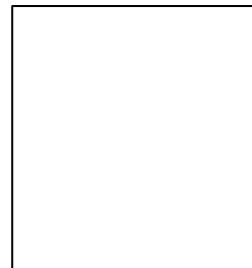


# **Minutes of the 44<sup>th</sup> Annual General Meeting of the Guild of Television Cameramen held on Sunday, 22<sup>nd</sup> May 2016 at A Day in the Country, Upper Aynho, Banbury, Oxfordshire at 12.30pm.**



## **Apologies for Absence**

Apologies for absence were received from the following members: David Carter, Sally Garrett, John Henshall, Ian Kelso, Ray Meier, Hazel Palmer, Eric Samuel, Michael Sanders, Chris Yacoubian, and Mari Yamamura.

## **Minutes of the 43<sup>rd</sup> Annual General Meeting**

The Minutes of the 43<sup>rd</sup> Annual General Meeting were circulated via the website and were available at the meeting. It was proposed by James Fulcher and seconded by Clive North that the Minutes be agreed as a true record; this was carried nem con. Keith Massey duly signed the Minutes in his capacity as chairman of the meeting.

There were no matters arising from the Minutes.

## **Officers Reports for the Past Year**

Keith Massey presented his report on the conduct of the Guild and Council over the past year. He said:

I have come to the end of my four year term as I step down as Chairman of the GTC, and this is my final report. It has been a privilege and honour for me to have served and I shall be sad not to be involved with Council in the future. However, I feel very confident that, given the outcome of the election, I am sure that the cross-section of the new Council, including four women, will be an excellent asset.

I feel that this year is the most remarkable one of my tenure. Sadly, the GTC lost two icons: Dick Hibberd our President and founder, and Bill Vinten who both died. John Henshall who was a live-long friend of Dick and also a founder member, was appointed as President.

First of all I must pay tribute to all my fellow Council members for their outstanding contribution in having such a great team supporting me, and I am most grateful for their dedication. We must always remember that they devote their free time in a voluntary capacity, in between working full time.

As well as myself, James French, Chris Owen and Brian Rose decided to stand down this year for various personal reasons, which also has the advantage to give other GTC members an opportunity to be involved and to join Council, as I feel it is essential to keep rotating personnel in order for us to be relevant, current, and keep moving forward.

James French has been an incredible stalwart of the GTC. He was first elected in 1981 and, apart from three years, has been on Council for 32 years! He has done a most valuable job for us in sponsorship and advertising, and he is the main reason for keeping our subscriptions incredibly low. Chris Owen has been brilliant in organising our awards with such military efficiency. The GTC Awards for me have been a great window to reflect our confidence and status and the team on the day – including the Zest4TV production company – have raised the bar exponentially.

The Awards are a year-long process with the final judging at Pinewood Studios by some members of Council and industry guests. Chris' successor will have a lot to live up to.

Brian Rose, as Welfare Officer, was a past chairman and has given so much to the organisation over many years as has Drew Hartley who has also been on Council many years both as Education Officer and also been heavily involved with the awards, but is leaving Council after being unsuccessful in the elections.

Thanks go to Peter Rance who took over the responsibilities of Secretary mid-term after Roger Richards resigned because of his overall workload of the GTC and the increased demands of his Administrator's role – including the new membership from the IAWF.

It has been such a very positive year for the GTC and we are reaping the benefits in spectacular form that it's difficult to know where to start. Our financial state is very healthy and kept in order by our Treasurer, Simon Roe, assisted by Sophie Day.

We welcomed John Waters and the IAWF (International Association of Wildlife Film-makers) as affiliate members under the wing of the GTC, after a proposal by member John Samuels, and we look forward to the new partnership for the benefit of both organisations. They will have regular coverage on the website and have already contributed to Zerb.

The GTC website has been revamped and improved beyond recognition and relaunched in January and is outstanding. Its new clean layout and search facilities takes us to a new level working across all devices and thanks must go to the incredible hard work of Alison Chapman, James French and the team at Diablo Design.

Our membership is up 170 on the previous year due to major changes in the application process which has been streamlined and fast-tracked to make it so much easier for potential members to join us. Again, so much hard work by Roger Richards, Alison Chapman, James French and Rex Palmer in creating and implementing the new structure.

One reason alone for joining the GTC are our workshops. They go from strength to strength under the excellent, guiding, and perceptive hands of Clive North to keep members up to speed with current working practices and trends. We've had a variety of excellent subjects including studio camera operation, data management, drones and gimbals, kit protection, lighting, grading and 4K.

