other business conducted at an Annual General Meeting of the Society that has not been included in the published agenda.

# RESOLUTIONS

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48. Nomination of candidates for election to the Committee will be made in writing to the Secretary at least fourteen (14) days in advance of the Annual General Meeting. Nominations can only be made by a member or honorary member of the Society and must be seconded by a further member or honorary member.
49. To avoid any conflict of interest, any member who is a committee member of a Photographic Society elsewhere, will not be permitted to stand for election as an Officer or member of the Committee while they continue to hold that position. (The term Photographic Society in this instance is intended to include all organisations and societies involved in photographic imaging and/or with aims and objectives similar to those of the Society).
50. The conditions set out in clause 49 will not; at the Committee's discretion, apply to any member who wishes to volunteer to join a sub-committee formed by the Committee.
51. At all Annual General Meetings, the chair will be taken by the Chairperson, or, in their absence, by the Vice Chairperson or in their absence by a deputy appointed by a simple majority of all members who are eligible to vote attending the meeting.
52. Decisions made at an Annual General Meeting will be by a simple majority of votes from those members attending the meeting (in person and online) who are eligible to vote. In the event of equal votes, the Chairperson will be entitled to an additional casting vote or alternatively in his or her discretion direct a secret ballot to be held.
53. A quorum for an Annual General Meeting will be at least 25% of the total membership of the Society who are eligible to vote including at least three (3) Officers of the Society.
54. Each member of the Society who is eligible to vote will be entitled to one vote on each separate issue at an Annual General Meeting.

## **Extraordinary General Meeting:**

55. An Extraordinary General Meeting may be convened when the Committee deem it necessary. The agenda of the meeting and the reasons for summoning it will be sent to all members at least fourteen days before the proposed date of the meeting.
56. In addition, twelve (12) members of the Society may in writing requisition the Committee to convene an Extraordinary General Meeting for any purpose. The notice must be signed by the members concerned making the request and the Committee will be required to summon such a meeting within two months of the receipt of such notice.
57. The provision of Clauses 51 to 54 inclusively also applies to Extraordinary General Meetings.

## **Alterations to the Constitution, Policies and Rules of the Society**

58. No alteration to the Constitution will be made except by agreement at the Annual General Meeting, or an Extraordinary General Meeting specially convened for that

# RESOLUTIONS

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purpose. Details of any proposed alteration must be circulated to all members. Any proposed alteration for consideration at the Annual General Meeting or an Extraordinary General Meeting must be forwarded to the General Secretary in writing at least fourteen days before the meeting. No alteration will be effective unless approved by a majority of those members attending such a meeting.

## **Limitation of Liability**

59. All Society members and visitors are expected to act so as to minimise the risk of injury to themselves or any other person, or any items belonging to, or used by, the Society.
60. The Society is not responsible for any items belonging to, or used by, a member or visitor. All Society activities are undertaken at the member's or visitor's own risk.

## **Dissolution of the Society**

61. If at any General Meeting a resolution for the dissolution of the Society is passed by a majority of the members present, a further Extraordinary General Meeting will be convened not less than six weeks later, giving every member not less than four weeks written notice. At the Extraordinary General Meeting not less than half of the members must attend and not less than two thirds of such members must vote to confirm the resolution to dissolve the Society. If both meetings resolve to dissolve the Society, the President together with the Officers must proceed to realise the assets of the Society and, after discharging all liabilities, donate all the remaining funds to other photographic clubs or suitable charities chosen by the members.

## **Other Matters**

62. Any matter not covered by this Constitution will first be resolved by the Officers and then, where necessary, be put to the Committee and Society's members for their decision.

This Constitution as agreed at the Annual General Meeting on [ENTER DATE] and now supersedes all previous Rules and Constitutions

## **APPENDIX A**

### **ORGANISATION STRUCTURE - Roles and Responsibilities**

#### **The President**

The role of President of the Society is reserved for individuals who have in the past and continue to demonstrate outstanding service to the Society or alternatively is a distinguished person who supports or has a close connection with the Society or the art of photography within the local community. The Presidency is an ambassadorial role - the President is the public face of the Society to our members, partner organisations and the local community, and ensures that the diverse viewpoints of our members are represented to both the Committee and the Officers.

