

The Society of Scribes & Illuminators

ANNUAL GENERAL MEETING

June 17, 2023 | 1:45 pm

Goodenough College, Mecklenburgh Square, Bloomsbury, London WC1N 2AB

Attendees:

See Appendix 1. The meeting was quorate with 12 Fellows and 54 Lay members.

1. Welcome and Apologies

Sylvie Gokulsing FSSI, Chair of the meeting, welcomed attendees to the AGM. Prior to the business of the meeting a presentation was made to Jilly Hazeldine FSSI following her retirement as Head of the Education Board; Jilly has held numerous positions in the Society over many years and was thanked for her service.

Apologies were received from four Fellows and 16 Lay Members: See Appendix 2.

2. 2022 AGM Minutes

The Minutes of the AGM held on Saturday, November 19, 2022 were approved.

3. Matters Arising

There were no matters arising from the previous minutes.

4. Election of Officers and Committee Members

There have been no nominations for the position of Chairman, which will remain unfilled.

Election of Officers

Chair: Vacant

Hon Treasurer: Stephen Overton

Proposer: Tim Noad FSSI Seconder: Susie Leiper FSSI

Hon Secretary: Celia Almeida

Proposer: Sharon Shaw FSSI Seconder: Sue Hufton FSSI

Election of Executive Committee Members

Sylvie Gokulsing noted that in accordance with the rules, in the absence of a Chairman, an additional Executive Committee Member may be elected, hence four new members have been nominated.

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Current Executive Committee Members to be Re-elected:

Emiko Hashiguchi FSSI, due to retire 2025

Helena Bryant, due to retire 2025

Cathy Stables FSSI (due to retire in 2023, but has agreed to stay on)

New Members Nominated

Sally Mae Joseph FSSI

Proposer: Cherrell Avery FSSI

Secunder: Sue Hufton FSSI

Jo Turner

Proposer: Vivien Lunniss FSSI

Secunder: Cathy Stables FSSI

David Bywater

Proposer: Kate Gravestock

Secunder: Cherrell Avery FSSI

Anthea Power

Proposer: Juliet Bankes FSSI

Secunder: Catherine Porter

Officers and Executive Committee Members - Voting For: Unanimous

5. Report from the Chair

Chairmanship

Since the AGM in November last year, the duties of the Chair have been shared between Elaine Gillingham, Cathy Stables and myself. Cathy has volunteered to be our Acting Chair for the next few months, but if any member feels they would like to share the role, please contact the Honorary Secretary.

Executive committee

The Executive Committee, which handles all aspects of Society business, conducts business via Zoom and we have recently obtained a Zoom licence for society business. Thanks are due to everyone on the Exec including all those who are co-opted Members.

Membership

SSI membership stands at 407. We have 42 Fellows, 290 Lay Members, 54 Friends and 21 Honorary Members and organisations.

Whilst just over 80% of members live in the UK, we are pleased to attract members from around the world. We have members in Jersey, Europe, the USA, Canada, Australia, New Zealand, Egypt, Hong Kong, China, Japan, Singapore and Korea. Many thanks once again to Nicky Tait who devotes a great deal of time, care and attention to our membership base.

Fellows' meetings

These have continued to take place online at regular intervals. These meetings give the Fellows opportunities to discuss our work and topics have included work pre-Fellowship as well as work post-Fellowship.

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Exhibitions

A Joint exhibition for the Fellows of the SSI, Society of Wood Engravers, and the Society of Bookbinders is planned for early Spring 2024, organised by Susie Leiper and Sue Hufton. This will take place at the Crafts Council Galleries in Islington.

Education

After ten years in post as Education Board Chair, Jilly Hazeldine has decided it is time to step down, and Cherrell Avery has agreed to be her replacement. Many thanks to Jilly for her work in this important area.

Calligraphy Correspondence Course

The rewriting of the Calligraphy Correspondence Course is underway, and all eight Italic lessons are written. All the diagrams are with the printer for scanning. The first three lessons have been proof-read and set by the printer. Topics that can be clarified by a short video still need to be identified and will be accessed through QR symbols at the start of every lesson. It is hoped to be able to film these in the near future. The general introduction which will need to go out with the course needs rewriting and updating. With thanks to Jilly Hazeldine for both rewriting and running the course, and to the tutors of the current course: Tony Curtis, Jane Addison, Mary Noble, Sylvie Gokulsing and Vivien Lunniss.