One of the key benefits of membership are our professional quality magazines, Zerb and GTC InFocus, under the respective editorships of Alison Chapman and Roger Richards who have maintained excellent editorial standards and page design. They had to contend with the sudden collapse of our printing company Berfort Information Press, and find a replacement after a tender process – the Oxford based Honeywell Press. First impression are most favourable with excellent print quality at a very competitive price. Two members were guest editors on Zerb, Ged Yeates and Peter Newman who produced informative and topical editions. Advertising and sponsorship has been consistent due to the tenacity of James French with help from Martin Hammond. We are in a strong position of 75 sponsors.

The GTC has been represented by Ray Meier at national and international trade shows including the BSC, BE, Kit Plus in the UK and IBC in Amsterdam in the Netherlands and, for the first time, an Apple iPad was used to great effect at BVE to show the work of the Guild and sign-up new members.

In the Council elections this year, James Milligan as IT Administrator together with Peter Rance our Secretary, introduced – for the first time in our history – a new on-line voting system to great effect and cost-saving. Although it attracted a 21% response with 226 voting out of 1079 eligible, I hope the membership will be more forthcoming next time in this important responsibility. James is also looking to making improvements in the membership database and email system. Regarding the election I was most heartened with the number of nominations – the highest ever with 33. For those who failed to join Council I do hope you try again next time.

Students are being encouraged through our Education Officer, Alan Duxbury, who has contacted 72 universities and also organised the Bill Vinten University Awards that continues to gain momentum and recognition since the first event at the ITV London Studios, followed by the University of York and last year at the University of Creative Arts at Farnham. The entries this year were double the first year. Alan Duxbury has done an incredible job for the GTC working with Stuart McKears of The Television and Video Camera Craft Educational Trust. The UCA Farnham evening was streamed live by member Jay Rozanski with Steve Acton and students on camera.

I end my report with news in the very near future, of an exciting launch of the digitisation and availability online of all the Zerb magazines, to be followed by the GTC InFocus. This will be a phenomenal resource, worldwide, and freely readable to all but excluding current issues. All due credit must go for the hard work undertaken by John Tarby and James French.

I have endeavoured to raise the profile of the Guild with occasional letters in national newspapers and articles. As I say farewell as Chairman, I wish the GTC every success in the future in promoting all that is good in our major camera contribution to the art and craft of television, and to encourage and help those that are in, and aspire to be in, our industry.

At the end of his report, James Fulcher thanked Keith Massey for his chairmanship of the Guild and paid tribute to his work on behalf of members. He proposed Keith Massey's report be adopted, seconded by Drew Hartley; agreed nem con.

#### GTC Sponsorship and Advertising Manager's Report *Submitted by James French*

The last year has been another one of consolidation, with regards to both sponsorship and advertising.

## **Sponsorship**

At the time of writing we have 75 full GTC sponsors, comprising many of the leading names in the industry. We have lost a few and gained a few over the past 12 months, including two going into liquidation, owing us money.

We now have four website sponsors and interest has grown markedly since the website redesign.

Once again, I would like to thank all our sponsors for their tremendous support. Without them, we would not be able to provide half the services that we do, without a substantial increase in subs. Please always consider our sponsors' products first and remember to mention the GTC in your dealings with them – you may even get a discount!

## **Zerb**

Advertising in our flagship magazine has remained steady, against a steadily deteriorating trend in the print industry as a whole. Whilst our ads are not cheap, they are much more competitive than ever (our rates have barely changed for over 15 years!) and I believe our advertisers recognise the quality of the finished product and appreciate the efforts that Alison Chapman and I go to, in order to ensure the optimum and fairest position for every single ad. Each is placed in a good position near editorial, rather than languishing with hoards of similar ads, towards the back of the magazine.

## **GTC In Focus**

Our quarterly newsletter continues to improve, both in terms of content and design. I slightly increased the rates in October and this has not resulted in an advertising downturn. I think this indicates how important the publication is to our advertisers, whilst remaining excellent value for money.

## **[gtc.org.uk](http://gtc.org.uk)**

The latest redesign of the website has been a game-changer for the GTC. Thanks to the unbelievably hard work of Alison Chapman, the team at Diablo (the web designers) and others, we now have a modern looking site with increased functionality. This has not only resulted in a remarkable increase in membership applications but also a surge of interest in advertising banners. This has been helped by the hard work of James Milligan, resulting in our banners being unaffected by the latest ad-blocking software.

## **Digital Magazine Archive**

Over the past two years or so, John Tarby and myself have been hard at work, readying all the previous issues of both our magazines to be accessible via the internet. John researched, and finally found, a fantastic quality scanning company, at a reasonable price, collected all the back issues we could find and sent them off. He then checked the pdfs before sending them to me for uploading to the PageSuite site.

We have delayed the official launch of the digital archive for a few weeks but hope it will not be long now. Although some of it is accessible, the current desktop system uses Flash, which will be deprecated from September 2016. So PageSuite are about to launch a full HTML 5 system for desktops (they already have a limited version for mobile) and, when that is ready, we will be good to go.

