

## **Andover Film Club**

### **Minutes of the Annual General Meeting 2014 -2015 Season**

#### **12pm 26 September 2015 Wolverdene Club, Andover**

Present (AFC Committee): Phil Ray (PR) [Meeting Chairman], Mark Grainger (MG) , Penny Griggs (PG); John Newland (JN); Graham Richardson (GR); Apologies from committee members :- Becca Andrews ; Karen Alchin; Josephine Hutchinson.

Members Present:- John Chilcott; Peter Deverill; Helen Doyle; Vi Grainger; Diana Smith; Jan Torkington; Pete Torkington; Gordon Verity; Jenny Verity.

Apologies from members :- Barbara Allen; Wendy Alleway; Carol Barwick, Suzanne Carpenter; Stephanie Cheng; Pat Counsell; Ronnie Crook; Philippa Downing; Diana Easterbrook; Paul Eaton; Sandra Garcia; Jan Gardiner; Rosemary Hamilton; Michael Holland; Julie Johnson; Sheila Kenny; Geoffrey Levy; Will Liddell; Morag MacDougall; Stephen Makepeace; Johanna Marriott; Chris Mathew; Julia McNeill; Jane Mosely; Alison Needham; Vernon Needham; Julia Nethercott; Anne Paine; Jennie Pyatt; Gloria Sleeman-Hiscock; Jane Snow; Ursula Starkie; Sally Struthers; Angela Thorpe; Jacqueline Waller; Pam Whitehouse; Gaynor Williams; Helen Wright.

#### **Item 1: Chairman's welcome:**

PR welcomed everybody to the 2015 Andover Film Club AGM and noted apologies.

#### **Item 2: Confirmation of Minutes of 2014 AGM:**

There were no amendments to the Minutes of the 2014 AGM. They were proposed as a true and accurate record of the 2014 AGM. Proposed by Mark Grainger and seconded by Jan Torkington and they were accepted unanimously.

#### **Item 3: Chairman's Summary of 2014 -2015 Season: [Full text attached at Annexe A]**

PR stated that the Club had had a very successful year and could look forward to the new season with confidence. The camaraderie that the Club had generated had shone through in January when the film presentation, *Effie Gray*, had not been able to be shown. The then audience of 100-plus had had to be reimbursed and sent home. Everybody had treated the occasion with tolerance and good humour. It was later agreed with the Odeon that in future, films for Club presentations would be tested before the film presentation date. In February, the presentation of, *Mr. Turner*, had pretty well filled the Odeon's largest screen.

The relationship with the Odeon was very strong. A new agreement for payment for film presentations had been agreed with the Odeon. This comprises a flat fee and a pro-rata charge for the number of persons attending. PR asked that a Vote of Thanks be recorded in the AGM Minutes for the Odeon Management and Staff for their help and friendliness. The new season had started off well with the western, *Slow West*.

PR reported on the publication in November of the book on the history of cinema in Andover, *Picture Mad*. It is believed the book will help the Club to widen its appeal within the Community. The launch date for the Book would be on 12 November at Andover Library.

A new Club website was in process of being created. This would offer greater use ability to those on smart phones and tablets

PR wished to thank all Club members for their help over the past year and especially Mark Grainger and Penny Griggs. Pete Torkington, a founder member of the Andover Film Club had decided to step down. PR asked that a Vote of Thanks be recorded in the AGM Minutes for him for all the hard work, driving energy and his vision that had made the Club possible.

**Item 4: Treasurer's Report:[ Full text attached at Annexe B] :**

PG reported that over the past season the Club had shown 10 films. They had all made a profit. In addition there had been a Special Event, the showing of *Henry V* (1945), in the ADMES Hut. For 3 of the films there had been audiences over 100 and for *Mr. Turner*, the audience had just topped 180. As of 31 July 2015, the Club had a credit balance of £301.92 in its ordinary account and £7,203.27 in its savings account.