There will be a change of President on a regular basis, so that the outstanding contribution of many individuals can be recognised through the honour of becoming the Society's President.

#### **The term of appointment**

The President will be elected every two years at the Annual General Meeting, or an Extraordinary Meeting called for that purpose. At the end of two years the President will retire but be eligible for re-appointment once more but not consecutively.

At the start of their term of office the President together with the Chairperson and the other Officers will agree objectives to be achieved by the President during his or her term of office.

Although the President is not a member of the Committee, he or she is entitled to attend all Committee meetings, participate in discussion, and to receive all Committee papers.

#### **Duties of the Role**

The role of President is an honorary position with no executive or decision-making powers. The President will represent the Society at events to be agreed during their term of office and carry out ceremonial duties, such as the presentation of annual awards and attendance at other events organised by the Society, and other outside events where it is appropriate for the Society to be represented.

The President in carrying out these duties will connect with members of the Society and within the wider photographic community and provide another mechanism for more informal communication and feedback to be shared with the Chairperson, the Committee, and the Officers.

#### **Accountability**

The President will report to the membership each year at the AGM and introduce the Society's Annual Report, with support from the Chairperson and other Officers.

# RESOLUTIONS

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## **President - Role and Attributes**

The President's point of contact within the Society, for other than routine matters will be the Chairperson. The Chairperson, and the President will arrange to meet or talk regularly so that the views of the membership, gathered by the President, can be fed back appropriately to the Officers and the Committee,

The President will ensure that no action is taken as President that has the effect of placing, or gives the perception of placing, his or her own interests in priority to the interests of the Society.

Should he or she choose to attend Committee meetings, the President will be able to debate issues and be free to question or challenge opinions presented at such meetings. The President's views will be fully respected within the Committee just as the President will always respect the contributions of other members of the Committee.

The President is expected to utilise their relevant skills, knowledge, and experience at meetings but has no voting rights.

The President may not communicate any confidential Information known to them by reason of their position that has not been made public, except as may be necessary in the course of his or her duties or under the authority of the Chairperson.

## **The Committee**

The overall role of the Committee is to oversee the annual plans, policies and procedures of the Officers and the general affairs of the Society, as well as to assist the Officers by providing advice. In discharging its role, the Committee will be guided by the interests of the Society and will take into account the relevant interests of its members.

In particular the Committee will:

- a) Approve the proposed annual programme and initiatives produced by the Officers, the structure and operation of the management and control systems, the financial reporting processes and the compliance with legislation and regulations.
- b) Approve upon the recommendation of the Officers' proposed changes to policies, procedures and rules as required to ensure that the Society fulfils its objectives and that it complies with current legislation. Changes to the policies, procedures and rules must be made known to the membership upon implementation and formally reported to the next Annual General Meeting or Extraordinary Meeting called for that purpose.
- c) Declare if required that meetings or parts of meetings are confidential
- d) Approve upon the recommendation of the Officers any changes to the Society's subscriptions, fees, and other charges for formal approval by the membership at the next Annual General Meeting or an Extraordinary General Meeting called for that purpose.

# RESOLUTIONS

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- e) Approve upon the recommendation of the Officers the appointment of Honorary members or Honorary vice-Presidents for formal approval by the membership at the next Annual General Meeting or an Extraordinary General Meeting called for that purpose.
- f) At least once a year, carry out a strategic review of the Society's achievement to ensure its strategic aims and objectives are being met and future threats and opportunities are identified.
- g) Promote the Society within the local community.

A member of the Committee may not communicate any confidential Information known to them by reason of their position that has not been made public, except as may be necessary in the course of their duties or under the authority of the Chairperson.

## **The Officers**

The Officers will manage all activities of the Society and control on a day to day basis all funds and expenditure of the Society to ensure that all monies are applied in furthering the interests and objectives of the Society. A review of the current situation together with recommended actions (if any), together with a statement of the estimated financial position of the Society will be presented to the Committee at each of their meetings.