Obviously, with such a huge number of magazines to process, there will have been some errors and omissions. We would appreciate any feedback on problems encountered. We suspect there may also be a few gaps, due to some decidedly dodgy numbering and labelling of early newsletters. If you think you possess an issue that is not in the archive, please get in touch.

The digital versions will be available to anyone with an internet connection, with the exception of the latest issues, which will only be available to members. Members only will also be able to download issues to their devices, for reading off-line.

The digital archive offers new advertising opportunities. If you are interested, please contact me on [advertising@gtc.org.uk](mailto:advertising@gtc.org.uk) or **07855 743845**

## **My position on Council**

After having held a position on the Council for the best part of 35 years, I have decided to step down at the end of May. This was for many reasons, some personal, but it will allow me to concentrate on just the advertising and sponsorship role in future. For some years, I have been distracted from my central role by such projects as the digital archive, the website redesign, negotiating discounts (especially those involving VW and Mercedes vans), organising several Awards days and many other smaller things.

With such a fantastic influx of people prepared to join Council, I saw it as an ideal opportunity for the old guard to stand aside and a vibrant new team to step in with great ideas and a fresh outlook on the GTC, which must continue to evolve, in order to survive.

I look forward to working for them all in my role and will be pleased to advise, if required. I wish them all well.

#### GTC Awards' Officer Report

*Submitted by Chris Owen*

The Awards process has had a reasonably successful year, with GTC members nominating through the website for programmes that they would like recognized for their standards of excellence.

Most production genres have been included with news, outside broadcasts and documentary attracting strong support, less drama this year and few Sport or studio multi-camera.

It is a very easy process to nominate on line and I would encourage all members to recognise the excellent work that our colleagues are doing day in and day out.

An appeal to all nominators to send programme details in as soon after transmission as possible as production teams often disband quite quickly once a shoot is completed and it can become difficult to contact the key people involved.

The voting panel represented a range of camera skills plus a member of the IAWF for the first time this year and members of Council. We don't have categories in our nomination process, so every production put forward has an equal chance of success based on its own merit.

Voting took place at Pinewood Studios in March and the winning entries are a good cross section of the programme styles put forward.

Council are again presenting the special awards in their gift this year-The Mike Baldock Award, Honorary Membership, Seal of Approval and our highest individual award, the TiCA.

#### GTC InFocus Report

*Submitted by Roger Richards*

There have been four editions published since the last AGM and I hope that members find the newsletters interesting and enjoyable.

The latest edition saw the introduction of a new series of legal advice articles by media lawyer Alex Wade which I hope, alongside our already popular insurance advice pages, members will find informative and useful.

With the assistance of Neil Harrison we are gradually increasing our equipment reviews and, as ever, Clive North and GTC members help provide very informative reports and pictures from the various workshops. We also try and cover the main exhibitions – BVE, IBC, BSC Expo and are hoping to send a GTC representative to NAB next year.

Despite having to switch printers at very short notice I think the quality of the printing has been maintained, and even improved, and we have not had any problems with meeting mailing deadlines.

Thank you to all GTC members who have contributed over the year; contributions from GTC members remain the backbone of the newsletter and I welcome short articles about all aspects of camerawork and equipment.

#### Zerb Managing Editor's Report

*Submitted by Alison Chapman*

This year I really enjoyed working with guest editors Ged Yeates (Autumn 2015), who set a new guest editing record by coming back to do a third issue, and (I think) our youngest ever guest editor Peter Newman. Both did an exceptional job and I am very grateful to them for their help in bringing two good issues of Zerb together at a time when there was a lot going on for me with the development of the new website.

Many thanks also to all those GTC members and sponsors who contributed to the two issues this year and also to those who are planning articles for forthcoming issues – such contributions are the lifeblood of our magazine and the effort is much appreciated. As ever, Advertising Manager James French, ably assisted by his 'assistant' Martin Hammond, have done an amazing job in tempting both old and new advertisers to support our publications by placing ads in Zerb and GTC In Focus.

The designers at Toast continue to do a great job on Zerb, but in the Summer we received the bad news that our previous printers, Berfort Information Press, had gone into administration with no warning,

causing something of a panic to find a new printer in time for the September issue of GTC In Focus, which was due out in a couple of weeks. After a rather hurried but useful tender process we were lucky to find another excellent printer Holywell Press (Oxford-based) who came in at a competitive price and have so far provided an excellent service.

The process of the printers going into administration led to an urgent 'rescue mission' to retrieve the back copies of Zerb that had been stored at the printers, before these were commandeered or 'skipped' by the liquidators. In order to turn a drama into an advantage we took this as an opportunity to reach out to colleges and distributed the spare copies amongst those that expressed interest in taking some for their students.

