



TONBRIDGE CAMERA CLUB
DRAFT MINUTES FOR THE 52nd ANNUAL GENERAL MEETING 10 May 2018



1. Chairman's Opening Remarks

The priorities for discussion were to be the replacement of retiring post holders, especially the Vice-Chairman and Social Secretary, GDPR, a proposed new website, Grain and Tondig.

2a. Apologies for Absence (21 in total)

David Godfrey, Dave Brooker, Brian Whiston, Graham Bunyan, Carole and John Lewis, Richard Gandon, June Porterfield, Ann Paine, Sonia and David Peek, Terry Day, Joan Gow, Maureen Heywood, Pam Sherren, Penny Skoyles, Peter Tabor, Peter Tulloch, Richard Ames, Peter Ditchett and Peter Greenwood

2b. Names of Attendees (40 in total)

Alan Cork, Philip Smithies, Muffi Forbes, Mick Dudley, Janet and Clive Brewer, Jenny Clark, Paul Penrith, John Hunt, John Butler, Roger Wates, Malcolm Hedges, Les Welton, Colin Smith, Brian Barkley, David Parkinson, Nick Ryan, Carmel Yearwood, Steve Oakes, Marilynne and Tony Hill, Peter Cope, Colin Burgess, Sean Aiden, Cathie Agates, Pat King, Jeremy Stock, Chris Rigby, Kevin Yates, Colin Hurley, Philip Easom, Ray Crowle, Geoff Wheddon, Helen Mossman, Liz Turton, Keith Evans, Denys Clarke, Barbara Baldock, Gavin Hoey, Annik Pauwels and Glenn Welch

3. Approval of Minutes of Previous AGM held on 4 May 2017

Approved.

4 Matters Arising from Minutes of Previous AGM held on 4 May 2017

None

5. Reports

No reports were read out as they had all been distributed. Additional comments made at the meeting are indicated below. Tony Hill welcomed the use of illustrated reports. Philip Smithies said he produced them partly to encourage people to read more thoroughly about the club's activities and partly to showcase members' achievements and images.

5.01 Chairman's Report (Alan Cork)

5.02 Secretary's Report (Marilynne Hill)

5.03 Treasurer's Report (Muffi Forbes)

In response to some concerns, Muffi explained that some apparent inconsistencies were due to the Exhibition being held in February with the costs for two exhibitions therefore appearing in the current season's accounts rather than being split between two financial years as would normally be the case, the difference between the dates of the club year and the financial year, and the fact that the value for the Outing had erroneously been typed in red.

Adoption of the TCC Accounts:

Proposer: Muffi Forbes on behalf of the Committee Seconder: Alan Cork

Agreed by a large majority

5.04 Print Secretary's Report (Nick Ryan)

5.05 PDI Secretary's Report (Ann Paine)

Ann had reported that she needed another member to join the PDI team to assist with projection.

5.06 Slide Secretary's Report (Malcolm Hedges)

Ray Crowle had agreed to be the "Announcer" for next season (5.04, 5.05 and 5.06)

5.07 External PDI Secretary's Report (Ann Paine)

5.08 External Print Secretary's Report (Alan Cork)

5.09 Image Discussion Group Report (Paul Penrith)

5.10 Enhancing your Images Group Report (Ann Paine)

5.11 Distinctions Group Report (Marilynne Hill)

5.12 AV Group Report (Philip Smithies)

5.13 TONDIG Report (Carole and John Lewis)

These comments from Carole Lewis were read out:

A number of people have expressed concern that TONDIG might not continue, so we have a few suggestions and provided someone can be persuaded to introduce each evening, then it could continue.

1) The Adur Trophies are already there so that could make one evening.

2) Tony's lighting evenings were well received so maybe he could repeat them again?

3) The Challenges that we provided had good feedback. John and I are prepared to repeat it next season if wanted.

4) A couple of practical evenings could cover e.g. using camera equipment, choosing papers for different subjects,

5) A couple of members' evenings where general and / or technical information would be given about their pictures.

- 6) A 'cheap' external speaker could be invited for one evening.
 7) Other suggestions could be invited from attendees at the AGM.

We don't want the pressure of running it again but we don't want it to be scrapped when it seems to have good feedback.

If I was able to introduce an evening then anyone can.