**Item 5: Secretary's Report: [Full Text attached at Annexe C]:**

MG stated that there was a very positive “club” feeling to the Club both at screenings and in correspondence. He also cited the reaction to the circumstances of not being able to screen *Effie Gray*. Membership was at an all-time high of 110.

The use of Free Entry Vouchers for friends was still popular. Use of these Vouchers encouraged a wider audience. Gift Memberships and the £12 Membership deal (on purchasing 2 non-Member tickets) were popular.

Regarding PayPal, there had been problems with some online transactions. MG emphasised that this had not in any way affected the integrity of any Club transactions. When the new Club website was up and running and bedded-in, the Club may look for alternatives to PayPal.

The Club would welcome additional volunteers to help out on at Film Presentations. This did not mean having to become a full Committee Member and attend the monthly Committee Meetings. There was also a space and a need for a volunteer to take on the Membership role on the Committee.

Regarding the Club's financial history and present situation, MG stated how in 2009, the Club had received a grants of about £6,000 to get it going. According to the Guidelines under which it operated, it should hold 1 year's reserves in its funds. For the past 3 years its reserves had been between £3,000 and £4,000 and was in excess of the Guidelines. However, between now and this Christmas the Club would incur the expenses for the cost of publishing its book on the history of cinema in Andover and paying for the new Club website. Once these expenses had been met and signed off, the Committee would conduct a review of its financial status and of establishing a viable way ahead to resolve the matter.

**Item 6: Presentation of Outlook for 2015 – 2016 Season: [Full text attached at Annexe D]**

PR reported that the process of tracking down films for Club presentations was well-established and most were obtained through the Odeon. The biggest challenge was to get the balance of films right over the course of the Club's year, but by the same token with the current size of the membership it was felt that occasionally something different could be offered.. As an example, a Japanese animation was put on early last season. This had been a risk but it got a good audience.

It had also been decided to show 2 classics as Committee choices over the Club year. One would be foreign language and screened at the beginning of the Club year. The second classic would be an English language film and shown at the end of the Club year. Whilst both classics were Committee choices, the Committee welcome any suggestions from Members for classics they would like to see on a big screen.

The Club intended to continue its use of the ADMES Hut as an important outlet for showing films not usually shown.

**Item 7: Election of Officers:**

All Officers of the Committee and all Committee Members now stood down. Larch Gauld and Pete Torkington were not standing for re-election. All other Committee Officers and Members had agreed to stand again. To conduct the Election Mark Grainger assumed the Chair.

On a request for a proposer, Jennifer Verity proposed the re-election of all candidates, and was seconded by Vi Grainger. On a vote of all Club Members present all candidates were elected unanimously. The 2015 – 2016 Committee is as follows;

Phil Ray (Chair), Penny Griggs (Treasurer), Mark Grainger (Secretary), Karen Alchin, Becca Andrews , Josephine Hutchinson, John Newland, Graham Richardson,

**Item 8: Proposals to be put forward & seconded by members:**

There was one proposal to be put to the AGM,  
“The Club should investigate the feasibility of providing a bursary of £250 to a final year student at Andover College who is moving on to a tertiary level course related to film, providing the Club's financial circumstances permit.”

- Proposed by Graham Richardson and seconded by Jan Torkington.

GR stated that provision of the Bursary would be possible given the reserves held by the Club and be one strand in addressing them. There was discussion on the issue. On a query as to whether the Club had already approached Andover College, the AGM was assured this had not happened. The Committee's intent was to seek the Membership's approval at the AGM before doing anything.

It was emphasised that the Bursary would go to a student who would be doing Film Studies, not Media Studies. Selection of an appropriate recipient would be done by use of an agreed process in conjunction with Andover College. There would be a requirement for feedback from the Bursary recipient on their progress. Peter Deverill agreed the need to encourage young people in this area.

The proposal was put to the AGM and carried unanimously.