Advanced Training Scheme (ATS)

The ATS has been renamed the CDC (Creative Development Course) in an attempt to appear more 'user friendly'. Selection Day has likewise been renamed Introductory Day. This took place in May when six new members were brought into the course. With thanks to Frank Zobel for efficiently administering the scheme and for dealing with the venues, and to the tutors Juliet Bankes, myself, (as Convenor) Mary Noble, Vivien Lunniss, Cherrell Avery and Tim Noad. Cathy Stables has stood in for Cherrell when she was unable to attend in September 2022 and for Tim when he was unable to attend in April 2023.

Writing and Design Course

This has also been renamed - as ECS (Essential Calligraphy Skills) but we were unable to offer it in 2023 because the venue had no additional availability. The intention is to continue with the course in September 2024.

Study Days

These are currently being led by Juliet Bankes, with the focus on work in the Pitt Rivers Museum in Oxford. The first meeting took place on 25 February 2023, with the second to take place later this month.

Fellowship

As a result of the Post ATS group weekend held in 2021, a few people are currently working towards Fellowship.

Editorial

Vivien Lunniss has stepped down from the role of Editorial Board Chair after a tenure of several years, but remains as Editor of The Scribe. Susie Leiper has offered to replace her for a 6-month trial period as Editorial Board Chair. Thanks are due to Vivien for her expertise in this area.

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Website

The new SSI website is nearing completion and will be launched as soon as possible. The design is in place and will be more streamlined and simpler than the current structure. Sue Hufton and Sharon Shaw have provided the web designer, Abi Fawcett, with the text and a selection of good quality images. Testing and training will take place, then once all feedback has been received and everything proofread, Sue and Sharon will approve the site going live. They will continue to update the text and the images.

Social media

We have received an offer from Iris Yuen, a new member in HK to deal with Social Media. Susie Leiper will liaise with her about the post.

The Scribe

Publication dates for the Scribe have been moved a month later to avoid coinciding with the CLAS publication 'The Edge'. The spring issue is now published in June and the winter journal in December. A December Scribe marked a technological first with access to a recording of spoken Anglo-Saxon via a QR code to accompany Alma Swan's piece on the Exeter Book. Scribe 114 will be arriving in a few days. This will be an issue of 32 pages, due in the main to a fascinating article by Ewan Clayton and Keiko Okusa, and sadly, the many people who wanted to pay tribute to our dear friend Stan Knight FSSI. Many thanks to Vivien Lunnis our editor, to Sarah Morgan for her design, and to the proofreaders for their time and equally skilful checking.

eNewsletter

There have been no offers to organise the eNewsletter and we are currently relying on Mailchimps which are sent out by Julie Chaney whenever needed. Thanks to Julie for her efficiency.

CL Day 2024

There are currently no volunteers to organise this. If no one comes forward, there will be no CL Day in 2024.

Archives and library

Thanks to Donna Foster our Librarian. Donna, Sharon Shaw and Sylvie Gokulsing met with the Librarians at the London College of Communication (LCC) to discuss the future of the SSI collection as they move to their new building in 2-3 years. There has never been a written agreement about our collection being housed there, and this is something we are now working on with the college. We then identified a number of books, mostly duplicates, no longer needed in the library, which are on offer today, (free!). Other material will be dealt with in future visits.

Sales

The SSI shop continues to sell items produced by the Society and other items that are difficult to buy elsewhere. Most Sales are now online, with top online sales by value being vellum. Thanks are due to Helena Bryant who conscientiously and efficiently runs our sales.

CLAS/SSI Initiative

Following discussion by the ATS Tutors and with the agreement of the Executive Committee, Tony Woodhams (CLAS Chair) and Josie Brown (Head of CLAS Education) were approached with a view to considering how the two societies can best respond to the

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current lack of Calligraphic Education at a higher level. An exploratory meeting consisting of those who are Fellows of both societies took place on 31 May.

SSI Official Address

Following the death of Elspeth at the Art Workers Guild (AWG), no-one now lives on site. We have therefore arranged for the AWG to continue to be our postal address. Any post will be forwarded to the Treasurer each month. The need for this was recently made significant by an envelope containing the information that the SSI has been left a bequest by one Elizabeth Whittle amounting to £79,000. The Executive Committee will be discussing ideas for the use of some of the money.

And finally, we operate with a great number of volunteers and cannot run the society without you. Sincere thanks to everyone who generously offers their time and expertise and we are always ready to take on new volunteers. Going forward, we need volunteers to run Capital Letters Day 2024.

