Minutes of the Annual General Meeting
held
10.30 Saturday 30th March 2019
The Institute, 67 High Street, Leatherhead, Surrey KT22 8AH

1. Apologies for Absence.
   Apologies received from Keith Evans. Eleven members of the Group were in attendance.

2. Minutes of the Annual General Meeting held Saturday 12th May 2018.
   These were accepted as true record of the meeting.

3. Matters arising from the Minutes.
   None.

   It would be easy to make this a very short summary indeed for it is true to say that the A&H group continues to function as it has done for many years. I think it would be useful, however, to remind all our members how the group operates, what have been its successes, and how the committee sees a way forward for the benefit of all our members.

   Our two formal events - the print sessions that follow this AGM, and the Members’ Showcase in the autumn - were better attended than in previous years. This I attribute to the enthusiasm of those who organise the sessions - both the group’s officers and the small band of members who add practical help on and around the formal business. I hope this will continue to be so.

   The committee has worked hard over the year to maintain our tradition of photographic visits to heritage sites. Despite the efforts of the organisers of these “days out” they continue to be poorly supported. I hope that, given a good attendance at this AGM, we might get some indication of why this is so, and of how to increase participation.

   The A&H journal remains our flagship, our front to the RPS as a whole. David, the editor, will be bringing the meeting up to date with the progress that has been made since he took over the editorship last year. As Chairman I would like to say how much the group appreciates the amount of forward planning that he has brought to the operation, as well as maintaining textual rigour and the excellence of the imagery.

   In addition, David has taken the initiative in expanding our online activities. We can expect hear his views, in conjunction with the web editor’s report on our bright new world. I have to - no I want to express my thanks to the committee for their efforts over what could have been a difficult year. The various practical jobs that need to be done behind the scenes have been taken up, if not with great glee, certainly with a professional attitude. Additionally, the general membership is often unaware of the smaller tasks that fall out with the remit of the formal officers -
tasks such as “in whose attic shall we dump the group archives?”, and “who’s going to do the coffee at the AGM?”. In this context my thanks go to those who help behind the scenes with our various activities, without the burden of formal committee membership. No Names, no pack drill, you know who you are. Thank you.

Four of the committee are standing down this year, three who I think it is accurate to say have been mainstays of our existence for many, many years. Ken Keen and Jim Tonks have both been formal officers of the group. In addition, they have maintained the group’s tradition of ecclesiastical imagery, both in their own work and in organising outings for the membership. Also leaving from his current advisory role is Eric Houlder, ex editor of the journal and our main archaeology man. On the group’s behalf, many thanks to all three and much appreciation for all that you have done. The fourth has not been around quite as long, but as treasurer Garry Bisshopp has been crucial to our function. Health problems force his absence; we wish him well, with our thanks.

As Chairman I have been twice to meetings of the Special Interest Groups’ committee - it should have been three, but RPS headquarters staff were not in place to organise one last autumn. These are held in conjunction with the committee representing regional groups. This committee is our formal link with the directorship of the society in its new incarnation as a national charitable institution. The precise relationship between the corporate hierarchy and the general membership is much discussed but still unclear. There seems to be a general lack of mutual understanding. If anything, directly affecting our group is decided I shall, of course, pass it on to you all either by email or through our journal.

This may seem rather arcane to some, but it does flag up a major problem that has plagued the group committee for many years. We do not know what the vast majority of our membership wants from the group. This partly a financial matter - if we don’t provide what is wanted, we will not increase our membership. If our membership falls, we will not have the resources for our journal, the absence of which will see drop in membership, and so on. The RPS can, and has, closed groups that it considers having too small a membership.

I fully appreciate that not all members would want to be practically involved in the group - we exist for all, not just the rabidly enthusiastic! But we do need feedback. Is it really too much to ask that each member, just once in a while, might send one of the group's officers an email?

May I remind you all, too, that there is an as yet small group of members who are happy to be in contact with each other outside the formal email group contact mechanisms, which are constrained by GDPR protocols. I am, in a private capacity, the gateway to that group. Should anyone want to join that peer to peer group just email me and I shall pass on your mail address to the other group members, and theirs to you.

Finally, I cannot emphasise too much how vital it is for the group’s future that your committee is told what the membership wants.

**Matters arising from The Chairman’s report.**

Mike Sasse commented on the recent GDPR regulations. The meeting was reminded that The Group has to abide by these and direct member contact from The Group is made via RPS HQ either by
Email Broadcast or letter (printed labels available from HQ) based on member’s communication wishes.

5. **Secretary’s Report.**

During the last year there has been a slow gradual decline in the net membership numbers of The Group. A trickle of new members most months; each of whom are sent a welcoming letter, a copy of the Group Constitution and the current edition of Heritage Photography. With a corresponding number of people leaving the Group.