**Item 9: AOB:**

There was discussion on a number of points related to the pricing of tickets and Club Membership. Peter Deverill suggested introducing a Season or Multiple Screening Ticket for Members. This would be available at a price less than the cumulative total of a Member purchasing a single ticket bought at each screening. GR suggested the possibility of a Start of Season promotion.

Regarding Membership, MG noted that the current practice of having a 12 month rolling membership made it attractive for those joining in mid-year or later. On a query about the level of voting for upcoming films, the response was that the Club was getting a higher level of response than previously. Additionally, there was a healthy level of participation at screenings for filling feedback forms.

It was noted that a couple of years ago the Club had shown some very short films made by local people. There was a query as to whether the Club would do the same thing again. The response was that it could be done but it would require planning and also whether Odeon currently had the capability. The only other option might be use of the ADMES Hut. It was agreed, the idea be kept open but no present action to be taken.

There was a query as to whether Andover Station had ever appeared on film. The answer was yes in that it had appeared in the 1920s silent film, *The Ghost Train*.

## Annexe A

### Summary by the Chairman

Today I think we can all look back on another very successful year for the club and we can look at the figures of, which we'll hear more of later, and take a huge number of positives from them and look forward to this new season with some confidence.

The committee take a lot pleasure from the input and interaction with the members on the Monday nights and via email on all manner of topics whether it be about the quality of the films, which is on the whole positive, film choice and selection and the issues that crop up over the course of any given season. And we very much hope that the membership feel they have their enquiries dealt with as thoroughly and satisfactorily as we believe they are.

The support and camaraderie of the membership shone through, and was greatly appreciated by the committee, in January when unfortunately for the second time in 2 seasons the club was unable to fulfil a full seasons' screening of films. In the run-up to *Effie Gray* we were hit by a technical failure of the hard drive containing the film while it was being uploaded to the screen. The cinema is an all-digital venue so there's no way for the staff to cut and splice their way through any problems and consequently our screening was harmed by this. This is apparently a rare occurrence but whereas ODEON can of course invite viewers back and play the film the next day, we don't have that option. We had to send over 100 audience members home, ODEON were unable to offer a replacement so total was the system failure. It was undoubtedly embarrassing for the committee and we thank the audience members for their understanding. Much credit should go to Penny and Mark for ensuring that everyone who attended was reimbursed, it was of course the correct thing to do but for a volunteer group it is quite an undertaking to embark upon. We subsequently had a meeting with the manager of the ODEON and agreed on a plan of testing the film which we believe gives them the opportunity to react to and respond positively should any similar issues occur. We can to some extent contrast the disappointment with *Effie Gray* to the thrill of February's film *Mr. Turner* which brought the club its most successful film to date, selling out the biggest screen at the cinema, and demonstrating that the club does have some reach within the town if the right film is available at the right time.

Outside of our relationship to our members and the email list our relationship with ODEON is also hugely important. I'm pleased to say that too is also very strong, Chris Peeke, the manager is a supporter of what the club is trying to do and is very accommodating to any requests or issues we take to them. He was equally disappointed by the *Effie Gray* situation and was very keen to find a solution to satisfy our requirements.

With the new season having begun we've obviously entered into an agreement with ODEON for the next year. There is a slight change in the agreement in that it's moved from a flat fee to a combination of a flat fee and a pro rata rate in terms of the audience size. We believe the agreement still represents good value for the club and thanks go to Pete for being the architect of that proposal. We didn't have to go through the Regional Manager to ask about the renewal of the agreement this time, we went directly to Chris, and I feel this is indicative of the direct lines of communication we have with ODEON on all matters. So again, I'd like to thank Chris and also the staff who are very helpful to us on our screening nights.

