

The Dover Beck
Annual General Meeting Wednesday, 17 May 2023, 7:15pm
Minutes

1. Welcome and introductions

DS took the chair and welcomed all. It was noted that the meeting was quorate and able to proceed as set out in the Constitution.

2. Apologies

Apologies received were noted.

3. Confirmation of outgoing officers

The meeting noted that formal confirmation had been received from the outgoing officers that they had stepped down from their roles as Chair, Secretary, and Treasurer and would not be seeking re-election.

4. Election/confirmation of Members of the Management Committee

It was noted that no nominations had been received in advance of the meeting for any of the posts.

The roles and responsibilities pertaining to the Management Committee as set out in the constitution were described to the meeting.

A discussion followed with additional clarification being provided.

Volunteers came forward for each of the 'officer' posts, were formally proposed, seconded, and voted in unanimously by the members in attendance.

Chairperson Alastair Baseley

Secretary Chrissie Wilson

Treasurer Diane Smith

The meeting ratified the ongoing appointment of Mark Foxwell as Commercial Manager and acknowledged his excellent work bringing in advertisers.

The meeting noted the fantastic work being done by Beau Malik in her role as Editor and ratified her continuing appointment to that role and as an ex-officio member of the Management Committee.

Volunteers were then sought, identified, proposed, seconded, and confirmed for the remaining three 'membership' posts: Sue Marshall; Michelle Mean; Mark Croft.

The Management Committee may also have representative from the Church, Epperstone and Oxton Parish Councils, and the Gonalston Parish meeting. Lindsey Whitby noted that she would most likely be the Oxton representative.

It was noted that the Dover Beck is partly for the benefit of these organisations in reaching households in the distribution area and each provides a financial contribution.

ACTION: Secretary to invite these organisations to provide a representative when a Management Committee meeting is planned.

ACTION: Treasurer to arrange bank mandate to be updated

ACTION: MC to circulate link to Constitution

ACTION: MC to provide new officers with email accounts

5. Editor's update

A written update from Beau Malik was read to the meeting. A copy of this is appended to these minutes.

6. Treasurer's update (DS)

We are solvent! There was approximately £2,500 in the account at start of the year and although a shortfall against current advertising revenue is forecast, projections indicate we have sufficient funds to take us to 2025.

The most significant item of expenditure is the printing cost at £5,500 per year. It was agreed that the quality is superb, and KD (a retired printer) considered this to be excellent value for money. MF added that the overall quality is a draw for advertisers.

The Epperstone Parish Council has contributed £200, and we have been informed that the Oxton Parish Council has allocated the same sum. There has so far been no response from Gonalston or the Church.

There was earlier discussion on the commercial elements beyond the donations and it was noted that there are advertisers whose annual renewals are approaching. MF confirmed that he plans to be proactive in contacting them ahead of the renewal dates. MF also outlined the current rates for advertising in the range from £55 for a one eighth page through to £440 for a full page (£500 inside cover).

It was noted that advertisers have the opportunity to submit a different advert for each issue. EE noted this is something her business does for variety and to mark special occasions.

With the hospitality sector beginning to pick up again, there may be an opportunity for MF to attract new advertisers. It was noted that this is the one sector where we do not have exclusivity; in the past a centre spread for 'Dining Out' has proved popular.

Other potential areas for funding could be lottery funding and various online community organisations. It was decided this should remain an option but not one to be explored immediately.

[**Secretary's note:** a previous meeting agreed an activity to be held in reserve is to seek 'sponsorship' from individual Members who simply wish to support the Dover Beck.]

ACTION: Commercial Manager to explore wider possibilities to attract advertisers

ACTION: Commercial Manager to focus on renewals from the larger advertisers in the first instance.

7. Any other business

The distribution of the magazine was discussed, and it was agreed that the existing method is mostly working well albeit with some inequalities in the quantities some volunteers are expected to take.

It was also noted that there are some remote areas between the villages where properties may be missed. Some other magazines operate in a manner that requires it to be collected from a central point. Members rejected this idea as our current method of distribution allows us to tell advertisers that issues are delivered by hand to households across all three villages.

Spare copies from Epperstone go to the café whilst others may go to Calverton or are well received by Frank Key (main sponsor).

An issue relating to some articles being submitted but not then being printed was raised earlier in the meeting. This is something we wish to avoid as we rely heavily on local contributors to keep the content local and interesting. MC has been looking at the process from receipt of an article through proof reading and on to the editor. A numbering system has been introduced to provide a quick way of seeing if something may have gone astray but we still need to work out how to manage content that is held over because of space constraints – and advise contributors accordingly.

ACTION: Delivery leads to consider local options for cover when people are unavailable e.g. Epperstone Grapevine.

ACTION: Similarly, Dover Beck Management Committee to provide their email and phone contact details to MC in order that internal cover may be arranged to continue specific duties in the event of holidays / absence.

ACTION: Delivery leads to let SM know where more help is needed and SM to put a call for volunteers in a future issue if necessary.

DS thanked everyone for their attendance and brought the meeting to a close.

Meeting closed at 8:50pm

Note from the Editor - AGM

Firstly, apologies for not being able to make the meeting in person. My final deadlines this week mean I am enjoying some final freedom in Newcastle!

As a fairly new editor I quickly had to learn the ropes which was daunting but with the team we worked together and found our feet. The team as a whole has been great, with it being a voluntary role it's something you don't want to consume all of your spare time into, but everyone really does do as much as they can around the clock. The whole process has been getting easier with every edition which is rewarding to see.

When I became the editor one of my main goals with the magazine was to encourage more engagement and contributions from the readership and I can confidentially say that this has been achieved. A number of people have sent in photos and articles in the past month which I have always aimed to include to show our appreciation. You may have noticed the recent front covers (and the one coming up) are pictures we have received from our readership which are so lovely to see. I have also received a lot of positive feedback from those in the village who have described the layout as clear, clean, and easy to read.

Recent feedback has also brought to our attention the lack of content for Gonalston, this is something I also aim to improve with someone from the village offering to write a short article each month to feature. This month's front cover is also pictured from the village which is a great start and may encourage further contribution. If anyone else knows anyone willing to contribute within Gonalston or could spread the word that would be great.

Advertising has been going strong, Mark has made great efforts to get new advertisers on board which has been making a noticeable impact. When a new advertiser joins, we are now going to make sure to give a shoutout to them in the letter form the editor as an extra thanks.

Thanks go out to the team on the efforts that go into the magazine every month and the regular contributions we receive as I know it can be time-consuming. Thanks also goes to those who have contributed more recently, and apologies if articles are not featured this is not due to the quality but instead the limited room we have.

I have now finished University so I am moving on to my next venture in a summer graduate scheme, but rest assured I will continue to maintain the role as editor for the foreseeable and a lengthy notice will be given if this is not possible.

Thank you again!

Beau