The membership reports from RPS HQ at the end of March 2018 listed 164 and at the end of March 2019 listed 145. The Group pages on the RPS web site at 27th March 2019 indicates 142 members, the decline is either not renewing group membership or leaving The Society.

Most members are UK based with a few located around the globe.

Since the last AGM we had The Members Showcase in October.

Events planned for 2019 and advertised via The RPS web site plus Broadcast emails, trips to:

- **February** Visit to Gloucester Cathedral (nine people attended including three new Group members).
- **March** AGM and Member’s Print day.
- **April** Visit to Cambridge Museums.
- **May** Visit to Amberley Museum, West Sussex.
- **September** Visit to Weald and Downland Living Museum, Singleton, West Sussex.
- **October** Group Member’s Showcase at The Institute, Leatherhead.

The Committee would like to plan more visits to diverse sites of Archaeological and Heritage Interest, within easy reach of the Group members. To make this happen we need your support in attending but equally important in suggesting suitable locations with volunteers to plan and lead the trips. We are but a small committee so the work needs sharing around.

**Matters arising from The Secretary’s report.**

Mike Sasse reminded meeting that since free membership of SIGs for new Society members was discontinued there also had been a new decline in Group membership.

It was queried whether an exit letter was sent to those not renewing Group membership, as common in some other Groups. This will be reviewed In Committee.

ANNUAL GROUP TREASURER'S REPORT ~ FINANCIAL YEAR 2018

The Group's finances continued to be healthy during 2018 with an end of year deficit of £622.13. This is in line with your committee’s decision to reduce our General Fund to a level commensurate with our future known expenses and risk.

As I outlined last year, the RPS has stated that the excess funds were to be used for the benefit of their members. Your committee subsequently agreed that we could safely reduce our bank balance to about £2500. To do this your Committee agreed to produce a better-quality Journal with increased pages two or three times a year which we have started to do. This would gradually reduce our balance over the coming years without needing to increase subscriptions. However, as a result of a further RPS decision in late 2017 to stop subsidising new members with a year's subscription to a Specialist Interest Group of their choice from 1 December 2017, our group has seen a reduction in subscriptions of £306. Your committee will continue to monitor the situation.

I believe that our finances are sound provided that we can maintain our membership and your Committee has agreed to keep our annual subscription at £15 per member.

Garry Bisshopp ARPS
Hon Treasurer
March 2019

RPS Archaeology and Heritage Group
2018 Annual Accounts

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<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>Note</th>
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<tbody>
<tr>
<td>Starting Bank Balance 1 Jan</td>
<td>£5,424.21</td>
<td>£5,457.93</td>
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INCOME AND EXPENDITURE

INCOME
Subscriptions (Dec - Nov) | £2,259.50  | £1833.75  | A    |
from Member's Day         | £70.00     | £130.00    |      |
TOTAL INCOME              | £2,329.50  | £1963.75   |      |

EXPENDITURE
Venue hire; LCA Leatherhead AGM and Member's Day 2018 | £100.75    | £112.00    |
Venue hire; LCA Leatherhead AGM and Member's Day 2019 | £136.00    | B          |
Field Trip Donations      | £50.00     | £0.00      |
Refreshments (AGM & Members Day) | £42.86    |            |
<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage Photography; Lakeland Printing</td>
<td>£1,184.70</td>
<td>£1421.00</td>
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<tr>
<td>Heritage Photography; postage &amp; stationary</td>
<td>£614.78</td>
<td>£581.72</td>
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<tr>
<td>Council for British Archaeology subscription</td>
<td>£39.00</td>
<td>£41.00</td>
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<tr>
<td>Chairman's expenses</td>
<td>£113.42</td>
<td>£132.12</td>
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<tr>
<td>Secretary's expenses; postage and stationary</td>
<td>£129.43</td>
<td>£30.73</td>
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<tr>
<td>Committee expenses</td>
<td>£20.84</td>
<td>£690.27</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>£2,295.78</strong></td>
<td><strong>£3144.84</strong></td>
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<tr>
<td>Closing Bank Balance 31 December</td>
<td>£5,457.93</td>
<td>£4690.80</td>
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</tr>
<tr>
<td><strong>INCREASE/DECREASE IN GENERAL FUND at 31 DECEMBER 2018</strong></td>
<td><strong>£33.72</strong></td>
<td><strong>(£767.13)</strong></td>
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<tr>
<td><strong>Outstanding Credits</strong></td>
<td></td>
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<tr>
<td>RPS current year Dec Members Subs from the following Jan deposit</td>
<td>£122.50</td>
<td>£87.50</td>
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<tr>
<td>RPS current year Life Membership Subs from the following Jan deposit</td>
<td>£195.00</td>
<td>£180.00</td>
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<tr>
<td><strong>Outstanding Debits</strong></td>
<td></td>
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<td></td>
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<tr>
<td>RPS previous year Dec Members Subs from Jan Deposit</td>
<td>(£196.25)</td>
<td>(£122.50)</td>
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<tr>
<td><strong>ADJUSTED INCREASE/DECREASE IN GENERAL FUND</strong></td>
<td><strong>£154.96</strong></td>
<td><strong>(£622.13)</strong></td>
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**NOTES**

A: Subscriptions are deposited into the A&H account one month in arrears. The subscriptions in 2017 include first year RPS members who are subsidised by the RPS. This concession was discontinued on 1 December 2017. Membership subsequently decreased during 2018.

