

Minutes of the 45th Annual General Meeting of

The Guild of Television Cameramen

Sunday, 14th May 2017

A Day in the Country, Upper Aynho, Banbury, Oxfordshire at 12.30pm.

Those attending

Alison Chapman	Zerb Managing Editor and Website
Alan Duxbury	Education and Vinten University Awards
Simon Edwards	Vice Chair
Sally Garrett	Council Member
John Henshall	President
Graham Maunder	Chair
James Milligan	IT Administrator
Clive North	Workshops Co-ordinator
Hazel Palmer	Council Member
Rex Palmer	Council Member
Simon Roe	Treasurer
Mari Yamamura	Awards
Peter Rance	Secretary
Neil Harrison	Council member

James French
Hamdy Taha
Peter Baughan
Roger Richards
Graham Dougal
Peter Newman
Paul Johnson
Kerren Marshall
Matt Grant
Karen Hall
Mike Connelly
Andrew Mott
Ian Watts
Rob Whittaker
Melisa Bustamente
Alan Roberts
Chris Owen
Keith Massey
Rob Emmanuel
Neil Harrison
Jay Rozanski
Matt Worthington
Keith Gibson
James French
Jules Greenaway
Neill Thompson
Graham Risdon
Fiona Schimmel
Dudley Darby

Paul Kay
Robert Fuller
Dan Cassen
John Henshall
Paul Bridgeman

Minutes of the 44th Annual General Meeting

The Minutes of the 44th Annual General Meeting were circulated via the website and were available at the meeting. It was proposed that the Minutes be agreed as a true record; this was carried nem con. Graham Maunder 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

Graham Maunder presented his report on the conduct of the Guild and Council over the past year.

My first year as Chairman has been a real eye-opener for me and has made me realise that I think it would be prudent in the future the Chairman is elected from someone who already has a working knowledge of the Council, either a current or former Council member for instance as there is so much to learn and understand in the running of our great organisation and I really don't think, as a working cameraman with a very busy schedule already, that I was ready for it.

Having said that, I have tried to be as good a Chairman as possible and have managed to attend all the Council meetings so far as well as trying to keep a presence on the forum and elsewhere.

The GTC has had another very eventful year this year with the renewed debate about the name change once again coming up. Council, quite rightly have decided that this needs to be put to bed once and for all so that we can move on with everything the GTC stands for and not be distracted by the problem that expanding on the initials has given us.

My first 'official role' as Chairman was on the 6th October when I attended and presented the fourth GTC Bill Vinten University Awards at the University of Bournemouth. It was a great success thanks to the hard work by Alan Duxbury and Clive North in particular and a great team on the night including Jay Rozanski who once again streamed the event live. Thanks to Jay who brought his own technical equipment to make this possible combined with the resources from the students at Bournemouth University. The top three prizewinners were present with the main prize awarded to Krister Gressum Antonsen, University of York. The overall Bill Vinten University Trophy which is presented to the university with the highest combined score for three films from different genres was won by University of Portsmouth. A highlight was a speech given last year's winner Angus Mitchell who had gained some valuable work experience with Martin Hawkins and also on the latest Star Wars film! Not a bad start to a career. It was a great prestigious evening for the GTC and a valuable event to encourage and attract new members to the GTC.

Throughout the year there has been a great range of benefits available to members including the normal fine selection of workshops from Clive North, newsletters and Zerbs all brimming with great articles and some new benefits that Council have been proud to present after a lot of hard work behind the scenes. This year the GTC have launched their own PLI (Public Liability Insurance) for instance and a new 'credit card style' membership card which looks a lot more professional. Many congratulations to everyone involved with all of the above.

Finally, I would just like to say a massive thank-you to my fellow Council members and the other people who work behind the scenes to make the GTC what it is. I have been made very welcome and people have been very patient with my start as Chairman for which I am very thankful.

I'm hoping that with a slightly lighter workload and a following wind and increased knowledge my role will become more complete in my second year.

GTC ADMINISTRATION ANNUAL REPORT MAY 2017

It has been an extremely busy year for the administration side of the organisation.

We have gathered new members at a steady rate and now, have a total membership of 1301 with 69 of those being part of our international membership. The integration of the IAWF is on going with a total of 53 IAWF members now having joined the GTC.

In January we introduced a new style hologram membership card, which will also serve as a useful identity badge. If photo i.d. is required, members need to send a passport style picture by email to the admin office, and this can be printed on the card and sealed.

