**Minutes of the ACC Committee Meeting**

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

**on 18th February 2014**

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

 Ken Prandy (KP) – Competition Secretary

David Straker (DS) – Programme Secretary

Martin Eley (ME) – Secretary

**Apologies:** John Tucker (JT) - Treasurer

Chris Jones (CJ) - Membership Secretary

Dennis Eldridge (DE) - Communications Officer

**1. Actions from the Minutes of the 12th September 2013 Committee Meeting**

The actions from the meeting held on 12th September were discussed. ME did not have a copy of the minutes of the committee meeting held before the 2013 AGM on 2nd December 2013, although he subsequently located them (see Item 2 below).

Action 1: JM to e-mail club members re La Rochelle and request 5 images from each member.

Whilst this action had been completed, there had been only limited response from members, and consequently a disc of images had not been collated or sent to La Rochelle. JM agreed to send out an e-mail to new members who had not been polled before asking them to provide up to 5 images each via Dropbox so that we would have enough images to send to la Rochelle. KP agreed to collate the submitted pictures and send them to La Rochelle within 4 weeks, i.e. by 18th March 2014.

Action 2: JM to e-mail members to set up their own galleries in Dropbox.

This action was complete.

Action 3: DS agreed to determine whether Windows 8 was sufficient security for the club website.

DS agreed to confirm the suitability of Windows 8 and recommend and implement a solution.

**2. Actions from the Minutes of the Committee Meeting held on 2nd December 2013**

Action 1: ME to update the roles of Committee Members.

This action was complete.

Action 2: KP to update the club Aims & Rules.

This action was complete.

**3. Membership List**

JM noted that we still did not have a list of current club members. JM agreed to contact JT) and CJ and ask them to liaise and produce an updated list of members. The Membership List would be owned by CJ, and only he would be authorised to amend it. JM would also ask CJ to advise the committee when the list of members had been produced, and would ask him to archive previous lists so that we maintained a record of past members.

ME noted that, as CJ invariably arrived at camera club evenings after they had started, he was not able to meet new members as they arrived. The meeting attendees were all concerned that CJ may be finding the role of Membership Secretary a bit too time consuming. JM agreed to ask CJ whether he would like to hand over the role to another club member.

**4. Dropbox Organisation**

KP said that members were now staring to use Dropbox in the way that it had been envisaged. Generally, most members were now uploading digital images in the correct format, and the new software, Dicentra, was able to collate the images in preparation for competitions.

It was agreed that each member of the committee would have sole responsibility for maintaining their own Dropbox folder, and they alone would be responsible for uploading documents into the relevant area after committee approval as required.

It was agreed that each member of the committee would review the current Dropbox folder structure and recommend to the rest of the committee those changes that they thought were necessary. KP would subsequently update the Dropbox folder structure.

It was agreed that a common file naming convention would be used for all uploaded documents comprising the year, month, date and title, e.g. “14 02 18 Committee Meeting Minutes.docx”. All superseded documents should be archived in an appropriate folder within the overall file structure.

**5. 2015 Programme**

The proposed programme for 2015 had the AGM scheduled for 30th November. It was agreed that this should be changed to 14th December, with an additional Members’ Evening scheduled for the 30th November.

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

DS suggested that a castle event be planned for 2015 following the success of the hog roast in 2013. This was agreed by the other meeting attendees.

**6. Committee Meetings**

It was agreed that the committee should hold meetings every 2 months during the year, with the exception of the summer period. It was agreed that the next meeting should be held in April, with the following one in June. There would also be a meeting in September with maybe a final one before the AGM. JM agreed to send an e-mail to the committee asking them to provide her with dates when they would not be available. JM said that, whilst it would be preferable for all the committee to attend these committee meetings, they would go ahead on schedule as far as was possible.

**Any Other Business**

**7. Club Finances**

There was general concern over the delay in completing the audit of the 2013 club finances. ME stated that the auditor had still not received all of the information, receipts and invoices that she had asked for. JT had been away on holiday recently and had left the finances in the hands of Jo Penning (JP), a previous club Treasurer, but not a current committee member. JP had been asked by the auditor in JT’s absence to provide the missing documentation, but she did not have access to it.

It was stressed that the reason for closing the club finances in October was so that the accounts could be audited successfully and presented to the AGM in December. It was now February and the delay was causing some concern.

It was suggested that, if JT was going to be away, he should hand over responsibility temporarily to JM, and another member of the committee would run the club evenings.

ME agreed to ask the auditor what documents were still outstanding and to provide a chronology of issues to the committee.

JM agreed to speak to JT to find out what had caused the delay in auditing the club’s 2013 finances and to stress the importance of presenting fully audited accounts at the AGM.

**8. Attendance at Inter-Club Battles and WPF Events**

There was some concern over the apparent lack of interest amongst club members in attending WPF competitions and events. DS suggested that this could possibly be improved by car sharing, along with better communication of forthcoming events.

This perceived lack of support for external events had in the past manifested itself when no one from Abergavenny attended an away battle with Monmouth; this was particularly embarrassing for the club. KP had received a mail recently from a contact in Monmouth club saying that, at a recent battle with Hereford, she had been the only attendee from Monmouth. It would appear, therefore, that we were not the only club suffering from lack of interest in external competitions.

There was a feeling that there were maybe too many WPF-sponsored competitions during the year, and that the same pictures seemed to be entered more than once. It was suggested that JM might want to raise this issue at the forthcoming WPF AGM on 3rd March. ME agreed to send a question to JM for her to raise at the WPF AGM.

**9. Ken’s ‘Raising our Game’ Presentation Scheduled for 10th March**

KP said that he had received limited response to date from members to his request for ‘before and after’ pictures for his ‘Raising our Game’ presentation. ME suggested that we could maybe use the images from the Open competition scheduled for 24th February, as the judge, Nick Jenkins, normally provided very good feedback. KP agreed to send out another e-mail to members asking for original competition entry images, plus the modified (improved) images after the judge’s comments had been taken into account. KP said that he would be away for a week before his presentation, and DS agreed to collate the images for KP’s presentation in his absence.

**10. Equipment Inventory**

It was agreed that we needed to collate and publish an inventory of club equipment so that members could take advantage of it as required. ME agreed to send an e-mail to JT asking him to prepare the equipment inventory.

**11. Iolo Williams’ Event**

DS said that he would not be here for the Iolo Williams’ presentation on 27th March. DS agreed to prepare an itinerary of the event for JM.

**12. Miscellaneous**

DS agreed to take a copy of the club programme to Shackletons, King Henry VIII School and the Abergavenny Library.

ME agreed to liaise with Phil Salter about plans for the Spring Walk scheduled for 7th April.

ME agreed to send an e-mail to all members requesting interest in social events.

**13. Date of the Next Meeting**

The next meeting would be held in April at a date to be agreed.

**14. List of Actions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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