6. Report from the Hon Treasurer

(See Appendix 3 for Income and Expenditure)

Economic conditions post-pandemic and geo-political changes continue to have an impact on the Society's finances. While our main source of income, paid memberships, has held steady during the year and the Creative Development Course (formerly ATS) income has recovered to pre-pandemic levels, our second source of income, the Calligraphy Correspondence Course, remains below pre-pandemic levels. Despite these challenges our Society continues to be in good financial health with adequate levels of cash reserves and investments.

Total **Income** for 2022 was £80,367 and **Expense** was £102,514 leaving an overall deficit of £22,147. While this is a significant departure from the moderate surplus we have made over recent years, major expenditure was incurred celebrating our delayed Centenary year with the three major Words Made Beautiful exhibitions and an enhanced Capital Letters Day. While Centenary expenses exceeded the original budget set back in 2020, costs were covered from deposit reserves which had been ringfenced for this purpose over preceding years.

Administration expenses have increased, especially in the areas of postage, offsite storage, accountancy fees, website development and taxation. We monitor expenses and look for ways to reduce costs – as an example this year we are trialling combining Capital Letters Day with the AGM to reduce venue expenses.

Membership subscription receipts were £14,722 an increase of £153 compared to 2021. Total paying members were 388. Subscriptions collected via PayPal remains at around 60% which is the most efficient method from an administrative perspective and we would encourage members to use this method where possible. At the end of April/May stage of 2023 membership receipts were closely tracking the seasonal trend for previous years. While we experienced a small overall reduction of paying members in previous years, 2022 totals have remained steady.

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Education made a small surplus of £41 compared to an overall loss of £2,687 in 2021. This was the first surplus since 2019. The Creative Development Course (CDC), formerly ATS, resumed in 2021 and revenue in 2022 was significantly above pre-pandemic levels. The last time revenue was at a similar level was in 2016. The Correspondence Course (CCC) experienced decreased revenue during 2022 in comparison to the previous four years. We aim to make Education self-sufficient overall. The Writing & Design Course was not run in 2022 and Study Days resumed, making a small surplus.

Creative Development Course (CDC) ran a deficit of £1,382 on income of £13,060 and expenses of £14,442 (the deficit in 2021 was £4,564 on income of £8,455 and expenses of £13,019). While direct comparison with 2020 and 2021 is not meaningful, both income and expenses are running closer to pre-pandemic levels (pre-pandemic income in 2019 was £11,139 and expenses were £15,123).

Calligraphy Correspondence Course (CCC) made a surplus of £1,252 on income of £9,170 and expenses of £7,918 (surplus in 2021 was £1,878). The pandemic years saw an increase in income and expense caused by students spending more time at home and completing course modules faster. The trend in 2022 shows a reduction in income below pre-pandemic years with a corresponding decrease in surplus. The Education surplus has historically come from CCC which in turn funded exhibition activities of the Society. The conclusion is that CCC has been impacted by the cost of living crisis and at current levels cannot fund exhibition activities. Investment in the CCC re-write project and improved student online access via the new website is ongoing.

Study Days returned in 2022 making a £171 surplus on income of £950 and expenses of £779.

Capital Letters Day (formerly Lay Members' Day) ran a deficit of £8,537 on income of £3,165 (ticket and raffle sales) and expenses of £11,702. Shop income of £344 has been included in Sales below. The venue selected for the Centenary year, to host a larger than usual event, made up the majority of the costs (£9,002) including irrecoverable event costs from 2021. The deficit was funded from deposit reserves.

Exhibitions (Centenary Words Made Beautiful) ran a deficit of £41,620 on income of £3,678 and expenses of £45,298. Income only includes direct sales of exhibition catalogues and postcards at the three gallery locations. Additional income of £5,702 from online shop sales directly linked to the Words Made Beautiful exhibitions during 2021/2022 has been accrued in Sales below. Inclusion of the directly attributable online sales would income to £9,380 and reduce the overall deficit to £35,918. All exhibition costs were funded from deposit reserves ringfenced for this purpose over preceding years.

Sales from the online shop made a surplus of £1,742 on income of £5,210 and expenses of £3,468. Sales were up £1,524 compared to 2021. Stock purchases and other operating expenses were up by £909 compared to 2021 (£2,559). The overall surplus increased by

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£616 compared to 2021. The biggest expenditure on stock replacement is vellum purchased from Cowley's and postage costs continue to rise.

Editorial expenses for 2022 were £8,896 an increase of £1,790 compared to 2021. This is in line with expectations. Note that the initial website redesign costs have been included in expenses.

Administration expenses were £9,308 an increase of £4,014 compared to 2021. The underlying cost increases result from increased honoraria payments, accountancy fees and tax due on investments. The post-pandemic trend to moving meetings online via Zoom has helped to eliminate significant meeting-related expenses.