I have carried out a great deal of work on the database system that helps us carry out the day-to-day administration. This is now working very well enabling a smooth introduction of the GTC public liability insurance scheme, helping greatly to ease the burden of administering this great new membership benefit.

A membership sub committee has been setup to help organise a campaign to promote the GTC and encourage new members. This is being done in conjunction with exhibitions manager Sally Garrett, with new publicity material being printed and setting up the ability to enrol members online at our exhibition stand.

Roger Richards
GTC Administrator
May 2017.

Bill Vinten GTC University Awards/education report - May 2017

The 2016 film competition for undergraduates was won by Krister Antonsen, with runners up Alex Lines and Tom Stibbs at the ceremony held at Bournemouth University last October. All have completed their work experience in Birmingham and at the London Studios. The University of Portsmouth won the University Trophy and will host this years ceremony on October 19th.

The awards were sponsored for the first time by Vinten, through Peter Harman, Head of Global Product and Sales Training, who are kindly continuing to sponsor this years competition.

The 2017 Awards were launched in March with some new software as Stuart McKears has stepped down. Several universities have already said they'll be taking part.

The judging panel is in place, trophies ordered and a recce completed at Portsmouth by Hazel Palmer and Alan Duxbury.

Re Education. Universities are going through a process with 'Athena Swan', "Recognising advancement of gender equality: representation, progression and success for all." The anticipated name change should help with universities engaging with the GTC further.

Mark Bond of Bournemouth University has expressed an interest in helping the GTC, possibly with the Academy idea which has also been mentioned to Ben Thompson at Portsmouth. Being in the centre of town, Portsmouth has limited space during term time which could preclude them as an option for an academy trial, planned to coincide with the Bill Vinten GTC University Awards, but this is still being discussed.

Zerb Managing Editor report 2017

This year I have enjoyed working with guest editors John Rossetti (Autumn 2016), who brought his lighting expertise to the job to give the issue a lighting theme, and Ashley Meneely, who brought a cutting-edge thrust to the magazine due to his great contacts in the exciting new worlds of VR and 360o shooting. I am very grateful to both of them for their help in bringing another two good issues of Zerb together. We are also appreciative of the strong editorial contributions from IAWF members that are a great new aspect of Zerb.

Many thanks also to all those GTC members and sponsors who contributed to the two issues this year and 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, including a refresh of the cover design on the Spring issue. Meanwhile, last year’s potential disaster of our printers going into administration at short notice has actually proved to be something of a ‘silver lining’ as the new printers Holywell Press are doing a very good job on both Zerb and GTC In Focus at a good price and they couldn’t be more helpful.

‘Digital Zerb’ is now available online for all to access – but with different access rights for members and non-members. GTC members can access all issues including the most recent one, plus they can download any material they like. Non-members cannot see the latest issue and have to apply for permission to download material. There is a short resume of each back issue in the section <http://www.gtc.org.uk/publications/zerb.aspx> but in any case the entire PageSuite collection of issues is searchable and the search function works very well. GTC members wanting to enjoy the full access rights should always enter the archive via this member login page: <http://www.gtc.org.uk/publications/gtc-member-digital-editions.aspx>

Negotiations continue with ProQuest, an online archive of magazines and other publications, which makes the publications available to academic institutes and other researchers. ProQuest is interested in including Zerb in its Arts section. This is likely to happen in 2018 and will potentially produce an extra income stream for the GTC.

We continue with the ‘guest editor’ system on Zerb. Council Member Hazel Palmer is currently looking after the Autumn issue but there is a space for the Spring 2018 issue. 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

Alison Chapman Zerb Managing Editor

GTC Secretary Report

Since the last AGM, council has held 6 council meetings, all quorate as required by our constitution

. There has been a move to have meetings on week days as we have found that more people are able to attend, and we have also held meetings in new venues, including SandStorm studios in Swindon, who are one of our new sponsors. The only downside of the mid week meetings has been the unavailability of our minutes secretary Sue Hynard, which means minutes have to be taken and written up by council members, a surprisingly onerous task.

Everyone is reminded that all council meetings can be attended by members as an observer, and we would very much encourage this especially if you are thinking of standing for council, the next election would precede the 2018 AGM. I shall announce the dates and venues of meetings on the GTC forum.

Minutes of meetings are also available on request.

My aim was to present a resolution to the 2017 AGM in order to give members the opportunity to vote on a crucial change of name of the Guild. Unfortunately some objection to the (constitutional) way council intended to proceed caused us to re-consider, and we shall shortly have a ballot amongst members to choose a suitable alternative name, and a new resolution including this name will be presented at an Emergency General Meeting called by council. If the resolution is passed this will mean that the name can be changed in good time for the next AGM.

