

Present:

Mark Phillips, David Barnes, Dave Thorp, Steven Powell, Justin Cliffe

Apologies for absence:

Patricia Hilbert

	Action
<p>1. Minutes of the previous meeting The minutes were approved. Place those minutes on the DG website.</p>	SP
<p>2. Matters arising from the previous Committee meeting Item 3 – DT is to chase affiliated colleges for a response to our offer of reduced membership for a period to a small number of students.</p>	DT
<p>3. Distinctions update MP reported that the name of the Chair of the Assessment Panel is to be announced. The first official advisory day is scheduled for 22 February 2020 at RPS HQ. The next Advisory date is to be booked.</p>	MP (update - confirmed as Simon Leach)
<p>4. DPotY 2019 MP had distributed a note in which he listed learning points from this year's competition. This note is attached at page 4. PH had been working on arranging exhibition venues. 2 locations have been confirmed, 1 venue is to be confirmed, 1 or 2 more are to be found. MP reported that from a shortlist of 10 entries 5 would be printed and that the judges agreed the competition winner unanimously. MP will arrange framing and order shipping boxes. The prize presentation will take place in Bristol on 11 January 2020.</p>	PH
<p>5. Finance JC presented a summary of our financial position as follows.</p> <p><i>Our finances continue to remain very healthy, with a bank balance, as at 3rd December, of £25,286.41. Effectively, after making a payment of £6,327.50 to the Focus Group in respect of ticket receipt monies that we have been taking in last (£2,475.00) and this (£3,852.50) year, our net funds have increased by £3,817.31 over the past 11 months, almost exclusively from member subscriptions. These, it will be recalled, were reduced from £15.00 to £10.00 at the beginning of this year.</i></p> <p><i>Since our last meeting, we have contacted the Regional Sub-Groups and advised them that, following agreement at an earlier committee meeting, the Documentary Group would offer to pay their reasonable room hire costs (up to £50), hopefully to encourage both existing and potential members.</i></p> <p><i>It was also re-iterated, and agreed, at the meeting that we would incur expenditure of up to £6,500 in respect of the ongoing DPotY competition – to cover printing, mounting & framing as well as costs likely to be incurred with the associated exhibition(s).</i></p> <p><i>As regards the way we manage our Cashbook / accounts, following the Banking meeting, held on 21st August, the Head Office Finance Department have moved to keeping their own cashbooks which are then shared with the Groups (and Regions) – the Documentary Group is one of the G&Rs trialling this new methodology. The result is that there is a shared folder for the Documentary Group, and a shared Cashbook,</i></p>	JC

DG Committee Meeting

Minutes of meeting held on 4 December 2019 at 18:10 At "Pizza Express" opposite "The Mug House"

	Action
<p><i>enabling Head Office to monitor and check VAT calculations etc on an ongoing basis, rather than quarterly as at present.</i></p> <p><i>Finally, it was noted, both by the Chair and by the Treasurer, that there had been no response to the call for a new Treasurer in the Newsletter, to take over from the current one when he steps down at next year's AGM. To be followed in in the next issue of DM and in communication by the Chair to the Group.</i></p> <p>A copy of the cash book is attached at page 5.</p>	
<p>6. Membership DG Membership is probably increasing but we have little confidence in the numbers. In the past there have been several concurrent and different versions of the membership numbers.</p>	
<p>7. Website update It was agreed that the new site is much better than the previous once. Let MP know of any website issues that need to be raised. It was noted that the Membership report is no longer available and that HQ must now be contacted whenever we need to confirm that a membership number is valid and that the Member is in Doc Group.</p>	ALL
<p>Social Media Update PH had submitted a lengthy note before the meeting.</p>	
<p>8. Decisive Moment DT had submitted a detailed report before the meeting in which he asked for a number of decisions to be made. DT's report is at page 6. It was decided that: <ul style="list-style-type: none"> 3 copies will be printed; January 2020 edition will have DPoTY article with reasons for choosing the winner; Short listed mages will be placed on the website; DT will pay the Issuu account and claim back. </p>	
<p>9. Newsletter 2% of DG Members read the Newsletter. This is 10 members. Assuming that the committee members all read the Newsletter that means only 3 other members read it. The next edition may be the final edition and will ask members if it should continue.</p>	SP
<p>10. Bi-monthly competition The competition is seen to be going well and will be continued. Grant Scott's soon-to-be-published book on visual literacy will be considered as a prize. There was agreement that it can be difficult to find images of appropriate quality. Our challenge will be to improve the quality of submitted images.</p>	MP - update: suggested alternative
<p>11. Regions South East Region is successful. Find out what they do to make it so. Get a list of printers and event locations that we might use in the future.</p>	MP MP - update: ongoing via RPS HQ
<p>12. AOB As of the date of the meeting there had been no offers to take on the role of Treasurer. Arrange for a Broadcast message to be sent to all DG Members. MP had sent a draft plan for 2020/2021 (attached at page 8) and invited comments. MP asked if we should try to publish the results of DPotY in photography magazines.</p>	DB ALL ALL

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SP announced that he will be stepping down from the committee at the end of this calendar year. He was formally thanked by MP for his contribution with a hope that he will continue so support the group in other ways. PH will cover SP's role.	
13. Date of next meeting TBD (but not between 2 February and 18 March as Treasurer is away).	