Last year we announced the great news that the entire back catalogue of Zerb has now been digitised and is accessible to GTC members who can access it via the GTC website. This year we have achieved the same with the back catalogue of GTC In Focus. All of the two publications are now hosted on PageSuite. We are now working with PageSuite to improve the archiving system and, having taken the decision to discontinue the app version which has not proved successful, we are working on how to improve the online offering. We have also been approached by an academic online resource, ProQuest, who would like to include Zerb in their entertainment section. If this goes ahead it will make the back catalogue, excluding the most recent issue, available to academics and researchers and the GTC will receive royalties based on subscriptions and downloads.

We continue with the 'guest editor' system on Zerb and I am currently seeking a guest editor for the Spring 2017 issue in which we may feature, among much else, camera stories from the Rio Olympics. If you fancy doing something different and having a go at editing our industry recognised magazine, please contact Alison on [zerb.production@gtc.org.uk](mailto:zerb.production@gtc.org.uk).

#### GTC Website Administrator's Report

*Submitted by Alison Chapman*

Well, it felt like a long time coming but we got there in the end – the new-look website launched on 17 January this year!

The complete overhaul of the site was very comprehensive but some of the highlights were:

- Fresh new look to give the site a more modern and appealing appearance
- Responsive design so that it works across all devices
- Improved and simplified navigation to make it easier to find content
- Ability for members to pay their subs online and for new applicants to pay their fee at the point of application
- Improved 'Search for a cameraman' facility
- Higher visibility for GTC sponsor news
- Improved image quality for retina display screens
- Recognition of our affiliation with the IAWF on the home page and creation of an IAWF area within the site (work still in progress)

The work on the site represented a major investment of time and money – but was the first such major revamp for several years. The work was carried out by the same company who created the site for us back in 2007 and who have maintained it for us ever since (Diablo Design).

Feedback for the site since the relaunch has been overwhelmingly positive with GTC members and sponsors alike commenting favourably on both the appearance and new functionality. The most tangible immediate benefit to the GTC is that we have seen a marked rise in the number of applications for membership since January. Partly due to the ease of being able to pay at the time of application, many more of these applicants are quickly and efficiently turning into paid-up new members.

As with all similarly complex projects, there were a few small teething problems to start with (for instance, the classified ads feature didn't work as well as we would like but has now been improved). However, as soon as these things have been pointed out to us we have taken steps to correct them. Please do continue to let us know about anything you think could be better as we are eager to carry on improving the site and making it as user-friendly as possible. In particular information that we can add to the 'Technical resources' and 'Student' sections would be most appreciated as these are areas that could both do with improvement.

#### Education Officer's Report

*Submitted by Alan Duxbury*

Contact has been made with 72 universities and further education colleges that offer practical courses rather than 'media studies'. All were offered back copies of Zerb which over 25% took up with Alison's help posting them out.

I have suggested sharing our expertise to universities and colleges. The University of Hertfordshire asked for a cinematographer to hold a masterclass. I put them in contact with an individual but the masterclass was arranged without my knowledge so I was unable to capitalise on the PR opportunity.

### **Bill Vinten GTC University Award**

Entries were double those in the first year so the competition is gaining momentum. Universities have been notified of this year's competition and from the responses I anticipate an increase again this year.

At the moment there are seven people on this year's judging panel and changes to the software mean judging can start as entries are submitted rather than waiting for the closing date. This should give more time for the judges to view.

The award evening at the University for the Creative Arts went well with guest speaker, the Oscar winning cinematographer Billy Williams OBE giving the keynote speech. The event was streamed by oXyFire Media Creative and Jay Rozanski with Steve Acton on camera accompanied by students from UCA. Dave Ballantyne took photographs and James French provided the graphics. Thanks go to Keith Massey for presenting once again.

First place went to Angus Mitchell (Bournemouth University) who received two days' work experience with Martin Hawkins at Pinewood studios. Runner up James Matthews (Northern Film School) has accompanied Mike Wood while Lawrence Fish (University of Portsmouth) assisted on 'Doctors' and was offered a job with Tx who provide facilities and now works with them at their Shepperton Studios base.

This year's awards are planned for October 6th at Bournemouth University

### Welfare Officer's Report

*Submitted by Brian Rose*

This year, apart from the recipients of the Awards Raffle, I have mainly concentrated on individuals rather than on charities.

Over the year, I have been mentoring young people either on courses run by various charities or directly. As the GTC expands its student membership, it's becoming more and more apparent that helping students connect with the 'real world' of working in the industry will become more a more a part of the Guild's remit.

I would like to take this opportunity of reminding members of the important part played by organisations such as the CTBF and the Rory Peck Trust when it comes to supporting cameramen and women who may have hit difficulties in their lives. Those organisations exist to help in hard times, it's your right so please don't hesitate to contact them, either directly or through the Guild.

