

**Documentary Group  
Minutes of Annual General Meeting held at  
19:00 on 24 September 2020 by video conference**

**Apologies had been received from:**

Chrissy Barbara  
Nick Akers  
Paul Byrne  
Justin  
Jenny Gee  
Malcolm Gee  
Gordana Johnson  
Simon Maddison  
Margaret Salisbury  
Sharon Worthington  
David Thorp

**Registered to attend were:**

Keith Bamber	Rolf Kraehenbuehl
David Barnes	Valerie Mather
<i>Gordon Bates</i>	Andy Mayson
<i>David Baxter</i>	Valerie Mcmanus
<i>Jonathan Bolgar</i>	Michael Meurisse
<i>David Burgess</i>	<i>Carmel Morris</i>
Janey Devine	<i>Brian Oliver</i>
<i>John Dilworth</i>	Candia Peterson
<i>Peter Dixon</i>	Mark Phillips
<i>Ron Evans</i>	Chris Pocock
Edward Forster	Chris Pocock
Harry Hall	<i>Lorraine Poole</i>
Patricia Hilbert	Andrew Ripley
Simon Hill	<i>Tim Sanders</i>
Ray Hobbs	<i>Lionel Squire</i>
Philip Joyce	Mike Woodman

Italicised names were not shown by Zoom to have been present.

1.	<p><b>Welcome and Minutes of the 2019 AGM</b></p> <p>The Chair began by thanking Justin Cliffe for his 7 years as Treasurer.</p> <p>The Chair asked if there were any apologies for absence other than those who had previously indicated such. There were none.</p> <p>The minutes of the previous AGM had been distributed with the meeting notice, were agreed without change by those present and signed by the Secretary on behalf of the Chair.</p>
2.	<p><b>Report from the Chair and Plans for 2020/2021</b></p> <p>The Chair read his report. A copy of the text is appended to these minutes at page 3.</p> <p>A Zoom poll was taken. The report was carried <i>nem con</i>.</p>

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3.	<p><b>DG Finances</b></p> <p>The Finance Report had been distributed before the meeting. A copy of the text is attached beginning at page 4.</p> <p>A Zoom poll was taken. The report was carried <i>nem con</i>.</p>
4.	<p><b>Membership</b></p> <p>A brief report on membership numbers had been distributed before the meeting. The report is attached at page 8.</p>
5.	<p><b>Decisive Moment update</b></p> <p>The report can be found beginning at page 9.</p>
6.	<p><b>Election of the 2019/2020 Committee</b></p> <p>The Chair thanked committee members and volunteers for their support.</p> <p>There were no nominations for any of the committee roles.</p> <p>The Chair said that members of 2019/2020 committee were prepared to continue. There were no objections.</p> <p>The Committee was elected as follows:</p> <ul style="list-style-type: none"> <li>a) Mark Phillips – Chair</li> <li>b) Andrew Ripley – Treasurer</li> <li>c) David Barnes – Secretary</li> <li>d) David Thorp – Editor, Decisive Moment</li> </ul> <p>The other volunteers and committee members were co-opted and not up for election.</p>
7.	<p><b>DPoTY Volunteers</b></p> <p>The Chair asked those in attendance to volunteer to assist with the running of the DPoTY competition. The previous version of this competition showed that it is too time consuming for one person to do all that is necessary in a satisfactory and professional way.</p> <p>There were no volunteers from those in attendance.</p> <p>The Chair asked for possible names to be e-mailed to him. The tasks might suit students who may be offered a modest financial reward.</p>
8.	<p><b>Any Other Business</b></p> <p>There was no other business.</p>

The formal meeting closed at 19:27 and was followed by a number of presentations from finalists of the DPOTY competition.

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**AGM 2020 - Chair's Report**

A quick summary of 2019 and 2020 was that we had intended to focus on DPOTY and a touring exhibition. And to build a series of workshops, talks and events collaborating with others. Clearly Covid-19 put that on hold. Whilst it has been frustrating, we have made progress and developed some new activities.

In 2020 we have focussed on:

- Aligning with RPS Distinctions, and the new Documentary distinctions
- Creating an in-depth online Documentary Workshop series (in 3 parts), running 12 of these in 2020
- Starting our online Engagement Talks (first tonight and initial six-month programme planned) – established and emerging photographers (with 6 photographers in 2020, more in 2021)
- Continuing to develop Decisive Moment, in terms of content and quality (more on this later)
- Helping regional sub-groups to go online and support the start of new sub-groups
- Expand our volunteer team to help us deliver more

All of this is outlined in our 2020-2022 Plan. An update of which will be posted on the website after this meeting.

Next year we plan to continue our Engagement Talks, our Workshops and to launch DPOTY 2021 (but we need volunteers, more on that later).

I would like to take this opportunity to thank a few people ... all the current committee, all our volunteers who have helped grow the SIG and sub-groups. Again, special thanks to Justin Cliffe (our Treasurer for just under 7 years).

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**RPS - Documentary Group**

**Hon. Treasurer's Report, FYE 31<sup>st</sup> 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 (£5,496.45) 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:

	<b>2019</b>	<b>2018</b>
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.

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The Conference costs - £615.24 - related to the event that we put on in conjunction with PhotoScratch in Bristol last summer, a co-operation that we expected to both build, and benefit from, over the coming year or so.