Tony Hill agreed to take on the role of TONDIG leader

5.14 Annual Outing Report (Joan Gow)

5.15 Social Secretary

David Godfrey will organise the annual dinner

5.16 Pixelmakers' Report (Keith Evans)

5.17 Webmaster's Report (Paul Penrith)

5.18 Publicity Report (John Hunt)

5.19 Grain Editor's Report (Carole Lewis)

Alan emphasised that Grain could not continue unless a new Editor came forward. Any new Editor would not be under any obligation to continue with the existing format and that future editions of Grain could be either print or digital

5.20 Programme Secretary's Report (Malcolm Hedges)

5.21 Archivist's Report (Philip Smithies)

5.22 KCPA Report (Alan Cork)

5.23 Annual Exhibition Report (Alan Cork)

Next season's exhibition would be from Friday 12 April to Thursday 18 April 2019. (Easter Sunday is 21st April 2019.)

5.24 Photographer of the Year (Marilynne Hill)

6 Chairman's Review.

Alan paid tribute to the many people who contributed to the club's success. See Appendix 1 for full details.

7 Election of Officers.

Chairman:	Colin Burgess	Proposer: Muffi Forbes	Seconder: Cathie Agates
Vice-Chairman:	No one		
Secretary:	Marilynne Hill	Proposer: Carole Lewis	Seconder: Graham Bunyan
Treasurer:	Kevin Yates	Proposer: Denys Clarke	Seconder: David Godfrey

All were elected unanimously.

It was emphasised that the club would have to close in May 2020 if there was no one to take over from Colin Burgess as Chairman. Anyone potentially interested was welcome to attend committee meetings as an observer to gain more insight before committing themselves.

8 Election of Committee.

Alan Cork	Proposer: Philip Smithies	Seconder: Helen Mossman
Ann Paine	Proposer: Mike Hart	Seconder: Colin Smith
Nick Ryan	Proposer: Ann Paine	Seconder: Philip Smithies
Philip Smithies	Proposer: Carole Lewis	Seconder: Liz Turton

All were elected unanimously

9 Election of Auditor.

As no one had come forward to take on this role, it might be necessary to look outside the club for a successor to Barry Bone. To satisfy the requirements of the constitution, any external auditor could be made an Honorary Member.

10 Proposals by Outgoing Committee.

10.01 Proposed Subscriptions and Door Fees for 2018-2019 Season will increase to £52 for full Membership and other categories pro-rata.

Proposer: Alan Cork Seconder: Colin Burgess

Category	Current	Proposed
Full Membership	£50.00	£52.00
Joint Membership (2 at same address)	£83.00	£86.00
Junior (Under 18)	£ 8.00	£ 8.00
Full time Student/Unemployed Person	£18.00	£19.00
Full Country Membership	£33.00	£34.00
Ordinary Country Membership	£18.00	£19.00
Door fees:	£ 2.00	£ 2.00

Carried unanimously

10.02 Additional Paragraph, 4h, to be added to the Constitution

Proposer: Kevin Yates Seconder: Colin Burgess

The Committee will ensure that it complies with all relevant Data Protection Legislation.

This was carried unanimously. The rationale behind the proposal was outlined in the Agenda and is reproduced in Appendix 2

10.03 Website

Proposer: Colin Burgess Seconder: Philip Smithies

The Committee proposes that a small sub-group be established to meet over the summer to plan and implement a transition from the existing website to a new, more universally accessible, format which will be designed to achieve the following objectives:

- *Act as the first point of contact and source of club information for all members*
- *Be the 'public face' of the Club, including displaying photographic images created by members*
- *Attract new members*
- *Publicise Club activities and events*

In making this transition, we would seek to bring a fresh look to the site whilst ensuring that we do not lose the best of what we currently have. Whilst the exact platform used has yet to be determined, the ongoing monthly cost of hosting the new website is not likely to exceed £20 per month.

The rationale behind this proposal is summarised in Appendix 3

There was some discussion about the relative importance of the bulleted points and the possible need for others. It was agreed that the sub-committee would take these views into account and report back to the membership on a regular basis.

The proposal was accepted by a large majority.

11 Proposals received from Individual Members

11.1 Image Re-Use in Club Competitions

Proposed: Nick Ryan Seconder: Alan Cork

It is proposed that from September 2018 onwards, images from ALL competitions may only be reused in the Print/PDI of the Year Competitions and/or the Annual Exhibition.

Option 1 Applies only to images submitted to Club Competitions

Option 2 Applies to images submitted to Club & Sub-Group Competitions

The rationale behind the proposal was outlined in the Agenda and is reproduced in Appendix 4

There was an extensive discussion on the proposals. However, even after they were modified to replace “2018” with “2019”, both were defeated by large majorities.