B: For 2019 and future years the AGM will be held earlier in the year in March as opposed to May. This requires the room booking to be made before the end of the previous year. In 2018 this means two bookings but future years it should be one.

C: Heritage Photography has been published twice a year. It was increased from 12 pages in Spring 2017 Issue to 20 pages in Autumn 2017 Issue with improved quality paper. The Journal was again increased to 24 pages from the Autumn 2018 issue. It is intended to increase publication to three issues per year in 2019.

D: Our subscription to the Council of British Archaeology will not be renewed in 2019.

E: Following comment from the RPS regarding excess funds held in Region and Group accounts, your Committee has agreed to reduce the cash in bank to £2500 over the next few years by continuing the 20 page Heritage Photography with up to 3 issues per year.
F: Life Membership Subscriptions have previously been deposited into the A&H account in March of the relevant year. The subscriptions for 2017 were paid in January 2018. The RPS has confirmed that Life Member subscriptions will in future be paid in the December of the relevant year. i.e. those for 2018 will be paid in December 2018 but listed in January 2019 statement.

**Matters arising from The Treasurer’s report.**
The strength of the membership and hence Group income was discussed and available funds to produce Heritage Photography in its current form with three issues per year. The meeting unanimously agreed that if required The Committee could raise the Group subscription by a maximum of £5.00 pa, the actual amount to be at their discretion.

Garry’s report was accepted by the meeting. Gwil concluded with a thanks to Garry for all he had done within the Group now that he is leaving The Committee.

7. **Journal Editor’s Report.**
This year’s work for me has been picking up the task of editing the journal whilst learning the ropes as to what is required and needs to be done behind the scenes. David also thanked who contributed copy for Heritage Photography either as offered or on request.

**Achievements**

**Publications and archive**
Completing my first issue in September 2018, including developing the RPS template so works efficiently and second issue in January 2019.
Developing the digital archive of back issues using Issuu (RPS has a subscription)
Current issue stays out of Issuu until new issue is published.
Facebook group now online https://www.facebook.com/groups/rpsah/

**British Library Legal Deposit and ISSNs**
We are now up-to-date with legal requirements for deposition of the Heritage Photography journal.
Archaeolog (Print) ISSN 0143-0661
Archaeolog (Online) ISSN 2632-3354
Heritage photography (Print) ISSN 0958-0565
Heritage photography (Online) ISSN 2632-3346
This will help with claims via Designers and Artists Copyright Society and Authors Literary Copyright Society.

**Ongoing work**
Continuing move from 2 to 3 per year issues of Heritage Photography
Developing and sustaining contributions for future issues with advance notice of themed issues:
- May 2019 “Historical or heritage photographs and photographers/photography”
- September 2019 “Heritage on display, from museums to historic houses.”
- January 2020 “Landscapes”
Completion of digitisation of Newsletters and obtaining an ISSN in due course once on Issuu.
More group members submitting to the journal from their websites, to how to, to small articles, visit reports and features articles.

Digitisation support
Copies of Heritage photography first issue (December 1989), Issue 2 (March 1993) and Issue 3 (Spring 1996) for digitisation and archiving.
Archaeolog Issue 1 for digitisation.

In addition an ‘A&H Group’ Facebook group and has been setup with a small but growing membership of that group.

David has also received good feedback from within The Society on Heritage Photography, which he is monitoring the printing costs since it is a major cost to the Group.

8. **Election of Officers and Committee for 2019 / 2020.**

Nominations were received and accepted for:

- **Chairman** Gwil Owen  
  P: Mike Sasse  
  S: Jim Tonks
- **Secretary** George Backshall  
  P: Rodney Thring  
  S: Gwil Owen
- **Treasurer** Keith Evans  
  P: Rodney Thring  
  S: David Bryson
- **Committee** David Bryson and Rodney Thring  
  P: Gwil Owen  
  S: Gwil Owen

No other nominations were received, the meeting was all in favour and the candidates duly elected.

9. **Any Other Business.**

None.

The Chairman concluded the meeting by thanking Garry Bisshopp, Ken Keen, Jim Tonks and Eric Houlder now they are leaving The Committee.

George Backshall  
Group Secretary  
April 2019