

Minutes of Institute of Videography AGM held online on 23rd March 2022

The AGM 2022

Executive Members Present:

1. **Members present:** Tony Manning (Chair), Zulqar Cheema (Treasurer), David Hunter (Executive Member), Alvin Burrell, Gavin Gration, Mike West, Brian Rose, Derek Spicer , Graham Bernard and Brian Rae
2. Apologies and Proxy Forms were received from Chris North, Ian Sandall, Brian Hibbit and Thomas Hill
3. The minutes of the meeting of the AGM of 2021 were taken as read. One point had been raised by Ian Sandall through his proxy form. Some discussion took place about whether the minute could be approved if a member had raised an issue with them. Brian Rose advised that a majority vote would be sufficient for the minute to be approved. During the course of the meeting Ian Sandall had clarified that his concern related to the publication of Focus Magazine. The reference to this was in item f) of the Chairman's report. The meeting concluded that the wording
"Focus Magazine. We hope that the dispute that is currently preventing the publication of the magazine can be resolved amicably."
was a reasonable and acceptable wording and the minute was approved.
There were no matters arising.
4. a. David Hunter explained the background to the Executive's recommendation to change the Constitution to enable a quorate number from 20 to 10.
Alvin raised a question whether it could be changed from 10 as a minimum with a percentage of the membership which could enable a higher number should the membership increase. After discussion, the proposal was agreed unanimously, and the revised wording of Section 10 of the Constitution now reads
"10. No business shall be transacted at any meeting unless a quorum is present. Ten persons entitled to vote upon the business to be transacted, each being a member or a proxy for a member or a duly authorised representative of a corporation shall be a quorum."

b. DH explained the desire to increase the pool of potential Executive members by amending the constitution to **"...the person [applicant for office] has been a member for a minimum of 1 year, has paid their second years' subscription, and who, at the time of their appointment has gained an IOV qualification."**
Brian Rose questioned whether it was desirable for the Exec member to be qualified as this may not fully represent the membership. Alvin questioned whether it was desirable

to have Exec members potentially with no video expertise. Mike West pointed out the advantage of having members with experiences from out with the industry. Tony suggested that the requirement could be amended to a requirement for an unqualified Exec member to undertake to achieve qualification within a 12-month period. After much discussion it was felt that achievement of qualification would in itself be indicative of a level of commitment and knowledge which would be desirable to serve on the Executive. The proposal was agreed, and the constitution was amended accordingly.

5. Chairman's Report Tony presented his report which was as follows.

Chair's Report for Institute of Videography AGM 2022

Overview of the Work of Executive 2021-2022

Membership of the Executive during this period has been:

Tony Manning (Chair and Arbitration Officer, location Loughton, Essex),

Zulqar Cheema (Treasurer and Webmaster, location Harlow, Essex),

David Hunter (Chair Elect), location Glasgow, and

Alvin Burrell (resigned 18th October 2021), location Walthamstow East London.

Additionally, Brian Rose has joined some of our meetings in his capacity of non-voting President. His advice and accumulated experience in the production world, as well as with the GTC, has been much valued.

We are happy (and relieved) that Cheema will look to be reappointed by the Membership and that David will continue, and indeed will take over formally as Chair of the IOV at some point during our proceedings. For myself I have decided to step down after a lengthy period of service. I have been asked to continue to offer an Arbitration service while not sitting on the next Executive body and this is covered elsewhere in my report.

Focus Magazine

There has been only one issue of Focus Magazine published in the past year. It can be downloaded here: <https://iov.uk/focus-magazine-issue-235-spring-2021/>

The considerable amount of work required to produce a magazine was largely shared between myself and Chris North. This work was completed at no cost to the IOV.

It will be a matter for the membership and the newly appointed Executive to determine whether our magazine will continue to be produced in the future in one form or another, and whether the title Focus Magazine will be maintained. As a predominantly in-house magazine (albeit that at one time it had a wider audience) it has relied on members to produce articles and other content, and this is far from easy to obtain. It may be that individual articles and occasional newsletters will be the most that can reasonably be achieved.