(During the debate, in an answer to a question from the floor, Philip confirmed that entries for the PDI/Print of the Year must be from the Exhibition and/or Competitions held during the previous twelve months and that it seemed that not every entry in the 2017-18 season had satisfied these criteria.)

13 AOB

There was a short discussion on ways of recruiting new members. Pat King suggested that publicity via parish magazines and leaflet drops might be a way forward and would investigate ways of proceeding with his ideas. Glenn Welch suggested that targeting people on Facebook would be another possibility.

It had previously been pointed out that Tonbridge Camera Club appeared very near the top of the results if “Kent Camera Club / Photographic societies” was googled.

Before the meeting formally closed, Colin Burgess proposed a vote of thanks to Alan for all the he had achieved during his two years as Chairman.

Appendix 1

A summary of Item 6 (Chairman's Review) in which Alan thanked:

Vice Chairman: Colin Burgess who has chosen to dip his toes further into the Club's organisation by taking over the role of Chairman and who has taken on numerous additional responsibilities as well as being our announcer *par excellence*.

Treasurer: Muffi Forbes – standing down for health reasons. An excellent job over the past three years.

Secretary and Distinctions Group: Marilynne Hill: a stalwart of the club

Philip Smithies – A special mention for someone who is described in the Programme as 'electronic archivist' which completely understates his important role in the club, acting as the glue that holds everything together!

Auditor: Barry Bone another excellent job over his many years' service

Programme Secretary: Malcolm Hedges (supported by **Annik Pauwels**) has done a superb job over the last three years with next season's programme complete and always finding ways of replacing speakers who drop out, often at very short notice. He is also our Slide Secretary.

PDI and External PDI Secretary: Ann Paine (supported by **Dave Brooker** and **Colin Smith**). Much hard work is needed behind the scenes and on the many evenings where we have PDI Competitions or judges showing PDIs. Ann also leads EYI – an extremely successful group which benefits the experienced and novice users of Photoshop.

Print Secretary: Nick Ryan (supported by **Alan Cork**)

External Print Secretary: Alan Cork (supported by **Nick Ryan, John Butler, John** and **Carole Lewis**)

Social Secretary:

Tea & Coffee Rota – **Muffi Forbes** ensured supplies of consumables were maintained.

Annual Dinner – n/a

Annual Outing – **Joan Gow**

Presentation Evening - **Sonia and David Peek**

TONDIG – **Carole Lewis and John Lewis**. A very successful subgroup offering a very varied programme.

GRAIN – **Carole Lewis** supported by **John Lewis**. An exceptional magazine appreciated and enjoyed by club members and outsiders.

Enhancing your Images led by **Ann Paine** (see above)

Image Discussion Group led by **Paul Penrith**, supported by **John Butler, John Hunt, Keith Evans** and **Nick Ryan**, has increased in popularity this season.

Audio Visual Group and KCPA AV Competition led by **Philip Smithies** and supported by **Don Foster** not only at Tuesday meetings but also at the extremely successful and profitable (ca. £600) KCPA AV competition held in October 2017. TCC AV Group is perhaps the most highly-regarded in Kent.

Separately, none of the committee supports the KCPA's tentative suggestion that some of the proceeds of its club-run competitions should be ploughed back into KCPA funds.

A special thank you was given to **Marilynne Hill** for supporting the Groups by providing refreshments at three of the Tuesday subgroups' monthly meetings (TONDIG, AV and ID/Distinctions).

Website: Paul Penrith who maintains and updates the website

Trophy Coordinators: Helen Mossman and Liz Turton

Publicity & Official Photographer: John Hunt

Pixel Makers Led by **Keith Evans** with guest speakers [**Nick Ryan, Paul Penrith, Philip Smithies and Don Foster**] Two confirmed bookings for next season are by Alan Cork and Philip Smithies.

Exhibition: particular thanks to the Assembly team led by **Roger Wates** and **David Parkinson** assisted by **Liz Turton, Nick Ryan, Mick Dudley, Philip Smithies, Colin Hurley** and **Kevin Yates** plus members who volunteered to act as stewards and/or who produce such high quality images for display.

Dave Brooker: in addition to being part of the PDI team, designs and produces the programme and exhibition booklets as well as various flyers (and also for the KCPA AV Competition) and the presentation certificates and mementoes.

Mike Hart for dispensing the refreshments

Brian Barkley for organising the purchase of exhibition frames

Cathie Agates who sets such a high standard as "Greeter".

Many others have acted as contributors to the in-house Chambers' Evenings, AV and TONDIG events – and the all-important tea and coffee rota. Many thanks to all of you.