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

**2020 – Year to Date**

Heading on towards the end of the first quarter and, as of today, we have a cash balance of £26,759.59. Of this, £2,497.50 relates to ticket monies received for the 2020 Focus Bradford workshop – as we have done in the previous two years. Stripping these out leaves us with a balance of £24,262.09.

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 was not expected to cost us more than £500 during the course of 2020, however, with the current coronavirus restrictions preventing any meetings from taking place, this cost is expected to be minimal.

Again, subject to the coronavirus restrictions being lifted at some stage, there are could be further costs in respect of the touring DPotY exhibition, if this goes ahead later in the year. This would be 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**

After 7 years as the Documentary Group Treasurer, I have decided to step down and, subject to approval at the AGM, Andrew Ripley will be taking over the role from me.

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Andrew is based in West Yorkshire, runs his own accounting practice, knows both the SAGE accounting software and the Barclays.Net business banking system used by Head Office – so the ideal candidate for this position.

I have much enjoyed my time as the Group's Treasurer and serving on its committee with a great bunch of people. I shall continue to participate in, and support, the Group's activities and would like to thank everyone with whom I have been involved over the past 7 years for their help and support – it's been both rewarding and a lot of fun.

Justin Cliffe ARPS  
Hon Treasurer  
Documentary Group

26<sup>th</sup> March, 2020

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As at: 31-Dec-19

Brought Fwd £25,321.60

Admin	Conference	Exhibitions	Publications	Bimonthly Competition	Committee	Focus Workshop, Bradford	Sub-Group Activities	Grand Total
	£119.44	£65.00						£184.44
		£1,623.61	£489.32					£2,112.93
£130.05					£27.25			£157.30
£20.20	£12.95		£160.93	£52.50	£609.60			£213.43
		£26.10					£360.41	£642.75
	£300.00						£79.20	£360.41
	£108.85						£211.50	£316.80
	£74.00							£300.00
								£108.85
								£74.00
						£6,327.50		£94.09
								£163.20
								£469.20
£150.25	£615.24	£2,347.11	£744.34	£52.50	£636.85	£6,327.50	£651.11	£11,524.90

Financing	Focus Workshop, Bradford	Sub-Group Activities	Grand Total
£43.29			£43.29
£5,496.45	£3,852.50	£60.00	£9,401.19
		£23.24	£5,496.45
£5,539.74	£3,852.50	£83.24	£9,475.48
	£2,475.00	£567.87	£2,049.42
			£3,272.18
			Carried Fwd

2019	2018
£5,496.45	£7,306.74
£43.29	£89.69
(£2,475.00)	£2,475.00
(£2,347.11)	£0.00
(£744.34)	(£856.38)
(£615.24)	£0.00
£0.00	(£817.79)
(£52.50)	£0.00
(£567.87)	(£358.19)
(£787.10)	(£547.58)
(£2,049.42)	£7,291.49

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**Membership**

Membership has been hovering around 500 in the last year.

Distinctions in the Group are:

FRPS	4%
ARPS	24%
LRPS	26%
None	46%

Comparisons with other Groups are not available.

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**2020 AGM – The Decisive Moment**

**Overview**

The Decisive Moment (DM) aims to showcase a diverse range of Documentary Photography and publish work and features that support the Documentary Group's Plan and Objectives. Each edition of DM contains 8-10 features, runs to over 100 pages and is freely available to everyone through the Issuu platform. Individual features appear on our social media, website and can be reproduced as individual pdfs. <https://rps.org/groups/documentary/the-decisive-moment-the-quarterly-journal-of-the-documentary-group/>

Producing DM would not be possible without the work of Graham Wilson, Lyn Newton, Gerry Phillipson and all those that have contributed articles or images. I would encourage all members to consider contributing either project of their own or pitching an idea for an article. Additional support in the form of a features' coordinator/editor would be a great help.

The 2019 AGM took place just after the March 2019 edition of DM was published. Edition 15 focused on Women in Photography and has 2,324 reads on the Issuu publication statistics to date. Edition 16 was published in June 2019 and many of the features concerned photobooks. This edition has registered 4,156 reads to date. Both editions benefitted from some extra publicity through the Issuu publication platform. Edition 17, published in September 2019 had an education theme with a striking image by University of Westminster student Lauren G Harris on the cover. This edition 17 has registered 2,220 reads. The publication of Edition 18 was delayed until January 2020 to coincide with the announcement of the DPOTY shortlist, finalists and winner. This edition has recorded 1,050 reads to date. Edition 19 went live in early June. The main focus of this edition Documentary Distinctions. So far, this edition has recorded 1,224 reads on the Issuu publication statistics.

Edition 20 will be published at the end of September and there will be another in December/January. In general, we will continue try and use The Decisive Moment to support the aims of The Society and the Documentary Group/Sub-Groups. The events section, close liaison with the Newsletter and reports from sub-groups are aimed to help with this. Features can be from or about photographers (and others in the industry) outside the RPS to broaden our reach and relevance. We have worked closely with the Issuu platform to make best use of the different ways of publishing features which allows them to be shared and discovered outside of the membership more easily. This is particularly effective when they are shared on social media.