The duties of the Officers are summarised as follow:

- a) To propose for approval of the Committee the nature, number, frequency, and dates of all the meetings and other activities of the Society, and to ensure that relevant details are published and made available to all members.
- b) To organise competitions and make competition rules.
- c) To organise exhibitions and make exhibition rules.
- d) To fill, by co-option, with the Committee's approval any vacancy that occurs on the Committee until the next Annual General Meeting.
- e) To form sub committees from its own members, or from members of the Society.
- f) To approve the formation of groups for specific purposes within the Society
- g) To maintain policies, procedures and rules as required to ensure that the Society fulfils its objectives and that it complies with current legislation, for approval by the Committee.
- h) Prior to each Annual General Meeting produce a report covering the period since the last such meeting together with details of the current financial position and an estimate to the end of the current fiscal year.
- i) Recommend to the Committee any proposed changes to the Society's subscriptions, fees, and other charges.
- j) Recommend to the Committee the proposed appointment of Honorary members or Honorary vice-Presidents.

# RESOLUTIONS

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- k) Securely manage the personal data of the Society's members necessary for the identification of members, collection of membership subscriptions, communications to and from members and booking of members onto events.

An Officer of the Society may not communicate any confidential Information known to them by reason of their position that has not been made public, except as may be necessary in the course of their duties or under the authority of the Chairperson.

## **General Code of Conduct**

Unless the Committee has established an agreed position in relation to a topic under discussion, individual Committee members should not publicly declare a personal view. Once the Committee has established an agreed position it is the duty of all Committee members to support that view in public, even if they may have argued differently during the Committee's discussions. These responsibilities will apply equally to the President and the Officers of the Society. Any declaration of a difference of opinion should only be made with the prior consent of the Committee.

## **APPENDIX B**

### **INDIVIDUAL ROLES AND FUNCTIONS**

#### **President**

See above

#### **Honorary Vice-Presidents**

Honorary Vice-Presidents have no specific roles and responsibilities but are expected to:

- a) Stand in at events for the President if required to do so
- b) Provide additional support and guidance to the Chairperson and the Officers
- c) Promote the Society within the local community

Role and Attributes - the role of Vice President is of an ambassadorial nature that offers esteemed Past-Presidents because of their experience and knowledge to support the Society and its members and through their influence play an important part in the Society's future development.

Vice-Presidents, will have the necessary knowledge of the Society to stand outside the day to day management structure , formulate judgements about how members feel of progress (or lack of it), how we are perceived by other organisations, and to make suggestions for potential improvements that they should initially convey through the Chairperson (or appropriate Officer)

Although Honorary Vice-President are unable to be either Officers or a member of the Committee, they are entitled to attend all Committee meetings. participate in discussion, and to receive all Committee papers.

# RESOLUTIONS

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## **Chairperson**

The Chairperson is charged with ensuring that the club runs effectively and efficiently. The responsibilities of the Chairperson are:

- 1) To facilitate all Society meetings. This involves opening and closing the meeting, ensuring that the meeting runs to schedule and relaying information, as required, to the membership. When a speaker(s) is present at a meeting, this also involves introducing the speaker(s) and arranging for them to be thanked at the end of the evening.
- 2) To facilitate and chair all meetings of the Committee. This involves setting the agenda to the meetings, ensuring that the meeting runs to schedule, that the Committee stays on agenda and that all members have a chance to air their views.
- 3) To set the agenda for, and to chair, the Society's Annual and Extraordinary General Meetings
- 4) To support the other committee members, as required, and to ensure that all actions are addressed in good time to ensure the smooth running of the Society.
- 5) To ensure that the best interests of the Society and the membership are addressed at all times.
- 6) Function as final decision maker when required
- 7) Promote equality and inclusion
- 8) Ensure that the aims and interests of the Society, and its membership in particular, are addressed at all times
- 9) Have a good working knowledge of the Society's constitution and the duties of all members of the committee and teams
- 10) Communicate effectively with Society members, committee members, and other interested parties

## **Vice-Chairperson**

The responsibilities of the Vice-Chairperson are:

- 1) Front Society meetings and chair committee meetings when the Chairperson is unable to
- 2) Deputise for the Chairperson elsewhere when necessary
- 3) Support the Chairperson in representing the Society externally
- 4) Function as first point of contact for Society functions, working groups and teams



# RESOLUTIONS

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## **General Secretary**

The responsibilities of the General Secretary are:

- 1) To be the main point of contact for the Society for information and enquiries and to respond to these enquiries in good time in order to maintain the good reputation of the Society. Where enquiries are from possible new members, to pass their contact details to the Membership Secretary in good time for the Membership Secretary to respond appropriately in order to promote a good view of the Society.
- 2) To co-ordinate the distribution of information to all Society members (via e-mail and post where appropriate)
- 3) To act as main point of contact for members of the Committee to send out information to the Society members.
- 4) To liaise with the Chairperson on Society matters arising, to undertake to write and maintain a full record of all formal committee activities and forward committee calling notices and agendas as required.
- 5) To record and distribute minutes and agenda for all meetings . Committee meetings, Annual General Meetings and Extraordinary General Meetings.
- 6) To be a data controller as required by the General Data Protection Regulations (GDPR)
- 7) To be the primary point of contact when booking meeting venues.

## **Treasurer**

The responsibilities of the Treasurer are:

- 1) To collect all membership fees (including guest fees), and to pay all expenses, within agreed timescales
- 2) To ensure that the Membership Secretary has details of all members subscription status.
- 3) To maintain an accurate and auditable record of all Society income and expenditure (petty cash and bank account) and to liaise with the appointed independent accounts auditor to ensure that all records are fully audited prior to the AGM.
- 4) To create for approval by the Officers protocols for online banking.
- 5) To be the main point of contact with regards to matters associated with the Society's finances.

# RESOLUTIONS

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## **Membership Secretary**

The responsibilities of the Membership Secretary are:

- 1) To maintain a full and accurate list of Society members and their details and to ensure that this data is held securely. Members' private details may not be shared with third parties without their prior consent.
- 2) To respond to possible members, either from direct contact or via the General Secretary, appropriately and in good time in order to promote a good view of the Society.
- 3) To maintain a 'Welcome Pack' for new members or those who have shown an interest in the Society.
- 4) To make all new members to the Society welcome.
- 5) To ensure that all members are aware of the Society's Constitution, Policies, Procedures and Rules and the guidelines of the Society competitions.
- 6) To liaise with the Treasurer regarding attendance details and to maintain a link to those people who have not been to the Society for a number of meetings
- 7) To liaise with the Treasurer to ensure that all membership fees are paid by members within agreed timescales.
- 8) To be the principal data controller as required by the General Data Protection Regulations (GDPR)
- 9) To send reminders to members when subscriptions are due, acknowledge when payment has been received and update the membership list accordingly.

## **Programme Secretary**

The responsibilities of the Programme Secretary are:

- 1) Plan a varied and balanced programme to meet the needs of the membership within an agreed budget
- 2) Ensure that the appropriate presenters are booked ahead of time
- 3) Contact the presenters prior to at the meeting so that their needs can be addressed and to confirm attendance
- 4) Consult with the Treasurer to ensure that the presenters fees are agreed and noted prior to attendance
- 5) Brief the Chairperson when a presenter is in attendance
- 6) Consult with the website team to ensure that the programme on the website is maintained up to date and complete including the sale of guest tickets when appropriate
- 7) Encourage members to suggest topics of interest and speakers/events

# RESOLUTIONS

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## **Competition Secretary**

The Competition Secretary(s) is responsible for the organisation and running of all competitions. Further, the person(s) appointed shall also ensure that the Programme Secretary is regularly updated so that the Society's programme is up to date. The main responsibilities are:

- 1) To communicate the rules of all competitions to members of the Society
- 2) To liaise with the Programme Secretary to ensure that appropriate judges are booked in line with the club and interclub competitions identified in the programme.
- 3) To maintain a record of all pictures submitted to competitions (Society, interclub and other). Note: Pictures submitted by individuals in regional, national, and international competitions where they have not been submitted on behalf of, or by, the Society shall be exempt from this activity. Competitions that will form part of this activity for any given year shall be defined by the Committee at the beginning of that year.
- 4) To ensure that all submitted pictures (to the above defined competitions) are properly identified and recorded prior to delivery to the judge and to undertake that delivery (where necessary).
- 5) To maintain a list of all competitions requiring Society entry to during the year, the entry dates, and the criteria, and to apprise the Committee in good time for picture selection and submittal.
- 6) To brief the Chairperson, as appropriate, prior to the start of a club meeting when a judge is in attendance.
- 7) To liaise with the competition judges to ensure that all scores are accurately recorded and to maintain a record of these throughout the year.
- 8) To ensure that all competition details are available on the website.
- 9) To provide all details of all the Society's and individual member's successes in order to recognise individuals and promote the Society.