Meeting closed at 20:01.

Before I forget, here is some of the learning from this year's DPOTY so far:

1 - submission process, went pretty well this year, with nothing like the number of issues and queries as in previous years. I think this was helped by having much better Submission Guidelines presented in a clear way (thanks Steve!!), We will need to update this guide as the printspace website has changed quite a lot. The main submission issues encountered were entrants not selecting all images before sharing and putting incorrect information in file name.

2 - We had a few with images that were too small to judge - so we must add a minimum file size next time to the submission process

3 - I was away for part of the submission process. So, as a consequence, I was late on replies, accepting entries or dealing with queries. It needs better cover next time to provide a more timely response.

4 - The Judges were happy with process this year (I was aware of issues from previous year where one judge was effectively ignored). Making the process more transparent is important. I'd like to include something on this in DM.

5 - the Printspace upgraded their website recently and we lost all our images and all share information. Thankfully we have restored the key information (but not all). It caused delays and added to work load. Thankfully I had downloaded all the images once the competition closed, but it might be worth considering an earlier and more frequent download during the submission process. All downloaded images current in a Dropbox, so I could share with the judges (much easier to use than Sharepoint).

6 - I've just updated the competition website www.rpsdpoty.org

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DG Cashbook 2019 - as at 30Nov19

Documentary Group - 2019
Summary Income & Expenditure

As at: 03-Dec-19

Brought Fwd £25,321.60

Expenditure Analysis

Column1	Column2	Admin	Conference	Exhibitions	Publications	Bi-monthly Competition	Committee	Focus, Bradford 2019-09-20	Sub-Group Activities	Grand Total
Food & Drink			£119.44	£65.00						£184.44
Printing					£489.32					£489.32
Travel		£130.05					£18.85			£148.90
Prizes					£160.93	£52.50				£213.43
Subsistence		£20.20	£12.95				£448.65			£481.80
Room/Hall Hire		£360.41								£360.41
Mileage		£211.50		£26.10					£79.20	£316.80
Speaker Fees & Expenses			£300.00							£300.00
Accommodation			£108.85							£108.85
Stationery			£74.00							£74.00
Adverts & Marketing					£94.09					£94.09
Lecturers Fees & Expenses								£6,327.50		£6,327.50
Grand Total		£722.16	£615.24	£91.10	£744.34	£52.50	£467.50	£6,327.50	£79.20	£9,099.54

Income Analysis

Column1	Column2	Column3	Financing	Column4	Column5	Column6	Column7	Focus, Bradford 2019-09-20	Sub Group Activities	Grand Total
VAT refund			£43.29							£43.29
Tickets								£3,852.50	£60.00	£3,912.50
Member Subs			£5,085.32							£5,085.32
Refund									£23.24	£23.24
Grand Total			£5,128.61					£3,852.50	£83.24	£9,064.35

Carried Fwd

£25,286.41

Publishing Update – The Decisive Moment – Dec 19

Back Issues /Archive

As discussed at the last Committee Meeting - I've now emailed Jhy to arrange to collect/receive the Doc Group Archive of past DMs. Awaiting a response.

Printing Ed 17 Sep 19

I've not progressed this – how many copies required?

Future editions of DM

Edition 18 – DPOTY (Jan 20)

Outline sent to the editorial team

Photo features on the DPOTY Winner, 4 Finalists and 5 Shortlisted projects (10 featured photographers)

Features on other DPOTY aspects, DG website, social media relaunch, Doc Distinction etc

Plan to publish after the Winner's Event 11 Jan.

Suggest subsequent editions all shift 1 month left (end January, April, July, October)

Edition 19 – possible content so far... (April 20)

Suggested Interview - Poulomi Basu <http://www.poulomibasus.com/about>

Feature – Jo Kearney – [Balykchy](#) Includes information on how the project was approached

Alan Hodgson – Why People Photograph

Mick Yates? Fal MA

Jo Coates? Lens Think Yorks

Edition 20 (July 20)

Possibly BA projects via <https://www.source.ie/graduate/submission/index.html>

Edition 21 (October 20)

Possibly MA projects via <https://www.source.ie/graduate/submission/index.html>

Hard Copy DPOTY Edition

I've asked RPS HQ (via volunteers email) for any advice on layouts/design or publishing contacts and suggested linking up SIG editors/publishers.