IT Administrator Report (James Milligan)

The year started off by moving Council away from our legacy email system to the more modern G Suite platform provided by Google (previously known as Google Apps for Work) for both email, groups, and file sharing. Although there continue to be some issues for certain users, broadly the migration has been successful. There are further improvements to be made regarding email delivery (tightening up our SPF records), but these rely on other projects being completed before they can progress.

Over the last year, I have continued to work on the new membership system, which is currently comprised of two components - the 'GTC API', and the 'GTC Office'. I haven't made as much progress as I'd have liked due to the time constraints of full-time work, but I'm happy to say that in the last 2-3 months the pace has picked back up to a more acceptable level. The plan is to release a read-only version of the system over the summer which is initially used by Council for a variety of tasks to prove that the system will work as intended, and save time for Council as a whole. Once this has been proven, further functionality can be added, and wider access for members should follow later in the year. The final stepping stone will be to only use the online system, and move away from the current database - which will clearly involve some more thought and work.

If any members are familiar with software development, particularly with RESTful APIs, Java (Dropwizard), JavaScript (Backbone.js/Marionette.js), or NoSQL databases (MongoDB), please get in touch - james.milligan@gtc.org.uk - as it would be beneficial to have other developers on hand should I become unavailable.

As always there have been other, smaller projects which take various priorities, but include things such as setting up a temporary streaming server for the 2017 GTC Awards, an awards management system for the 2017 Bill Vinten University Awards, and several other one-off tasks for specific projects throughout the year.

Day-to-day social media is now mainly handled by Exhibitions Officer Sally Garrett who has worked wonders with the new Instagram account, particularly around exhibitions. I continue to run social media for the AGM & Awards day alongside others such as Alison Chapman.

The forum continues to be a pain point for all as we continue to use Yahoo. I'd ask members to remain patient and understand that we want to move to a different system as much as they do. Moving to another provider right now will land us with the same amount of administrative work, perhaps more. Once an initial online membership system is running, the intention is to attempt another trial run with a system that will be integrated from the start, so that a new member need not have to email anyone and wait for the manual process of invites etc to be completed, they will have access as soon as their membership is processed. This will work through technology similar to Single Sign On (SSO) whereby you have a single GTC login for all of our services.

GTC Workshops Organisers AGM Report May 2015-May 2016

Another productive and varied year for GTC Workshops since the last AGM in May 2016! The events held during the year....

On 28th May **'Drama Shooting & Lighting'** workshop ran, with DoP Nick Dance BSC officiating. With facilities provided by Dukes Island Studios, Presteigne Broadcast Hire, ARRI and PANALUX lighting we had around 90 members and fee-paying guests attending.

The only downside was the considerable expense incurred in commissioning a three-wall set for Nick to light – something which I had struggled to find a way around but had to admit defeat in the end. No set = no workshop.

The 4th August saw a re-run of our earlier workshop **'4K, UHD and HDR'** at Sony's Digital Motion Picture Centre at Pinewood. This was to benefit some of the 30-odd members who were excluded from the April session due to the workshop being over-subscribed. Neil Thompson officiated for us again.

On the 13th August our 'hardy annual' **'Studio Camera Operation'** took place at ITV London Studios, courtesy as ever of Chris Owen. Around 35 members availed themselves of the opportunity and GTC member Mike Scott came along again to tutor on Steadicam. Vinten were represented on the day to garner feedback from users on their products and CueScript provided their new teleprompter designed for jibs and cranes.

On October 1st we held **'Changing Time & Focus'**, a workshop looking in detail at timelapse and hyperlapse photography. Manchester-based expert Paul Richardson came down to ARRI for the event, which also included input from Triggertrap (who produce camera triggering apps). Additionally I Oliver Christiansen came along to demo his 'Cinefade' kit which enables depth of field changes to be made during a shot without affecting overall exposure.

Our 12th Nov offering **'The Lighting Revolution'** with Neil Harrison at Clear Cut Pictures in Shepherds Bush was well attended with around 55 members plus a couple of 'paying guests'. Cirrolite provided the lighting kit and covered the costs of catering but, due to the cold weather and the venue being unheated, I had to hire in (at some cost) a couple of space heaters to take the edge off the cold!

'Shooting for HDR' at the Dolby Theatre in Soho on 25th Jan ran very well with member John Hoare in the chair with co-presentation by colourist Kevin Shaw. Panasonic kindly provided a large HDR screen for us. 70 had booked for the day but after cancellations and no shows the final figure was more like 40.