In last years' AGM the committee agreed to address and debate the club's financial reserves and the best way to utilise them in the interest of the club and its members. Two projects have been taking up a lot of the committee's time over the past few months and we're delighted to announce that we are due to release a book, *Picture Mad*, in November which covers the history of film and cinema within Andover over the last century from a number of different perspectives. We believe that this will allow the club to present itself in a different manner to the town whilst spreading the principles of the club in a form that differs from just screening films. With an article having featured in the Advertiser, two weeks in the library and communications with local history groups we hope that the book's release will further widen the appeal of the club and register with those who might be unaware of us. The other project is a new website which was felt was required by the committee to adapt to the changing nature of technology and appeal to those familiar with smartphones and tablets which are becoming the norm. These technologies were either in their infancy or not yet fully realised when the club began in late 2008 and we feel it appropriate to address this whilst maintaining the appeal of the club to those already familiar with us. We hope that the new site will be in operation very soon.

I'd like to thank the rest of the committee for their efforts over the last season and especially because this summer break has been very busy with all manner of issues being discussed when we should be all really be flopping on sunbeds somewhere hot. In the last year we've had four new people join the team, John, Karen, Josephine and most recently Becca and I thank them for their contributions. There is definitely room for more and there are roles available for those willing to come forward, training is available if required. Thanks also go to Graham for his input over the last year and special commendations go to Mark and Penny whose contribution to the club is made on a near daily basis, following up any issues with dogged determination, and their willingness to follow through with recent PayPal related issues for instance deserves huge credit. The PayPal issue has been one of those elements unseen by the members but was addressed with some vigour to ensure the smooth running of the club. The effort made especially so by Mark is appreciated and admired by the rest of the committee. The last couple of months have also marked the final official input of Larch Gould and Pete Torkington who we thank for their contribution. Pete was the founder member of the club and we thank him for his vision and initiative in so many respects there's probably too many to mention. He'll be sorely missed and we wish him all the best with his next pursuit whatever that might be.

And for this season? I'll keep with tradition by asking for a year of consolidation with an expectation that the numbers eventually levelling off. Again, I thank our committed members for their support, we've made a solid start with Slow West and hope we can build some momentum to maintain and exceed what was accomplished in the last year or so.

## **Annexe B**

### **Treasurer's Report**

Having had a very successful year we have shown a total of 10 films and made a healthy profit on all of them although we were unable to show the January Film , Effie Gray, as there was a technical problem with the Odeon . The club also held a special event in the hut in the forest showing the classic Henry V which made a small loss of **£60.17p**

Our ticket sales have been very good with three films topping an audience of over 100 and our most successful showing ever, Mr Turner, had an audience of 180 and showed a profit of **£823.25p**.

I will just go through the accounts with you but would mention that these have yet to be audited.

Our screening receipts are down by **£327.68** which is partly due to the fact that last year we had three special events, as against one this year and some audiences on the films were lower than last year.

Membership receipts are more or less the same i.e. **£5** less

With regards to payments:-

Venue and Film Hire is down **£138.68** which is because of only one special event.

Postage is up **£115.87** but the Secretary still has in hand 66 First Class stamps and 266 Second Class stamps which are valued at **£181.90**. This equates to enough for three mailings out and these were purchased before the price rise to save the club money.

100 years Cinema Project is up **£44.85** and this is for photocopying and monies for permissions to print photographs for the book.

Marketing—No monies have been spent in this category this year

Computer Consumables are down **£194.25**. Our Secretary now has a much more efficient printer plus the fact that a lot more correspondence is now sent out electronically which means less ink.

Insurance is exactly the same as last year **£177.50**.

Paypal is up by **£29.95** but this increase is reflected in the fact that members clearly find it convenient to book their tickets and renew their membership on line. We also incurred some expenses from refunding the total paypal ticket purchases for Effie Gray.

BFSS Memberships is the same at **£95**. Membership enables the club to have cheaper insurance and also hire films for special events.

Printing and Stationery is down by **£94.47**. Again reflected in the fact that more of the correspondence is sent electronically

Website— There is no cost this year as it was hosted for 2 years last year.