Accreditation

The current Executive believes that Accreditation remains a core aspect of our identity and needs to be revived if our stated purpose of "Promoting Professionalism in Video Production" is to mean anything. We were left in a difficult position with the resignation of our two Assessors, both accredited Fellows. The structure we have now put in place is that we will welcome applications for Accreditation using the existing model of the online exam and once passed, submission (by means of a link) of work for evaluation. At least two members of the Executive will independently assess this work against the existing criteria and advise the member concerned of the mark they have achieved, and possibly invite submission of two further pieces of work within a stated period to possibly achieve Fellowship. In the event of assessor

disagreement or submitting member complaint at least one existing Fellow will look at the work and process and arrive at a decision. As in the past assessors will provide feedback to members including those who are not successful. This is aimed to create a true learning experience over and above achieving the letter after the name.

Incidentally the aim is to replace the terms “Master Member” and “Fellow” with more modern equivalents.

- * Title and Graphics 10%
- Camera Work & Lighting 20%
- Post Production 20%
- Sound 20%
- Overall Production Quality 30%

As a formally recognised Institute we are able to confer qualifications, and it seems to us important to continue with this function. More generally we believe that stimulating continuous learning in our technically and artistically challenging field is a necessary pursuit in and of itself.

Executive Allowances

For some period of time the two IOV officers entitled to payments using the pre-existing formula have made no claims against these entitlements, recognising the difficult or even potentially terminal position this might have placed the IOV in.

Over a number of meetings it was agreed that something reasonable needed to be put in place that both recognised that some fair level of payment needed to be made, and that protected the IOV's financial stability. It was felt that the system should be a means of putting the matter to bed.

We decided on a proper process for developing this solution. This involved the two Executive members who stood to benefit stepping aside from separate discussions about agreeing (or not) the proposals that had been tabled.

Additionally a separate meeting was convened in which we received formal advice from our Accountant as to the steps we were proposing to take, the conclusion being that what had occurred over the years was not uncommon in small businesses, in which payments are in some way deferred in order to keep the business afloat: these sums are effectively Director Loans, and ultimately payment at whatever level the Board/Executive determines and the parties agree to is a usual and proper process.

Following on from this process an overall agreement was achieved, and initial payments were made. We now have a firm proposal to be ratified by the incoming Executive which should allow this matter to be dealt with and put away. In brief this leaves a total of £4,300 each to be paid off to Cheema and myself within a period to be agreed but probably no longer than 24 months from a given date.

As part of this discussion it was also agreed that any future payments against particular roles would be suspended, leaving a position in which only agreed out-of-pocket expenses would be paid. Whether this will be a reasonable position in the future is for a succeeding Executive and the membership to determine, given that some of the roles carry a considerable workload.

Arbitration.

When members sign up for membership of the IOV they agree to be bound by the decision of the Arbitrator in the event of a dispute. This does not impinge on the legal rights of any of the parties and many decisions are doubtless made that recognise the complexity and expense of using formal legal routes.

For the most part the Arbitrator's role has been advisory, thinking through scenarios in anticipation of things becoming difficult with a client. A key issue is often what should be in a contract and what needs to be done to protect the interests of both parties when variations in the required work arise. On occasions there have been requests from outside of the IOV to evaluate the quality of a production. The Executive examined its options in respect of our Arbitration service:

- i. To discontinue the service.
- ii. To source outside expertise on a case-by-case basis.
- iii. To provide the function via the Executive as a whole.
- iv. To appoint a new Arbitration Officer, if a suitably qualified person could be found, or failing that to fund training as has previously occurred at the Chartered Institute of Arbitrators.
- v. To ask me to continue in the role from outside of the Executive, appropriately insured and charging a fee (to be agreed) per case/per hour. There has been a low uptake of the service (not surprising in recent times) and this may well reflect the good business practices of our members.