Coming up.....

‘VR & 360’ a workshop supported by Videoeurope and presented by Steve Cholerton and Ashley Meneely (who covered the subject in a recent Zerb) along with Ollie Stratton from Videoeurope will run on June 17th. BBC Wales will also be attending to showcase their work with these new systems.

‘A Beginners Guide to Live Streaming’ with Steve Ryder of Stryder TV and Malcolm Hartland who will be providing Live U kit support. Date tbc.

Our annual summer visit to the ITV London Studios for **‘Studio Camera Operation’**. Date tbc.

In planning.....

‘Large Format Zoom Lens Shoot-Out’ helmed by Neil Harrison and Michael Sanders and sponsored by Shift 4. This will comprise a series of lens tests on the new lightweight and more budget-priced large format zooms for a Zerb review and the results will be presented, along with demos of some of the tests etc, at the workshop. Talks on other aspects of modern and vintage lenses are planned for inclusion.

A visit to the **Sony factory** at Pencoed, South Wales where they produce the HDC 4300 camera. To be accompanied by ex Sony consultant engineer and trainer Neil Thompson.

A workshop on the filming of the revamped **‘Thunderbirds’** series by member David Hicks - awaiting clearance by the producer.

In the Autumn, two major workshops with Panasonic highlighting the use of their latest Varicam LT cameras for high end drama and documentary work. To be held both in the North and the South of the UK.

Clive North
GTC Workshops Organiser
9th May 2017

Ambassador’s Report

Keith Massey

Since being appointed later last year by council with an open brief to try and continue with my work behind the scenes in promoting the GTC and the importance of our camera role in production and the fact that as I am not filming for television now, I can tackle sensitive issues without fear of loss of work as a freelance. Last year I managed to secure a meeting with the then Secretary of State, John Whittingdale, to discuss television programme making and other matters of importance that impacts on our work.

Annoyingly, as happens in the political arena, the Secretary of State lost his job in the re-shuffle and so I have again applied for another meeting with his successor but, again, we are now in another state of flux with the calling of a general election so, frustratingly, I shall have to wait and see if my request is accepted.

I have attempted to have letters and an article published in the national and regional newspapers, but as far as the national newspapers are concerned they have now become almost impossible to crack as they all have very serious issues of survival due to the internet.

On the GTC Forum in January there were complaints about an item on The One Show on primetime BBC I and I wrote to the BBC Director General, Lord Hall, and also to the Editor of The One Show, complaining of the low technical standards. I received a personal reply from Tony Hall, who had passed my letter onto the editor for an explanation who replied to him that they couldn't always use a professional cameraman due to the programme budget. Tony Hall was concerned but said he appreciates the GTC's efforts to try and maintain standards.

I have written to Mr Willy Walsh, CEO of International Airlines Group (IAG) who own British Airways, Are Lingus, Iberia and Vueling to see if a meeting can be instigated to see if anything can be done to help GTC and IAWF camera crews's lives being made easier transporting expensive equipment around the world and the restrictions of the on board allowance and the possibility of damage to equipment in the hold. I am awaiting a reply.

RESOLUTION

It was proposed by Peter Rance 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 31st January 2017 nem con.

Statement of Accounts

The accounts are appended to these Minutes.

TREASURER'S REPORT GTC AGM – 14 MAY 2017

It has been a pleasure to serve as the GTC's Treasurer throughout 2016-17. This is my eighth 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 2016 to 31 January 2017.

Sophie Day continues to assist me as bookkeeper.

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 2016).

GTC

- Income – A surge in GTC (non-IAWF) subscription revenue, up by 8.2%
- Income – An additional £2,625 from IAWF subscriptions. Some of this money is due back to the IAWF.
- Income – Following the 12.8% increase in Sponsorship revenue in 2014-15, James French managed a further 32.1% increase this year. Well done, James.
- Income – increased savings from income and moving some money to Bonds and higher interest Community Savings accounts increased bank interest earned from £201 to £1,424 in a single financial year
- Expenditure – Council meeting costs reduced considerably, dropping by over £1,000.
- Expenditure – 17.8% increase in administration costs. The additional work and resources required for new members and increased services for members has contributed to this.