Magazine—This is the same subscription as last year and is an essential piece of kit for the Chairman to keep pace with new films etc.

AGM Expenses & Room Hire- This item is an extra expense as we provided snacks and beverages at last year's AGM and because of the size of the committee we now hire a room at the Wolverdene Club instead of expecting our Secretary to host (which he has done since the inauguration of the Club) and for which we have been very grateful.

As mentioned previously these accounts have yet to be audited but we have made a profit of **£2036.41**

As at the 31st July 2015 our balances at the bank are as follows:-

Ordinary Account- **£301.92**

Savings Account - **£7203.27.**

That concludes my report.

## Annexe C:

### **Secretary's Report for 2015 AGM**

Good Afternoon. As last year and following Phil & Penny's comments my report this year is extremely positive. We had a sell out in our December film followed by our largest audience to date in February with a disaster in between of which more in a moment. I will shortly deal with the membership situation, but before I do that I would like to put my personal view on how the Club has developed over the last 12 months.

Yet again I think the Club has developed more of a Club atmosphere and for that I would like to thank you the members. Without your support and participation it would not be possible. Even the problem caused by a technical failure and our inability to show *Effie Gray* in January was treated with relative tolerance and good humour by the majority of both members and non-members alike. The fact that our books balanced after the refund procedure showed what a splendid audience we get. Thank you all for that.

### **Membership**

I will now go on to talk about membership. I am pleased to say that currently we have an all-time maximum membership of 110 full members. This is only a 3% increase in last year's maximum of 107, but I remain optimistic that the Club's membership figures will remain sufficiently stable to continue to maintain our operation for the years ahead. The incentive of a free entry voucher for members bringing in new recruits still remains fairly popular with 9 out of the 33 new members (i.e nearly one third) joining us after such a recommendation. Gift membership is still being used with 2 new members joining the club as a result of such a purchase, although our offer of Gift Tickets for attending a film has yet to be used. The £12 deal for membership purchase still remains popular with 10 new members (again nearly one third of the total) joining us on film nights as a result of taking up the offer.

We have lost 21 members this year, but I am pleased to say that of those nearly half had the courtesy to let us know that they would not be renewing, and that most of those were leaving for valid reasons meaning they could no longer attend our events.

The **Bring a Friend for Free** vouchers have continued to be a popular benefit for the majority of our members, with approximately two thirds of the members using at least one voucher over the season and several of our members using all their voucher entitlement. Average usage of vouchers over the season varied between 34% and 42%. As using the vouchers encourages participation in our events by a wider audience than we would otherwise get, it is expected that this benefit will be continued into next season and beyond, and I would encourage all members to use them as widely as possible even to the extent of offering them to neighbours or work colleagues.

Now I would like to talk about a couple of issues to do with the administration of the Club.

## PayPal

Some of you may have picked up that we have been having 1 or 2 problems with our PayPal account that we use for all on-line transactions. These are both frustrating and time consuming for the individuals concerned, but have never put in jeopardy either the Club's financial status or any of our members financial transactions with us. We are continuing to review the position, but are not optimistic of an improved relationship with PayPal and once we are 100% confident with our new website we will be considering an alternative agent to deal with our on-lined financial transactions.

## Volunteers Needed

You will all be aware that we have appealed for new volunteers to join us on the Committee. **Karen Alchin** who joined the committee at the beginning of the season, unfortunately is not well enough to be with us today. We also have 2 other new committee members who cannot be with us today due to their work commitments, namely **Becca Andrews**, who now deals with our film voting mechanism, plus **Josephine Hutchinson**, who has taken over the communications role from **Pete Torkington**. Pete, while remaining in the Club and providing background support and assistance has stepped back from his committee role. We all thank Pete, as without his drive and energy in the past, the Club would not exist. He will be much missed by us all.