Item v) was the chosen option so this will be put in place shortly

Parting Words and the Future

Finally, I would like to take this opportunity to thank my colleagues on the Exec, past and present, and perhaps particularly the ever-helpful Cheema who has undertaken most of the day-to-day running of the IOV over many years.

It goes without saying that the IOV has been through some tough times, but we are still around and we still have unique identity in the industry. There are growth potentials not only in attracting more members but also in rediscovering a place of influence across the trade and with colleges and universities teaching film and media production.

A key difficulty we have faced throughout my time on the Exec has been the absence of an implementation group to act on policy decisions. In short for the most part the Exec has had to delegate most matters to its own members. Going forward if we are to sign off the many issues that we know need to be addressed we will need to engage the active assistance of members.

Two initiatives that we hope will continue to develop are VideoSkills tuition shorts, as pioneered by Chris North, and Focus TV, perhaps in a different guise to provide information training and discussion for our members and at a suitable point to make this more widely available. The Exec very much welcomed the initiative of Alvin Burrell in setting up Focus TV and the dedication of its panel members in delivering many episodes of high-quality material – so thanks also should go to Gavin, David and Cheema, as well as guest presenter Simon Marcus. I should add that the quality of comments was good, although the format did not allow much interaction. The actual numbers

were disappointing and a poor reward for the amount of preparation required leading ultimately to production being suspended. The principle remains, nonetheless that the IOV has considerable knowledge and craft experience to tap into.

There are clear priorities concerning targets to improve and develop the IOV, and to achieve that the IOV will need people to step forward in one capacity or another – as full elected members, as co-opted individuals to help with a particular task, as volunteer presenters on Zoom sessions, etc. In the age we live in, much will depend on developing a stronger social media presence. That said the profile of our typical membership is one that enjoys meeting real people in real places so I think it will be important to find ways of achieving this and getting away from our screens!

Alvin asked whether a fee structure had been agreed for Tony's services as Arbitration Officer. Tony advised that all that had been agreed was that the IOV would reimburse Tony's cost for renewal of the Arbitration Professional Indemnity insurance, likely to be around £280. Further costs would only be incurred if the Executive invoked the service.

Alvin asked if the £4300 payments due to Tony and Cheema had a date by which they would be paid. Tony said the proposal was that this would likely be completed within 2 years. Tony confirmed that this was the total outstanding indebtedness to Cheema and himself and that the previous suggestion that they would receive the proceeds from the sale of the IOV.com domain (unlikely to happen except in the event of the winding up of the IOV) would only be to the extent required to satisfy any remaining balance due to them.

David expressed his thanks to Tony and Cheema on behalf of the membership in agreeing to substantially reducing their fees and expenses which had at one point amounted to over £40,000

6. Treasurers Report

Cheema presented the latest accounts, a copy of which is available here.

<https://iov.uk/minutes-reports-agm-10th-march-2022/>

In response to a question from Alvin, Cheema confirmed there was no additional cost incurred by having several different accounts with HSBC.

Cheema also advised that the storage unit had now been cleared saving around £1,350 per annum. He further confirmed that the outstanding debt due to Steve Abrams had been fully satisfied by writing off the balance of £290.55 in the PayPal account which Steve had control of as the Treasurer at the time it was setup.

As a point of clarification it was confirmed that interim payments of £2,000 had already been paid to Cheema and Tony during the 21-22 financial year.

Cheema confirmed the current membership is 150 including 29 Honorary (non-paying) members.

Cheema further reported that, following his representations to our Direct Debit providers, no invoice had been received since August.

7. Appointment of Accountants. The reappointment of Burdens Accountants was agreed.

8. There were no applications to join the Executive and none of the members attending the AGM volunteered to join.

9. Preparing for a Profitable Future

David and Gavin outlined the proposal to offer training to those members who are interested in developing their business in covering virtual events. It was agreed that level of interest will be gauged at the next member's Zoom meeting which would be aimed at our traditional wedding and event membership.

This will take place on Tuesday 5th April at 19:30.

The meeting closed at 12:20