

Present:

Mark Phillips, David Barnes, Dave Thorp, Justin Cliffe, Patricia Hilbert

Apologies for absence:

None

	Action
1. Minutes of the previous meeting The minutes were approved. Place those minutes on the DG website.	PH
2. Matters arising from the previous Committee meeting Item 2 – DT is to chase affiliated colleges for a response to our offer of reduced membership for a period to a small number of students. DT will time this to fit with student terms. Item 3 – The advisory day on 22 February is fully booked. Item 4 – Three venues have been confirmed. MP is looking for locations in Thames Valley and London. The latter may be an outdoor exhibition. Item 7 – most website issues have been resolved. We now need to agree the design of our web pages. Item 11 – MP noted that Southern Region is being re-started. Item 12 – we have still to follow up publishing the results of DPotY outside RPS.	DT PH
3. DPotY 2019 – lessons learned MP will add to his comments attached to minutes of our previous meeting after future exhibitions.	MP
4. DPotY 2019 – beyond Bristol meeting Further exhibitions have been arranged as noted above.	
5. DPotY – what next? MP reported that RPS HQ were supportive of making DPotY open. They will offer guidance but not resources. Draft a plan.	MP
6. AGM 2020 – initial preparation It was agreed to hold the AGM in April/May. Draft an agenda. The AGM needs to include items that will increase attendance. If the meeting were in Bristol, we might get Fs and As to talk about their work and DPotY finalists. Investigate the possibility of broadcasting the meeting.	DB DB
7. Finance The Treasurer reported that DG continues to be solvent. It was confirmed that DG will fund one or two memberships for students subject to spending not more than £250. The Treasurer's report is at page 3.	JC
8. Website update PH presented a proposed website structure with many decisions still to be made.	PH
9. Social Media Update PH reported on the number of followers of our Instagram and Facebook accounts. Send DB all the social media links for inclusion in the Welcome message sent to new members. DT will take over our Flickr account for the next 6 months.	PH DT
10. Decisive Moment/Newsletter	

	Action
DT is investigating how to repurpose content for other delivery methods and for distribution at the DPotY exhibitions.	DT
DG will produce a Newsletter in February with words from Decisive Moment plus a list of events and a reader survey. The Newsletter will be published on the website and broadcast as a link.	DT
11. Bi-monthly competition PH has taken over the competition and will try to simplify it. PH is to buy 2 copies of "New ways of seeing" by Grant Scott and claim the expense from JC.	PH
12. Regions Update MP reported that he will attend SE and EM meetings. EA is still alive. TV is having difficulties. Southern is being reborn. DG has noting n South Wales.	
13. AOB MP and Stewart Wall will try to run 2 workshops to help improve documentary photography. Photoscratch is scheduled for June MP is considering sponsoring a Photo Forum. It was agreed to collaborate with Women in Photography. PH will investigate producing stickers for guerrilla marketing of DG.	PH PH
14. Date of next meeting TBD depending on date of AGM.	

Meeting closed at 19:50.

RPS - Documentary Group

Treasurer's Report, FYE 31st December 2019

We started 2019 with a bank balance of £25,321.60, and ended it, after our various activities, with £23,272.18 – a reduction of £2,049.42 over the course of the year.

However, after making a payment of £6,327.50 to the Focus Group in respect of ticket monies for a workshop they ran last September, which we have been receiving last (£2,475.00) and this (£3,852.50) year, our net funds have increased by £1,803.08 over the past year. This has come, almost exclusively from member subscriptions which, it will be recalled, were reduced from £15.00 to £10.00 at the beginning of this year.

Attached, there is a breakdown of our Income and Expenditure, showing the Focus workshop, the biennial Documentary Photographer of the Year 2019 (DPotY) competition and various other items involved with the financing / running of the Group.

As can be seen, our underlying source of funding comes from Members Subscriptions (£5,496) which, according to the Committee's long-stated objective, is to be used for the benefit of the Documentary Group membership.

This means subsidising our various events and the activities (including our DPotY competition) required to run the Group, to the following extent:

	2019	2018
Members Subs	£5,496.45	£7,306.74
HO Financing / VAT Refund	£43.29	£89.69
Focus Workshop, 2020	(£2,475.00)	£2,475.00
<i>less</i>		
DPotY	(£2,347.11)	£0.00
Decisive Moment	(£744.34)	(£856.38)
Conference	(£615.24)	£0.00
Workshops Subsidy	£0.00	(£817.79)
Bi-monthly Competition	(£52.50)	£0.00
Regional Meetings	(£567.87)	(£358.19)
Admin, Travel etc	(£787.10)	(£547.58)
Increase in bank balance	(£2,049.42)	£7,291.49

As mentioned above, the decrease in our bank balance (£2,049.42) is attributable to the pre-payments received last year in respect of the Focus Group Workshop in September (£2,475.00) and the costs incurred in respect of the DPotY competition and exhibition (£2,347.11).

Our highly acclaimed eMagazine, Decisive Moment, cost £744.34, most of which was the annual subscription fees to Issuu, our platform for the magazine although it does also include the cost of printing and mailing copies to our key interviewees.

The Conference costs - £615.24 – related to the event that we put on in conjunction with PhotoScratch in Bristol

So, a successful year financially and we remain comfortably funded.

2020 – Year to Date

Early into the New Year and, as of today, we have a cash balance of £24,944.22. Of this, £2,272.50 relates to ticket monies received for the 2021 Focus Bradford workshop – as we have done in the previous two years. Stripping these out leaves us with a balance of £22,671.72.

Most of the expenditure incurred since the 2019 year end has been related to the DPotY competition / exhibition.

Looking ahead, we are supporting the Regional Sub-groups further by paying their reasonable room hire costs (up to £50), hopefully to encourage both existing and potential members. This initiative is not expected to cost us more than £500 during the course of 2020.

There are also likely to be further costs in respect of the touring DPotY exhibition – on top of the £3,623 that has been spent, to date, on the competition & associated exhibition(s). However this will all be well within the £6,500 expenditure figure that was agreed at the September 2019 committee meeting.

Our other events are expected, broadly, to be self-financing and so, with our existing membership subscriptions and healthy bank balance (even after stripping out the Focus Bradford income), we continue to remain well funded

Cashbook Management

As from the start of this year, we have moved fully to using the RPS Head Office cloud-based [OneDrive] methodology for managing the 'Cashbook' and storing expenditure receipts.

The result is that there is a shared folder for the Documentary Group, and a shared Cashbook, enabling Head Office to monitor and check VAT calculations etc on an ongoing basis, rather than quarterly as at present.

Documentary Group Treasurer

Since the last committee meeting, I have met with Andrew Ripley who has volunteered to take on the role of Treasurer. He is based in West Yorkshire, runs his own accounting practice, knows the SAGE accounting software used by Head Office and currently uses the Barclays.Net business banking system – so the handover, post the AGM, should be straightforward.

Justin Cliffe ARPS
Hon Treasurer
Documentary Group

28th January, 2020