We still need more volunteers for our Committee. Specifically, I have been doing both the Club Secretary role and the Membership Secretary role for several years now, and with the success of the Club, I am finding the combined roles take up more of my time than I would like. I would particularly welcome someone to come forward with a view to taking over the Membership Secretary role over the coming months. As our membership grows our film nights become busier, so we would also welcome 1 or 2 more volunteers to join the committee to help out on the duties that arise as part of our standard procedures to receive our audience on film nights. Attendance at committee meetings is desirable but not an essential part of such a role.

## Club Financial Review

Finally I would like to say a few words about the long term financial position of the Club. When I joined this committee back in 2009 our first meeting was largely devoted to debating how to communicate to the membership that the Club would fail if we didn't get the grant we were about to apply for. Fortunately we got the grant and with that and a further grant the following year, totalling together over £6,000 of what was in effect "public money", the Club survived those initial growing pains and went on to become the success you have just heard about.

Based on best advice from relevant authorities, it is written into our constitution that we should hold reserves of approximately 1 years' worth of operating costs. For the last 3 years that operating cost has been respectively £3,909.77; £4,577.02 & £4050.04 (unaudited). From the figures Penny has just been through, our reserves are clearly in excess of those guidelines and over the last 12 months your committee has spent some time debating our options.

You have just heard that we have in the pipeline two ongoing projects – namely the new website and the book launch, both of which will involve expenses out of Club funds significantly above our normal month by month running costs. Also although we are fairly confident that the new arrangements with the Odeon will not make that much difference to our month by month running costs, we want to give them time to bed in, before making changes that could affect the Clubs long term financial position.

Thus it is our intention later this year, after those expenses have been clarified and spent, to review our financial position to ensure we operate in line with our “not for profit organisation” status as embodied in our constitution. One possible option has already been discussed and has resulted in the motion to be put before the meeting shortly.

Thank you and I'll now hand over to Phil to give you an overview on our events for the coming season.

## **Annexe D**

### **Film Programming**

As with the 2013/14 season the task of tracking down films for consideration via ODEON has been mostly straight-forward. Just over 2/3 thirds of the films we requested were available and most of the committee's choices of films were available for the members to vote on. Our contact at the ODEON booking office, Graham O'Connor, has as ever been extremely helpful and is one of the unseen elements of the club who deserves much praise for his efforts.

The biggest challenge as always for the club is to find a balance of films across the board and occasionally introducing something new and is always uppermost in our mind given what is available to us. Having a Japanese animation, albeit the dubbed version, to start last season was a risk but it brought in a sizeable audience and was very well received and was a great start to the season. The decision to programme it was in part due to the committee having reasoned that with the growing size of the membership there was an opportunity to take more risks with the Committee Choices and in that case proved successful. The emphasis shifted slightly towards the end of last season and moving into this one with the club now able to show classics through the efforts of a club member to find out ODEON's stance on classics beyond the club's agreement of screening films on their current roster at any given time. An email by said member directly to the chief executive of ODEON/UCI Cinemas opened up the possibility of classics and the approach is indeed a lesson to us all. Go straight to the top! 2001 was the first of the new strand and it brought in a good audience and people we hadn't seen before which was encouraging. The committee have consequently decided to programme two classics a season, one of which is to be a foreign-language film to try to broaden the films on offer as mentioned previously. Because one of the libraries available to us which hold classic films has a booking period of 12 weeks it has been decided to offer them under the auspices of a committee choice because it would be impossible to factor some films into our monthly schedule because of that booking consideration. The selection of classics isn't exclusive to the committee and we welcome suggestions from the members at any time.

With the arrival of classics onto the main programme the committee don't see any knock-on effects to the Special Events strand where we screen classics at the ADMES hut in Harewood forest. There's only likely to be one of these this season, as opposed to the usual two, because of the aforementioned busy summer break where other issues have been taking precedence. This has unfortunately denied us the time to set up the October special event but for next season we see no reason not to resume the normal schedule.