## **Special Interest Group Leaders**

The Special Interest Group Leaders are responsible for the organisation and running of all the group's activities and events. Further, the person(s) appointed shall also ensure that the Programme Secretary is regularly updated so that the Society's programme is up to date. The main responsibilities are:

- 1) Develop and maintain a balanced programme of activities and events that are available to all members of the Society.
- 2) Ensure that all activities and events are cost neutral unless otherwise agreed before advertising the event with the Programme Secretary and Treasurer
- 3) Pass to the Programme Secretary and Website Team in good time full details of each event so that it can be published on the website and booking system ahead of time

# RESOLUTIONS

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- 4) Research all locations (both indoor and outdoor) so that participants are aware of the characteristics of the venue that they are likely to incur and provide suitable guidance regarding health and safety matters

## **Website Team**

The responsibilities of the Website team are:

- 1) Develop and maintain the Society website, keep it up-to-date with relevant information, notably the Society programme of events
- 2) Train any Society members to whom website maintenance has been delegated
- 3) Ensure timely renewal of the Society domain name and web space

## **Exhibition Secretary**

The responsibilities of the Exhibition Secretary are:

- 1) Find appropriate venues for Society exhibitions
- 2) Liaise with venue operators providing exhibition space
- 3) Call for prints and media from Society members
- 4) Arrange judging, selection and acceptance of exhibition entries
- 5) Co-ordinate and curate prints and other media for exhibitions
- 6) Organise hanging and take down of prints and media at exhibitions as necessary
- 7) Facilitate Society members participation in external exhibitions and events

## **Projection & IT Team**

The responsibilities of the Projection & IT Team are:

- 1) Maintain and operate equipment used for the projection of images
- 2) Maintain and operate relevant audio and PA equipment
- 3) Liaise with presenters and other Society officials and teams as necessary regarding presentations
- 4) Generate links for online meetings

## **New Members Team**

The responsibilities of the New Members Team are:

- 1) Be available on Society nights to welcome new members
- 2) Support new members to feel welcome and integrate into the Society
- 3) Provide a programme of evenings and events for new members

# RESOLUTIONS

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## **Communications Team**

The responsibilities of the Communications Team are:

- 1) To co-ordinate, facilitate and actively promote the Society across social media platforms
- 2) To encourage Society members to actively participate in social media platforms promoted by the Society
- 3) To monitor and ensure appropriate use of social media where the Society is represented
- 4) To promote the Society as appropriate with media outlets
- 5) To be involved in the preparation of editions of in Focus if required

## **Front of House and Venue Team**

The responsibilities of the Front of House and Venue Team are:

- 1) Co-ordinate set up and tear down on Society nights
- 2) Ensure safe storage of equipment at venue
- 3) Provide refreshments to Society members

## **Full Committee Member**

- 1) To provide support to the Officers to ensure that the aims and objectives of the Society are being met
- 2) To be involved in all decision making processes and to abide by the consensus decision for the good of the Society
- 3) To network with members and at events in order to promote the Society
- 4) To promote Society's events through all appropriate mediums
- 5) To raise awareness of the Society in the local community

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Note - There are no other resolutions

# ELECTIONS

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In accordance with the Society's Constitution the following elections will be held:

## **1) PRESIDENT**

Keith Garnham, the current President's term of office ends at the AGM and in accordance with the Society's Constitution is unable to stand for another term (consecutively).

The committee at their last meeting unanimously nominated Graeme Taplin to be elected President until the AGM in June 2024.

No other valid nominations for President were received.

## **2) HONORARY VICE-PRESIDENT**

At their last meeting the Committee unanimously proposed that the members of the Society's should approve their recommendation that the retiring President, Keith Garnham, and the immediate, next Past-President Hazel Davidson should be elected Honorary Vice-Presidents of the Society.

## **3) HONOURARY MEMBERS**

Honorary Member, Mike Trendell who died in March last year, was a stalwart and a giant of the Society for nearly 50 years. He was first elected Chairman in 1979-80 and again from 2001-2002 and he served as President of the Society from 1984-1986. In addition, as Exhibition Secretary he organised the Society's Annual Exhibition at Norwich Cathedral in the North Transept for many years prior to the new Hostry Exhibition Area opening.