Finally, after many years serving on Council, I have decided to step aside to allow new blood to join. However, I still hope that I can continue to support the Guild, especially in terms of Welfare.

### GTC Workshop Organiser's Report

*Submitted by Clive North*

Another productive and varied year for GTC Workshops since the last AGM in May 2015! The events held during the year....

#### **18<sup>th</sup> June/20<sup>th</sup> July – 'Studio Camera Operation'**

Two more of our highly successful studio based days courtesy of the kind folks at ITV London Studios.

#### **26<sup>th</sup> August – 'Dealing with Data – a Cameraman's Guide'**

Neil Harrison's comprehensive look at the world of data in relation to camera s - this was held in Leeds but suffered I'm afraid from very poor attendance.

#### **26<sup>th</sup> September - 'Drones & Gimbals'**

Our most successful workshop ever with 100 attendees!

#### **31<sup>st</sup> October – 'Travelling with Equipment'**

Packing kit safely, carnets and flying with batteries were amongst the issues addressed.

#### **12<sup>th</sup> December - 'Dealing with Data – a Cameraman's Guide'**

A London-based re-run of Neil Harrison's workshop this time with a full house of members!

#### **23<sup>rd</sup> January – 'Basic Lighting'**

Another Leeds-based workshop on basic lighting techniques and including electrical theory and safely. Poorly attended.....

#### **20<sup>th</sup> February – 'Grade' Dub & Mix'**

What goes on behind the doors of the grading suite, the dubbing theatre and the online – a fascinating look at work 'downstream' of the cameraman and camerawoman's efforts.

#### **12<sup>th</sup> April – '4K, UHD and HDR'**

Neil Thompson gave a thorough grounding in the latest technology set to change the world of broadcasting yet again!

On the cards in the near future:

28<sup>th</sup> May – a **'Drama Shooting and Lighting Masterclass'** with Nick Dance BSC

**'Basic Lighting'** – a London-based rerun of this workshop.

**'Timelapse & Hyperlapse Photography'**

**'Thunderbirds'** – with the DOP recreating the classic '60's series

**'Studio Camera Operation'** – a double workshop of this annual favourite!

#### Membership Officer's Report

*Submitted by Rex Palmer*

Due in part to our revamped website and to an alteration to the online membership application process, our membership has increased this year. Our affiliation with the IAWF has also added to the total.

We currently have members from 32 different countries around the world, with the majority, naturally, coming from the United Kingdom, where we have just under 1200 members. The rest of the world account for just under 100, giving a total membership of nearly 1300.

The Administrator's report will contain further details.

#### Social Media Officer's Report

*Submitted by James Milligan*

*As noted at previous AGMs in 2014 and 2015, I would like to work with a willing group of volunteers to assist me in this role. If you are interested in taking this role on, please get in touch after the AGM by email.*

Engagement with prospective members and influential accounts via social media is still something of a missed opportunity at present due to lack of time, however I have taken a number of actions this year to tidy up our presence on social media, and increase the security of our accounts. Interactions remain positive across the board, and can only really be improved by having members send/share more images with the GTC both for social media and the website.

#### IT Administrator's Report

*Submitted by James Milligan*

The GTC currently uses a single offline database for managing membership information which has been iterated upon over the years, and still works and provides an easy-to-use workflow for the membership administrator. However, there are a number of drawbacks, the main one being the ability to access the database from anywhere but that local system. I have made significant headway in developing a cloud-based, bespoke system that is easy to use, resilient, and extensible, with the eventual aim of replacing our offline system. There are a range of benefits for doing so, for example integration with other platforms, and automation of common tasks such as reminding members that their fees are due, as well as onboarding new members.

This year saw the first online elections in the history of the GTC, for the 2016-18 Council. This was achieved in tandem with Peter Rance (GTC Secretary), and has at the time of writing seen a good return rate. A significant financial saving was achieved compared to paper ballots, and there was some excellent feedback from members. Additionally, it provided an opportunity to tidy up a number of entries in the membership database where information provided was incorrect or incomplete. For future elections, there are a number of improvements that we could look at to increase the return rate, which would be vastly more achievable with the revamped member database.

With the latest website revamp, I provided some advice and feedback at various stages, although the hard work was done by Alison Chapman, James French, and the team at Diablo. I also provided some workarounds to get our ad banners through common blocking software. Although a user of said software myself, I believe our banners are broadly beneficial to the site, and are quite unobtrusive. This will be an ongoing battle, however, as these packages continually update their detection algorithms and block lists. Next on the cards, in tandem with the online member services project, is to revamp our email system to something more appropriate for our current and planned usage.