In External Competitions, TCC was:

3rd in the KCPA Ross Cup (135 points) beaten by Canterbury (138 points) and Beckenham (141 points)

6th in the KCPA Diamond Jubilee with 147 points (Ashford won with 152 points)

KCPA AV Competition: Best Photography to Don Foster and Best Sound plus Highly Commended to Alan Cork

MIPS: Winner of first stage but 5th in second stage

PAGB Cup Open 2018: 64th out of 76

PAGB Cup Nature 2018: 47th out of 76

Orpington Challenge: winner for the umpteenth time

Appendix 2

Rationale behind proposal 10.02 (by Colin Burgess, Alan Cork, Philip Smithies and Kevin Yates)

New General Data Protection Regulations come into effect on 25th May 2018 and it is essential that the club members are familiar with the contents of these regulations and that the club, through its Committee, ensures that it is compliant with the provisions of this and any future legislation relating to Data Protection.

The Committee will write and publish the Club's Data Protection Policy for members as required by law. The PAGB document (http://www.thepagb.org.uk/wp-content/uploads/2015/08/data_protection.pdf), and the actions it suggests as shown in the bulleted list below, will be used as the basis for this policy.

- Clubs will need to prepare and publish a data protection policy containing an adequate description of what personal data will be collected and for what purposes.
- Clubs will need to review and document their compliance with their own policy.
- Clubs will need to inform their volunteer officials about maintaining a separation between personal data from different data controllers, and between controlled and domestic use of personal data.
- Organisers of inter-Club and similar events will need to review their entry conditions to ensure that any third party entrant confirms explicit consent for the organiser to hold personal data about the photographers entered to the event.
- Clubs must not make their membership contact information available for electronic marketing. Clubs must refuse any request to cascade marketing material to members by electronic messages.

Draft Tonbridge Camera Club GDPR Compliance Statement (based on the document presented to the Committee by Kevin Yates on 9th April 2018)

Introduction

The *EU General Data Protection Regulation ("GDPR")* comes into force across the European Union on 25th May 2018. It aims to standardise data protection laws and processing across the EU affording individuals stronger and more consistent rights to access and control their personal information.

Our Commitment

Tonbridge Camera Club is committed to ensuring the security and protection of the personal information that it processes, and to provide a compliant and consistent approach to data protection.

How TCC's Committee Members are preparing for GDPR

Preparations include:-

- **Information Audit:**
We are conducting an information audit to identify and assess what personal information the Club holds, where it comes from, how and why it is processed and if and to whom it is disclosed.
- **Policies & Procedures:**
We are implementing new data protection policies and procedures to meet the requirements and standards of the GDPR and any relevant data protection laws, including:
 - **Data Protection:**
Data will be held on password protected computers.
 - **Data Retention & Erasure:**
All members have the "right to be forgotten". If you wish to have your data removed from the Club database, please inform the Club Secretary.
 - **Data Breaches:**
The Committee take steps to ensure your data is secure. However, we will inform you within 72 hours should there ever be a data breach.
 - **Subject Access Request (SAR):**
If you require a copy of your data, the Committee will provide it via email or in writing.
- **Obtaining Consent:**
Our membership forms for obtaining personal data will be revised to ensure we show a positive opt-in and an easy way (email request or in writing) to withdraw consent at any time.
- **Direct Marketing:**
We will not pass on your personal data to third parties without your express permission.

Data Subject Rights

We understand that continuous committee awareness and understanding is vital to the continued compliance of the GDPR. We are implementing a training programme for current and future committee members which will be completed by May 25th, 2018, and forms part of our induction and training programme for all new committee members

If you have any questions about our preparation for the GDPR, please contact the Secretary or Treasurer.

Appendix 3

Rationale behind proposal 10.03 (by Colin Burgess):

The Club has been very well served by the current web-site and the dedicated commitment of Paul Penrith in developing and maintaining it. However, as the digital world has progressed and with the increased use of mobile phones and other portable devices, there are new website platforms available that offer far greater scope to make better use of the latest technology. These platforms are designed to allow individuals and organisations to develop and maintain their website in-house at minimal cost. If the Club is to thrive and grow we need to ensure that our website is fit for the future and compares well alongside others.

Appendix 4

Rationale behind proposal 11.01 (by Nick Ryan)

We love taking pictures, processing them to bring out the best in them, and showing them to each other with pride. I want to encourage this, now. I don't believe that the catch-up TV approach of multiple uses of most of our images is in any way helpful to our club. We all enjoy being successful and this is a positive way to encourage and foster this in line with the fine history of Tonbridge Camera Club.