

Present:

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

Apologies for absence:

None

	Action
1. MP began the meeting by thanking JC for his 7 years as group Treasurer. MP then welcomed Andrew Ripley as a co-opted member to the committee as Treasurer Designate to be confirmed at the next AGM	
2. Minutes of the previous meeting The minutes were approved and signed by DB on behalf of MP. Place those minutes on the DG website.	PH
3. Matters arising from the previous Committee meeting DPotY - Actions relating to DPotY are incomplete due to the current pandemic. A virtual tour of the DPotY images was suggested. Some galleries in London are doing this. PH will investigate doing something similar with DPotY shortlisted images with commentary from winners on our website, Item 6 – AGM 2020 is on hold for the time being with agreement of RPS HQ.	PH
4. Working with MS Teams It was agreed to leave Teams as is for the time being. The Group will use Teams as much as possible.	
5. AGM 2020 MP is in contact with RPS HQ on how we can run an AGM.	MP (online via Teams or Zoom)
6. Finance/membership The Treasurer reported that DG continues to be solvent. The Treasurer's report is at page 3 . DPotY expense has been assumed to be later this year. JC will send login details and other items related to the Treasurer to AR. MP will notify Mike Taylor (COO) of the change copying the RPS Finance Manager, JC, Kate Constance (Volunteering Manager) and AR and will complete a "New Volunteers Form".	JC JC
7. Website update and Social Media PH is awaiting web site stats. We have 349 Instagram followers and 48 Facebook followers. PH will consider ways of encouraging social media use.	PH
8. Decisive Moment/Newsletter DT has repurposed content for mobile devices. MP and Stewart Wall are working on a Teams channel for Workshops for input to a DM article. The next Newsletter will go out as part of DM.	DT DT
9. Bi-monthly competition The competition is still running but with fewer entries as people are less able to move around at present. <i>The time limit for images will be</i>	PH

	Action
<i>extended to the previous 12 months. The winner will be sent a prize and be mentioned in "Decisive Moment". PH has created a form for submission with entries to try to get entrants to provide the information needed.</i>	
10. Events including DPotY Events and workshops will not take place until the Covid-19 situation changes. DPotY is postponed.	
11. Regions Update Regions are moving to on-line meetings which is useful in those that are geographically dispersed. Publicise what Regions are doing.	DT
12. AOB PH offered to produce webinars for Doc Group. MP proposed an on-line session with one or more DPoTY finalists and will float the idea with the winners.	PH MP (Lina confirmed – add to Events)
13. Date of next meeting 26 June 2020 at 17:30 in Teams.	

Meeting closed at 18:55.

RPS - Documentary Group

Committee Meeting 15th May, 2020

Hon. Treasurer's Report

We started 2020 with a bank balance of £23,272.18 and, as at 14th May, 2020, have a balance of £23,935.65 – an increase of £663.47 since the beginning of the year.

	2019	YtD - 2020
Members Subs	£5,496.45	£2,088.53
HO Financing / VAT Refund	£43.29	£324.64
Focus Workshop, 2020	(£2,475.00)	£0.00
<i>less</i>		
DPotY	(£2,347.11)	(£1,381.80)
Decisive Moment	(£744.34)	£0.00
Conference	(£615.24)	£0.00
Workshops Subsidy	£0.00	£0.00
Bi-monthly Competition	(£52.50)	(£16.99)
Sub-Group Activities	(£567.87)	(£219.78)
Admin, Travel etc	(£787.10)	(£131.13)
Increase in bank balance	(£2,049.42)	£663.47

The DPotY expenditure principally relates back to last year – as it includes items such as room hire for the judging, the cost of providing the First Prize (a one day 1-to-1 session with Simon Roberts) and books for the Finalists.

Clearly, there would have been further expenditure this year in connection with the DPotY exhibitions – which may, or may not, happen.

The Focus Group Workshop – which had, to an extent, distorted our figures, has been cancelled this year and refunds been made to all those who had booked to attend. Therefore our current bank balance, £23,935.65, correctly reflects our financial position.

As a reminder, we have been 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. We may, however, help any sub-group that goes ahead with online meetings and requires assistance in funding the cost of an online (eg Zoom) subscription.

I should point out that we received a VAT rebate of £324.64, incurred last year – so, as a reminder, all expense claims should, wherever possible, include a VAT receipt. This will then enable us to reclaim the VAT incurred.

In conclusion, we continue to remain in a strong financial position.

Documentary Group Treasurer

Notwithstanding the fact that we have not been able to hold our AGM, it has been agreed that we should proceed with my handing over of the Treasurer function to Andrew Ripley. I am therefore in the process of updating the handover package that I prepared at the beginning of this year, to include the current figures and the log-in required in order to be able to access the Group's OneDrive folder, Cashbook and ancillary information. This will be sent out to him within the next week.

In addition, Mark Phillips will contact Mike Taylor and ask that Andrew be given access to the Barclays.Net account, through provision of a PIN & Chip reader and his own smartcard, as well as anything else that will assist Andrew in taking on this role.

And finally...

I just want to re-iterate here that 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

17th May, 2020