#### Forum Administrator's Report

*Submitted by James Milligan*

The forum retains a cadre of excitable members who need a little guidance from time-to-time, but I feel the overall tone and flow of discussions has actually improved over the last year.

Following the investigation & trial into a new discussion platform in 2014-15 which deemed the proposed system viable pending the addition of some specific functionality, I was pleased to be able to report to Council earlier this year that this has been done as a result of another organisation providing funding to the development team. I am therefore hopeful that another trial can be conducted in due course, after the newly-elected Council has had time to settle in. An alternative to Yahoo is ever-more pressing given Yahoo's very public troubles.

#### Equipment Review Report *Submitted by Peter Rance*

We consider reviews in both Zerb and GTC In Focus are important for both our sponsors and our members. We continue to review equipment both from sponsors and others, and hope to finish up with helpful and subjective reviews.

We try and get members to review equipment in a working environment rather than in test conditions. This is not always easy, as liaising between suppliers for kit availability and members with work commitments is sometimes tricky, so we would ask any members who would be interesting in reviewing kit to make themselves known. You can even be selfish and ask to review kit that perhaps you are thinking of buying, probably the best sort of user review we can have.

In the past couple of years I have moved away from reviews of big product announcements - i.e. new cameras - we find that others sometimes have exclusive early access to manufacturers and by the time we go to print the product has been extensively discussed on the internet. However, we did manage to get the Panasonic announcement of their new camera in the last edition of Zerb, although no hands-on.

Instead I have concentrated on smaller items, camera accessories, lighting, grip etc. but hope that in the future we can have more camera user experience pieces, which are sometimes more insightful than straight reviews. This year we have had people write about working with FS7s, Alexa minis, and Panasonic Varicam.

In the past 12 months members have reviewed Blackmagic Video Assist, Wescott Flex lighting, Schneider Xenon Primes, Hillrigs tracks, Cache Media monitors and minicam and even a book.

As I was asked to take over as GTC secretary in the last few months, I have handed the coordinator role to Neil Harrison, who I hope will continue to come up with some great content for the magazines - please volunteer to give him a hand!

#### **RESOLUTION**

It was proposed by Brian Rose the officers' reports were accepted by the meeting, seconded by Clive North.

The meeting resolved to adopt the Chairman and Council Officers' reports for the period ending 31<sup>st</sup> January 2015 nem con.

#### **Statement of Accounts**

The accounts are appended to these Minutes.

#### **TREASURER'S REPORT** **GTC AGM – 22 MAY 2016**

It has been a pleasure to serve as the GTC's Treasurer throughout 2015-16. This is my seventh AGM report since being appointed.

Terry Abrey continues to serve the GTC as Accountant and has continued to provide sound advice over the year. The figures he has prepared show the end of year accounts in more detail. The GTC and Zerb financial years ran from 1 February 2015 to 31 January 2016.

James French provides a summary of advertising revenue in his report.

Here is a summary of the figures for the year (% changes show a change compared to the comparative figure for 31 January 2015).



## GTC

- Income - 5.7% increase in Subscription revenue
- Income – 12.8% increase in Sponsorship revenue
- Expenditure – Council meeting costs remain stable, dropping slightly by 1.5%
- Expenditure – Halving in cost of AGM
- Expenditure - 11% increase in Administration costs
- Expenditure – Large (nearly 200%) increase in Education & Member Services
- Expenditure – Large (142%) increase in the popular and valuable Workshops
- Expenditure – 42% reduction in the cost of hosting the Bill Vinten Awards
- Surplus – Small reduction (-1.7%) in surplus for the year to £39,960
- Bank – 7.6% increase in cash in bank to £156,119

## ZERB

- Zerb – A reversal back to a loss on Zerb, with a trading deficit of £5,793
- InFocus – Small reduction in trading deficit to £7,024
- Website & Email – Large investment in re-vamped website took the trading deficit to £11,626
- Total Deficit – Slowing of the deficit increase (22% last year) with an 8% increase in total trading deficit to £36,027
- Bank – Significant increase in cash in bank from £3,233 at end of last year to £6,279 this year

## GROUP TOTAL

- Surplus
  - 2013-14 £10,335 surplus
  - 2014-15 £7,239 surplus
  - 2015-16 £3,933 surplus

I set-out some highlights of the year:

- Members are reminded that, for tax purposes, we run separate accounts for GTC and our publishing arm, Zerb. Both GTC and Zerb enjoyed good income this year as a result of increasing membership numbers and excellent levels of income from sponsors and advertisers. For another year, this means we have been able to fund our ongoing activities without (a) any consideration about raising membership subscription levels or (b) using any savings reserves.