Mike's passing means that Helmut Wagner from Foto-Club Koblenz is the sole remaining Honorary Member of the Society.

The Committee presents no candidates for honorary membership.

## **4) OFFICERS OF THE SOCIETY**

It is the unanimous recommendation of the Committee that in the absence of any other valid nominations being received that the current incumbents who have all agreed to stand for a further term be re-elected

CHAIRPERSON - Tom Watson

VICE-CHAIRPERSON - Simon Ciappara

# ELECTIONS

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GENERAL SECRETARY - Adrian Richmond

TREASURER - Jeff Turrell

PROGRAMME SECRETARY - Maurice Young

MEMBERSHIP SECRETARY - Paul Cowcher

## **5) COMMITTEE MEMBERS**

To elect a maximum of FOUR (4) Full and/or Honorary Members to serve on the Committee.

## **6) EXAMINER/AUDITOR**

To elect an Examiner/Auditor who cannot be a member of the Committee to check the Society's accounts

**THIS CONCLUDES THE BUSINESS OF THE AGM**

# APPENDIX A

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Norwich and District Photographic Society Annual General Meeting Tuesday 4 June 2019, Chapelfield Road Methodist Church Hall

## Minutes of the meeting

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1. Keith opened the meeting by welcoming and thanking all those attending.
2. Apologies for absence had been received from  
Robert Bilbie; Rosemary Taylor; Derek Grasby; Annette McIntosh and Trevor Smith.
3. The minutes of the Annual General Meeting in 2018 had been circulated to all members of the Society. Maurice Young proposed and Keith Garnham seconded acceptance. They were accepted unanimously by a show of hands.
4. There were no matter arising from the minutes.
5. Chairman's Annual Report - Keith outlined a summary of events for the last year and said that a lot of hard work had been done by the Committee and the Society was continuing to move forward and in good shape.
6. Treasurer's Annual Report. Della gave printed copies of the report to everyone. She explained the car park money entry and said there was no need for a balance sheet to be produced. The report was accepted unanimously.
7. The Competition Secretary's Annual Report. Maurice outlined the competitions, internal and external, in which the Society had competed and considered methods of improving the Society's ranking in external competitions.
8. No resolutions had been received.
9. The new Constitution had been circulated to every member. Acceptance was proposed by Bon Darts, seconded by Brendan McCarney, and was accepted by a show of hands with three abstentions.
10. The new Rules and Procedures for the Society, (Application for Membership; Data Protection; Protection of Vulnerable Individuals; A Grievance Procedure; Media Policy and Plagiarism), had also been circulated to everyone and were approved by a show of hands.  
There was a vote of thanks from David Lloyd for the work done by the Committee over the last year resulting in the production of the Constitution and Rules.
11. The following members were appointed to their various posts  
All members holding posts had been proposed *en bloc*, by the committee and all were elected unanimously on a show of hands -  
Chairperson - Keith Garnham    Secretary - Tom Watson  
Treasurer - Della Garnham    Programme Secretary - Maurice Young  
New officers and members were -



## APPENDIX A

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Vice Chairperson -	Neil Hall
Membership Secretary	Paul Cowcher
Committee Member	Paul Oliver (Safeguarding and to assist Maurice with Competitions)
Ordinary Co-Opted Member	David Lloyd (Fund Raising)

This left 4 possible vacancies as ordinary members but there were no nominations.

The post of President remains in the hands of Hazel who has this season to run.

12. Honorary Members. The Committee recommended that Mike Trendell be an Honorary Member, and this was carried unanimously
13. An Examiner for the Society's accounts was not appointed; the Committee have permission to find such a person who is NOT a Committee member.
14. Keith closed the meeting and thanked the officers and those members who attended

# APPENDIX B

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## Minutes Virtual AGM 21st July 2020

Tom Watson Chairman welcomed everyone to not an AGM. Welcome to the new members of the Committee and to the Society.

Special thanks for the contribution of our past president Hazel past chairman, Keith and past vice chair Neil Hall.

