



## ANNUAL GENERAL MEETING OF THE HAND ENGRAVERS ASSOCIATION

THURSDAY 4 MAY 2017 at CRAFT CENTRAL, 4.00pm

Present: Angus McFadyen (Chair)  
Duncan Baird-Murray (Vice-chair)  
Alan Craxford (Vice-chair)  
Tim Roberts (Treasurer)  
Chris Rowley (Founder)  
Sally Dodson (Membership & Finance Coordinator)  
Jack Elliot  
Barry Green  
Miriam Hanid  
Anna Rowley  
Jane Short  
Rebecca Skeels  
Louise Sorrell  
Clare Street  
David Wood-Heath  
Anastasia Young

Minutes taken by Sally Dodson

- 1) APOLOGIES received from Ruth Anthony, Phil Barnes, Griselda Bear, David Bedford, Mark Hunt, Lucy Moseley, Wayne Parrott, Rodney Rigby, Joanna Migdal and HS Walsh.
- 2) THE 2016 AGM MINUTES had been received (pre circulated by email), approved at the meeting by Chris Rowley and seconded by Angus McFadyen.
- 3) MATTERS ARISING FROM 2016 MINUTES: none.
- 4) THE FINANCIAL STATEMENT FOR YEAR ENDING 31 DECEMBER 2016 had been received (pre circulated by email), approved at the meeting by Angus McFadyen and seconded by Duncan Baird Murray. Tim Roberts reported that the Association's finances were in good health and Chris Rowley stated that to put 2016 into context, the Association struggled to break even in the first five or six years, so today's position is fantastic.

- 5) THE CHAIR'S REPORT had been received (pre circulated by email).
- 6) PROPOSAL TO BECOME A CHARITABLE INCORPORATED ORGANISATION: Tim Roberts presented the proposal (that had been pre circulated by email).
- a. Discussion of the proposal, the following queries and points raised:
    - i. Jane Short enquired whether a CIO run by trustees is the same as the current committee set up. Tim Roberts confirmed yes; a constitution is still required, a minimum of three trustees need to be appointed to become registered, after initial registration further trustees can be appointed at later meetings. Sally Dodson commented that trustee meetings would have an open door policy where any Association member may attend. The trustees may also appoint Advisors, volunteers who can assist with specific projects or working groups but do not have the responsibility (and expected attendance at meetings) of a trustee role.
    - ii. Chris Rowley enquired whether there are any financial costs to becoming a CIO, specifically would the Association be liable to tax. Tim Roberts confirmed that the Association would not have to pay tax if it was a CIO and in fact the Association would benefit as it would be eligible to claim Gift Aid on donations.
    - iii. Jane Short enquired whether it is possible for people who are engaged by the Association for paid services such as teaching can become trustees. Tim Roberts confirmed yes. Sally Dodson expanded that the Charity Commission guidelines make it clear that a trustee cannot be paid for being a trustee and the work that role involves but they can be paid for other services. However, a trustee cannot vote on decisions that relate to services they offer. Also, the Association cannot pay over the market rate for services offered by a trustee.
  - b. Approval of the proposal: Angus McFadyen proposed that the Hand Engravers Association applies to become a Charitable Incorporated Association. There were no objections and all members present unanimously voted yes.
  - c. Angus McFadyen thanked Tim Roberts for all his hard work so far on the proposal.
- 7) ELECTION OF TRUSTEES AND OFFICERS:
- a. Angus McFadyen asked if anyone else would like to stand forward as trustee. There were no new nominations.
  - b. Sally Dodson stood down from original nomination list as felt she would have to absent herself from trustee discussions too often due to her freelance work for the Association
  - c. Angus McFadyen proposed the following to become trustees:
    - Duncan Baird-Murray
    - Phil Barnes
    - Alan Craxford
    - Angus McFadyen
    - Lucy Moseley

Rodney Rigby  
Tim Roberts  
Chris Rowley

It was put to the vote and members unanimously voted yes.

- d. Angus McFadyen stated the role of Vice-Chair has historically been the previous Chair. He suggested that Vice Chair should be Chair-Elect. Chris Rowley suggested Chair-Elect should be a separate role. No decision to amend or expand Officer roles of Chair, Vice-Chair, Secretary, Membership Secretary and Treasurer taken.
- e. Angus McFadyen proposed the following to become/continue Officer roles:

|                     |  |
|---------------------|--|
| Angus McFadyen      | Chair                                  |
| Alan Craxford       | Vice Chair                             |
| Duncan Baird Murray | Secretary                              |
| David Bedford       | Membership Secretary (but not Trustee) |
| Tim Roberts         | Treasurer                              |

It was put to the vote and members unanimously voted yes.
- f. Angus McFadyen thanked all the trustees and officers for standing.

8) Any Other Business:

- a. Chris Rowley asked Angus McFadyen to update the rest of the group on discussions from the preceding Executive Committee Meeting.
- b. Angus asked "how can we as an Association share what we do to a broader audience". Alan Craxford related how John Farman originally approached the Association as an engraving novice. Due to his location, age and family commitments he could not get a formal apprenticeship but Alan could see his potential and clear enthusiasm so offered informal tutoring and mentoring, some at Alan's workshop, some by phone/email. John is now a professional engraver and working on jobs for Westley Richards. Angus asked whether this model of training could be rolled out with very little formality and should the Association pursue this idea? The general consensus was yes although there were many considerations to be properly thought through such as payment for the tutors.
- c. Alan Craxford asked whether with the re-launch of the Association's website, a new logo was needed? The current logo was designed 10 years ago by Alan Craxford and Judy Head. Designed primarily to be used as a letterhead, it works wonderfully in print but not so well on a screen particularly on social media where a small scale logo can only be used. Duncan Baird Murray suggested a cipher or monogram but Chris Rowley warned of the lack of identity and meaning just "HEA" represents. Angus McFadyen asked whether the Association wants to change its logo and the consensus was yes.
- d. Chris Rowley updated the group that after having looked after the Association very ably for many years, Jessica Turrell was stepping down as Administrator. Sally Dodson would be taking over those duties and having increased responsibilities so would now be Association Manager. Emma Guest continues to be Newsletter Editor.
- e. Angus McFadyen thanked Sally Dodson for all her help.

Annual General Meeting closed at 5:02pm.