- The commission deal with VW Cordwallis was renewed for another year, providing more members with great discounts on their new VW vehicles and commission payments for the GTC. In the financial year we invoiced Cordwallis £3,455.80 (a 31.3% increase on 2014-15). We also have a similar scheme with Rossetts Mercedes and look forward to additional income from them in 2016-17.
- The direct debit system for the collection of membership subscriptions continues to be very successful and the majority of members are now on direct debit.
- The GTC now has a savings bond account with Hampshire Bank. £70,000 of funds were placed in the new account in December 2015. This offers a fixed interest rate of 1.9% (significantly better than the 0.4% achieved with our previous savings account). This will yield £1,333.64 in the coming year.
- On debtors, we had two bad debts this year – Ianiro and Bradley Engineering (both in administration). We send statements of account to overdue debtors on a monthly basis, charge interest on overdue debts and take County Court action only if absolutely necessary. As of 31 January 2016 (the end of the financial year) the debtors figures were:

	Current	30 Days	60 Days	90 Days	120 Days+
GTC	£2,675	£3,050	£500	0.00	£4,725
Zerb	£4,245	£240	-£136	£427	£1,306

- On creditors,. At 31 January 2016 the total creditors stood at £6,294 and £10,570 for GTC and Zerb respectively. The Zerb creditors are significantly more than previous years because the year end caught invoices from Diablo (for the new website) and Toast (for the recent Zerb design).
- There was a group surplus for the financial year of £3,933 (this combines figures from the GTC and Zerb management accounts). Although there has been a gradual reduction in surplus amounts over the past three financial years, I do not express any concern at this point. We have gradually increased spending in various areas of our services that are beneficial for members including extraordinary spending on the new website. And, we have also be effected by some bad debts that have artificially reduced the surplus figure. The bank accounts are healthy and I am pleased that, yet again, we have managed to make a surplus at all for the year.
- The Corporation Tax & VAT Returns for 2014-15 have been duly submitted to HMRC.

Simon Roe  
Treasurer  
15 May 2016

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## Auditor's Report

*Submitted by Terry Abrey*

### **Guild**

The Guild continues to maintain its strong financial position. Subscriptions in the year were just over £59k which was £3k more than 2015, and sponsorships were up by £3k at £24k.

However, costs increased in 2016 by £6k. Although there were reductions in several areas, there was increased Workshop activity totalling £3.5k, and some expenditure associated with the affiliation with IAWF. Unfortunately, two customers went into liquidation and we have provided for £1,175 which is unlikely to be recoverable.

The net effect of this was a reduced surplus of £39k, although this was only £600 less than 2015.

The Balance Sheet is still healthy. Excluding the loan to Zerb, assets increased by 7k to £153k, which is represented by cash balances.

The Guild advanced a further £33k to Zerb to support its publications, making the total outstanding £280k. As usual, I must point out that this amount should be treated as irrecoverable as far as the Guild is concerned. These transfers to Zerb are treated as a loan for valid tax purposes, and in the past we have written this debt off in both the Guild's and Zerb's books, and I recommend that the Council considers this again.

### **Zerb**

The cost of Zerb, In Focus, and the website and e-mail activities, is more than the combined advertising income generated, which requires funding from your Guild subscriptions. During the year direct costs included £7k on redesigning the website, contributing to an increase in the deficit to £25k. Overheads were £11K, making a net deficit of £36k. As referred to above the Guild loaned £33k to Zerb to fund this deficit during the year.

The main overhead expense is the sponsorship of the Guild awards event which cost £7k. However, as with the Guild, mutual customers went into liquidation and we have provided for £1,110 irrecoverable debts.

A narrative of the Guild's finances was presented by Simon Roe, where he drew members' attention to the salient items in the accounts. Clive North asked for clarification on the income and expenditure in respect of workshops, which Simon Roe was happy to provide.

The accounts were presented by Terry Abrey, the Guild's appointed auditor. He gave an explanation of both the Guild's accounts and those for Zerb. He particularly mentioned two bad debts; he stated that although this was something of which to be aware, the Guild had very few instances of where bills remained unpaid.

Overall the accounts showed a small surplus. He recommended the Guild wrote-off the loss on the Zerb account, which was done on a periodic basis. He touched on the Guild's tax arrangements, and reassured members there were sufficient funds to meet all its obligations.

There were no questions to the auditor. A vote of thanks was offered to Mr Abrey.