Group	Size	Publisher	SIG Contact?
Visual Art	A4 / 50 pg / stapled	Henry Ling/The Dorset Press	Yes, in magazine
Travel Log	A4 / 40 pg / bound	Premier Print Group	editortravel
Accolade (DIG)	21x21 / 76 pg / bound	?	digacolade
Contemporary	21x21 / 38 pg / stapled	?	Yes, in magazine

Also thinking about a Documentary Distinctions Guide for the end of 2020 as discussed at the last meeting.

Page Break Issuu Promotions write up

I contacted HQ (via volunteers email) to offer a write up of our experience with Issuu paid impressions.

Issuu Account

Changed from an individual account linked to doc@rps.org to a group account with up to 3 users. Details in the addresses document. Decisive and docprojects assigned for publishing and social media creation.

Suggest payment details updated to be from me rather than Justin (next payment Nov 20).

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Issuu Beta Testing

I've completed beta testing of a new Issuu feature – this should result in a \$200 credit to our Issuu account. Maybe give RPS DG some publicity via Issuu publicity in the future.
 This required the creation of a Facebook advert... (cost £6.86)

Facebook!

As discussed by email In order to complete the Beta I created:

A Facebook page: <https://www.facebook.com/RPSDoc>

A Facebook Business Manager/Ad

Account https://business.facebook.com/home/accounts?business_id=155001925766197

My credit card attached to the Ad/Business account and linked to my own Facebook profile. Other users can be added.

We could use these more; leave them as they are; delete them. Thoughts?

Issuu Stats

'Promotions' in the last few months (letters refer to the graph on the next page):

Dec 18 - One story highlighted in an Issuu email to subscribers 5 Sep 19 (complimentary) [A]

Mar 19 - Paid for impressions boost (50,000) during July 19 (\$150)[B]

June 19 - Paid for impressions boost (50,000) during Aug19 (\$150) [C]

& publication highlighted in Issuu email to subscribers 22 Aug 19 (complimentary)[D]

Sep 19 - RPS HQ accidently sent to DIG group and Doc Group[E]

Statistics for RPS The Decisive Moment - Edition 14 - December 2018



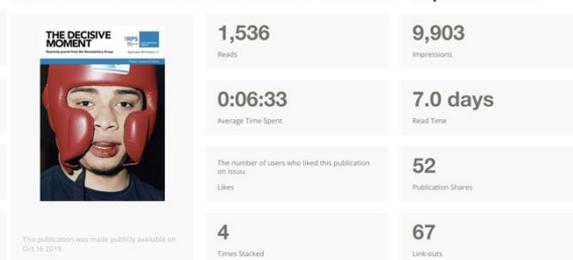
Statistics for RPS The Decisive Moment - Edition 15 - March 2019



Statistics for RPS The Decisive Moment - Edition 16 - June 2019



Statistics for RPS The Decisive Moment - Edition 17 - September 2019



DRAFT - Documentary Group - Plans for 2020-2021

Overall objective – to support the RPS Strategic Plan and specifically increase the relevance of the RPS for Documentary photographers, especially younger photographers.

Promote

Continue to develop our **Decisive Moment** magazine, currently published quarterly and on-line (via *issuu*), continue themed approach with ca. 120-130 pages to enable documentary projects to be given sufficient 'space'. Push the distribution and readership outside the RPS to increase visibility and relevance.

Social Media – develop our social media to better engage younger and more diverse documentary photographers (currently being reviewed and revamped with help of a recent graduate).

Documentary Photographer of the Year (DPOTY) – current 2019 competition in progress. Finalist and Winners event 11 January 2020, at RPS HQ. In 2020 hold series of regional exhibitions (currently being planned), to enable the DPOTY to reach a wider audience. For 2021 conduct a feasibility study on potential to take DPOTY to an 'open competition' (with RPS and Open categories, ca 10 images per project, low entry fee and concessions).

Educate

Distinction **Advisory** – work with Distinctions to host a number of documentary-focussed Advisory days (first planned Feb 2020 at RPS HQ).

Workshops and Events – develop a *new documentary focussed* series of workshops and education covering the lifecycle of a project from initial idea and intent, developing narrative, conducting research, through execution, to editing, sequencing and 'getting it out there'.

Work with groups outside RPS, such as PhotoScratch (June 2020), Photo Forum (TBC) and others etc to put on documentary focussed events. Support local or sub-group events and workshops.

Engage university courses focussed on documentary, following on from recent 'education;' focussed edition of *Decisive Moment*. Offer opportunity to show-case exceptional student work in *Decisive Moment*.

Encouragement

Regional sub-groups – continue to support and fund (e.g. help with room hire) sub-groups and ideally expand them to cover new regions, subject to sufficient interest and volunteers. Where no active sub-group, work with the Region to provide Documentary focussed events

DG Bi-monthly competition – continue our online bi-monthly single image competition with a documentary-focussed book as prize.

Monthly Newsletter highlighting RPS and other documentary focussed events, plus group news items (*review alternative distribution or approaches as click through is very low*)