- Expenditure – A large (over £1,000) reduction in Education & Member Services. This is one area where Council would like to increase funding over the coming years.
- Expenditure – A gentle, but sustainable increase of 16.7% in the cost of providing popular and valuable workshops. Still incredible value for money for members.
- Increase in expected Corporation Tax from £40 to £285.
- Bank – 6.4% increase in cash in bank to £166,073

ZERB

- Zerb – As expected, a loss on Zerb. This year at £37,192.
- Write-off – Two bad debts totalling £1,110 had to be written off this year.
- Bank – Stable level in account from start to end of the year.

GROUP TOTAL

- Surplus
 - 2013-14 £10,335 surplus
 - 2014-15 £7,239 surplus
 - 2015-16 £3,933 surplus
 - 2016-17 £19,661 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.
- We have been able to promote new schemes to our members, including the Public Liability Insurance scheme. The GTC makes no surplus from this scheme and, in fact, uses its funds to subsidise the administrative cost of assisting Performance in running the scheme.
- 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. We also have a similar scheme with Rossetts Mercedes and the commission payments have now started to flow from them.
- The GTC now has two savings accounts: the first a 120 Day Notice account with Hampshire Bank, in which £40,000 has been deposited. And a new bond account with Cambridge & Counties bank with a £74,000 balance. The current account and savings are split to take advantage of higher interest rates across a variety of providers and to ensure that no single account holds an amount greater than that guaranteed by the Government in case of a bank collapse.

- On debtors, we wrote-off 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 2017 (the end of the financial year) the debtor figures were: GTC (£14,939, down from £18,405) and Zerb (£17,931 – almost identical to the end of 2016).
- Creditors. At 31 January 2017, the total creditors stood at £19,467 and £7,861 for GTC and Zerb respectively.
- There was a group surplus for the financial year of £19,661 (this combines figures from the GTC and Zerb management accounts). After a gradual reduction in surplus amounts over the past three financial years, I'm pleased to report a very large upswing in surplus for this year. We did not have significant outgoings this year (last year we had the website re-build). The bank accounts are therefore healthy and I am pleased that, yet again in these challenging times, we have managed to make a surplus at all for the year.
- The Corporation Tax & VAT Returns for 2015-16 have been duly submitted to HMRC.
- Both Roger Richards and Sophie Day requested small increases in their payment rate this year. Council unanimously agreed to the increases. Roger's rate was based on a historical rate over 5 years ago and was due a review in any case.

Simon Roe
Treasurer
9 May 2017

RESOLUTION

It was proposed by Graham Maunder and seconded by Simon Edwards to accept the accounts as presented. The meeting resolved to adopt the accounts, duly audited, for the period ending 31st January 2017 nem con.

Any Other Business

There was no formal business raised by members.

GUILD OF TELEVISION CAMERAMEN					
BALANCE SHEET					
31st JANUARY 2017					
			2017	2016	
			£	£	
FIXED ASSETS					
Office and Display Equipment			1,469	0	
CURRENT ASSETS					
Loan : Zerb			327,208	279,898	
Debtors and Payments in Advance			14,939	18,405	
Bank Accounts			166,073	156,119	
			508,220	454,422	
LESS : CURRENT LIABILITIES					
Bill Vinten Award Fund				(420)	
Creditors			19,467	21,473	
			19,467	21,053	
Net Current Assets			488,753	433,369	
			490,222	433,369	
REPRESENTING :					
General Fund					
Balance : 1st February 2016			432,732	392,812	
Surplus for the Year			56,853	39,920	
Balance : 31st January 2017			489,585	432,732	
Mike Baldock Award Fund					
Balance : 1st February 2016			637	637	
Award costs					
Balance: 31st January 2017			637	637	
			490,222	433,369	

GUILD OF TELEVISION CAMERAMEN					
INCOME AND EXPENDITURE ACCOUNT					
YEAR ENDED 31st JANUARY 2017					
			2017	2016	
			£	£	
INCOME					
Subscriptions			64,179	59,294	
Subscriptions - IAWF joint members			2,625	0	
Sponsorships			32,988	24,104	
Interest Received			1,424	201	
Donations			3,407	2,140	
			104,623	85,739	
EXPENDITURE					
Council Meetings			6,299	7,444	
Annual General Meeting			1,351	1,289	
Administration Expenses			25,359	21,512	
Audit			575	800	
Education & Members' Services			483	1,534	
Awards Event			2,313	824	
Workshops			7,029	6,022	
Bill Vinten Awards			2,239	2,630	
Donations made			1,103	1,785	
Doubtful debts				1,175	
Promotion				764	
Depreciation			734		
			47,485	45,779	
Surplus			57,138	39,960	
Corporation Tax on Interest			(285)	(40)	

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