My best wishes also to David Lloyd who had to leave the Committee because of ill health. Apologies were received from: David Cook Rosie Taylor

## 2. Officer's Reports

These have already been circulated to every member with a request that if there were any questions could they be emailed. One question from a member who could not attend this evening. The questioner was concerned that the new co-opted members of the committee had been appointed without seeking nominations from the whole membership.

At our last meeting in Chapel Field, on 10 March, Keith (then Chairman) reminded us all that the AGM was approaching and said 'Now is the time for members to let us know if they wish to offer their services'. As no members offered their services to fill the gaps being formed by people who wanted to stand down and as explained in the officers report the committee approached a number of members and asked if they would consider serving on the committee.

## 3. Membership Survey

As you all know a Survey was conducted for all members of the Society with the intention of discovering what it was the membership wanted. Of the 80 members 54 responded - 68 percent. The analysis of the survey has been sent to everyone and the results are being analysed and will be acted on with the intention of improving the Society. Tom thanked those who took the time to take part. There were no questions from members regarding this topic.

## 4. Finance

This is an area of concern. Compounded by the very uncertain times we live in. Normal operating conditions have not existed for some time and these restrictions will continue for some time into the future. Technically if any of us have not paid our subscriptions by the 15 October our membership lapses - no meetings, no groups, no website, no social media! 1 September is the due date for payment.

Present considerations of the Committee - In order to take the Society to the end of the year we are looking at an idea of inviting everyone to make a contribution of £10 only to cover membership to the end of 2020. Looking at *how* we collect membership fees is another area which we could be improved. Payment by bank transfer, rather than cash, is one idea with the member giving '*Family Name Subs*' as a reference. This is similar to retail outlets preferring card payments rather than cash - it's easier and

## APPENDIX B

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healthier! However, some members may not want to use this method and another method must be found for them. Member Andrew Wright agreed setting up Bank Transfer is a good idea. Nick Lewis asked why we didn't plan to ask for the full subs in September and it was explained that we may move the financial year to the end of the year so this approach would more easily manage that change plus we are mindful that during this difficult period members may come under financial stress, and we wanted to take this into account. Further there are so many uncertainties regarding when and how we can return to normality the committee feels that it needs to allow itself the most flexibility regarding future subscriptions.

### 5. The move from Skype to Zoom

Paul Oliver explained that as there was no short term plan to meet at Chapelfield we need to plan for future virtual meetings. Tom explained he had been in touch with the management team at Chapelfield and so far they are struggling with how they could open the hall for public use. Paul added that now that Zoom has added new features and improved security plus offers such things as breakout rooms this might be a better platform for future virtual meetings. To facilitate the transition Paul Oliver has offered training for members who have not used Zoom previously. Member Ian McIntosh stated that there are some very good YouTube instructional videos.

**6. The f1.4 Image Improvement Forum** Maurice Young introduced the concept of the F1.4 Improvement group and demonstrated how to find it on the NDPS website. MJY explained that 11 volunteers have been asked to form the group with the aim of helping other members improve their photographic skills. The concept being that members who want to improve their photography can be assigned a member of the F1.4 group to work with them to help them improve their general photography and or learn new techniques. President of the society, Keith Garnham, stated the thought this was a good idea and should be a big help to members wishing to improve their photography.

### 7. Overview of next season's programme

Maurice Young explained it is not possible to plan with any certainty for face to face meetings. Both the expected limits on numbers attending group meetings and safety considerations will make face to face meetings very difficult to hold. Speakers have done some great deals on presenting talks to us because their normal workload had significantly decreased but as their workload resumes they can make money from other activities and the free or low cost talks will become harder to book. Some future speakers are also not happy doing virtual presentations. This has led Maurice to create a Plan 'B' programme with speakers willing to present virtual meetings and /or provide a presentation in person. POTY has been pushed back to 5<sup>th</sup> October 2020. Many clubs have dropped out of inter club competitions and there is concern that some clubs have found this period so difficult they may not survive the effects of Corona Virus. In response to the club survey, we plan to introduce some social

## APPENDIX B

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meetings such as meets for coffee and photo walks where there will be more focus on the social aspects of the hobby. We also plan to maintain virtual meetings in addition to the regular programme when we are able to resume “normal” meetings. This gives us the opportunity to book speakers from further afield who may not be able to travel to Norwich.