<b><u>GUILD OF TELEVISION CAMERAMEN</u></b>						
<b><u>BALANCE SHEET</u></b>						
<b><u>31st JANUARY 2016</u></b>						
				<b><u>2016</u></b>		<b><u>2015</u></b>
				<b><u>£</u></b>		<b><u>£</u></b>
<b><u>FIXED ASSETS</u></b>						
Office and Display Equipment				0		0
<b><u>CURRENT ASSETS</u></b>						
Loan : Zerb				279,898		246,898
Debtors and Payments in Advance				18,405		22,336
Bank Accounts				156,119		145,105
				454,422		414,339
<b><u>LESS : CURRENT LIABILITIES</u></b>						
Bill Vinten Award Fund				(420)		730
Creditors				21,473		20,160
				21,053		20,890
Net Current Assets				433,369		393,449
				<b>433,369</b>		<b>393,449</b>
<b>REPRESENTING :</b>						
<b><u>General Fund</u></b>						
Balance : 1st February 2015				392,812		352,216
Surplus for the Year				39,920		40,596
Balance : 31st January 2016				432,732		392,812
<b><u>Mike Baldock Award Fund</u></b>						
Balance : 1st February 2015				637		637
Award costs						
Balance; 31st January 2016				637		637
				<b>433,369</b>		<b>393,449</b>

<b>ZERB : THE JOURNAL OF THE GUILD OF TELEVISION CAMERAMEN</b>					
<b>BALANCE SHEET</b>					
<b>31ST JANUARY 2016</b>					
				<b>2016</b>	<b>2015</b>
				<b>£</b>	<b>£</b>
FIXED ASSETS					
	Computer Equipment				
CURRENT ASSETS					
	Debtors			17,932	16,299
	Bank			6,279	3,233
				24,211	19,532
Less: CURRENT LIABILITIES					
	Loan: Guild of Television Cameramen			279,898	246,898
	Creditors			16,952	9,246
				296,850	256,144
NET CURRENT ASSETS (LIABILITIES)				(272,639)	(236,612)
				<b>(272,639)</b>	<b>(236,612)</b>
REPRESENTING :-					
Accumulated Fund					
	Balance : 1st February 2015			(236,612)	(203,255)
	Loss for the Year			(36,027)	(33,357)
Balance : 31st January 2016				<b>(272,639)</b>	<b>(236,612)</b>
I have examined the above Balance Sheet and annexed Trading and Profit and Loss Account and confirm that they are in accordance with the books					

[illegible]

<b>GUILD OF TELEVISION CAMERAMEN</b>					
<b>INCOME AND EXPENDITURE ACCOUNT</b>					
<b>YEAR ENDED 31st JANUARY 2016</b>					
				<b>2016</b>	<b>2015</b>
				<b>£</b>	<b>£</b>
<b>INCOME</b>					
	Subscriptions			59,294	56,094
	Sponsorships			24,104	21,365
	Interest Received			201	283
	Donations			2,140	2,631
				85,739	80,373
<b>EXPENDITURE</b>					
	Council Meetings			7,444	7,558
	Annual General Meeting			1,289	2,867
	Administration Expenses			21,512	19,377
	Audit			800	550
	Education & Members' Services			1,534	518
	Awards Event			824	(73)
	Workshops			6,022	2,486
	Bill Vinten Awards			2,630	4,571
	Donations made			1,785	1,360
	Doubtful debts			1,175	
	Promotion			764	506
				45,779	39,720
	Surplus			39,960	40,653
	Corporation Tax on Interest			40	57
	<b>Surplus for the Year</b>			<b>39,920</b>	<b>40,596</b>

## **RESOLUTION**

It was proposed by Max Hodgetts and seconded by James Fulcher to accept the accounts as presented.

The meeting resolved to adopt the accounts, duly audited, for the period ending 31<sup>st</sup> January 2016 nem con.

## **Address by Robin Smith of the IAWF**

Robin Smith gave an overview of the history of the International Association of Wildlife Filmmakers and its members.

## **Announcement of Results of Ballot for Council Members 2016-18**

Peter Rance announced the names of the persons who had been duly elected to serve on Council for the period 2016-2018. It was announced 32 candidates had been nominated for 20 vacancies, with the ballot conducted on line. The turn-out was 21%. The new Council comprised:

Alison Chapman, Clive North, James Milligan, Peter Rance, Max Hodgetts, Hazel Palmer, Chris Yacoubian, Alan Duxbury, Roger Richards, Sally Garrett, Mari Mamamura, Graham Maunder, Simon Roe, Simon Edwards, Neil Harrison, Michael Sanders, John Tarby, Rex Palmer, John Rossetti, Ray Meier.

Council paid tribute to the three members of Council who had not sought re-election and also those who had not been successful in the current election.

Mark Howe stated he had only received one notification of the ballot, and it had not been made clear when the ballot closed. It was noted the date given was written in a US format which may have led to some confusion.

Graham Maunder asked what the turnout had been in previous elections, but was told this figure could not be found.

## **Any Other Business**

There was no formal business raised by members.

Alison Chapman asked members take away a membership pack to pass on to potential members and to encourage them to join the Guild.

Members were encouraged to buy ticket for the raffle being held today in aid of the CTBF.