Income on Deposit Accounts and Investments was £30,040 primarily due to the sale of some PruFund investment bonds to fund website rebuild costs, the CCC rewrite project and replenishing deposit reserves.

Cash in Hand at Barclays and PayPal at year end was £49,272.

Accrued funds of £15,004 were brought forward from 2021 comprising mainly deferred payments from the postponed events of that year. In **Creditors/Prepayments** a tax payment of £3,133 falls due in 2023.

The Fogg legacy (£75,000 invested in the Prudential Protected Growth Fund in 2008) is valued at £143,300. We received **Legacies/Donations** of £372 from the dissolution of Northampton Scribes.

The following assumptions were made for planning purposes:

- Membership subscriptions to cover editorial and administration expenses (excluding website rebuild and taxation expense)
- Education activities to be self-sufficient and cash positive
- Capital Letters Day losses not to exceed the excess of revenue from Education activities (Note: this assumption did not hold true - the Capital Letters Day deficit was partially funded from deposit reserves)
- The Centenary Exhibition to be funded from ringfenced deposit reserves
- Other major expenditure (e.g. the website re-build, CCC re-write, etc) to be funded from capital reserves

I would like to register my thanks to the previous Honorary Treasurer, Nikolay Valchev, who bequeathed a detailed accounting model that we continue to use and graciously continues to provide advice and guidance to his non-accountant successor. Also, to mention our ever-vigilant Bookkeeper, Sandra Pereira, who ensures the day-to-day finance operations run smoothly.

There were no questions concerning the accounts.

Sylvie Gokulsing FSSI proposed that the accounts be accepted, seconded by Sharon Shaw FSSI. Voting For: Unanimous.

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7. Any other Business

There was no other business.

8. Date for Next AGM

The 2024 AGM will take place at the Art Workers' Guild in Queen Square on 15 June 2024 when the afternoon speaker will be Paul Shaw.

Minutes Approved

Signed:

Date:

Sylvie Gokulsing, Meeting Chair

Signed:

Date:

Celia Almeida, Hon Sec

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APPENDIX 1

ATTENDEES

Fellows

Cherrell Avery
Juliet Bankes
Sylvie Gokulsing
Emiko Hashiguchi

Gillian Hazeldine
Sally-Mae Joseph
Vivien Lunniss
Timothy Noad

Mary Noble
Jan Pickett
Sharon Shaw
Cathy Stables

Members

Celia Almeida
Michela Antonello
Marylin Bacon
Andy Baker
Andi Bennett
Elaine Brown
Helena Bryant
Marco Cavallaro
Julie Chaney
Marese Cholewa
Phil Coates
Cathy Cooper
Anne Cox
Simon Daniel
Adele Dark
Julie Drewett
Eva Driskell
Jacquelyn Ellis

Dave Evans
Donna Foster
Elaine Gillingham
Catherine Glass
Diane Goatley
Gillian Goodwin
Alejandra Gonaldi
Ivo Grantins
Liz Goyder
Mariette Hardman
Liz Jenks
Corinna Kay
Aneta Komlo
Simon Langsdale
Mabel Little
Diane Marshall
Susan Mcgahan
Gail Mitchell

Ruth Newman
Stephen Overton
Sandra Pereira
Catherine Porter
Anthea Power
Margot Riordan-Eva
Cindy Shaw
Bridget Shield/West
Wendy Simpson
Tim Sokell
Ruta Steponaviciute
Alma Swan
Jackie Thomas
Oona Tully
Jo Turner
Hazel Walter
Carolyn Worrall
Frank Zobel

Non-Members

Diana Ben Aaron
Cathy Bootland
Ann Caro
Jill Carter
Ava Chan
Paula Comparini
Maria Corlis

Moira Coupe
Robin Dewell
Michael Ellis
Danny Johnson
Lena Krohn
Sue Roberts
Paul Riordan-Eva

Natasha Riordan-Eva
Sue Shocket
Elizabeth Sylvester
Adrian Taylor
Rosemary Wade
Lesley Williams
Jackie Wills

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APPENDIX 2

List of Apologies

Angela Banks

Josie Brown

Michelle Brown

Tony Curtis FSSI

Meg Chapman

Deborah Clarke

Juliet Diamond FSSI

Hazel Dolby FSSI

Paul Eccles

Win Eyles

Martin Holcombe

Sue Hufton FSSI

Alan Jenkins

Celia Kilner

Karen Newman

Nancy Ouchida-Howells

Annikki Rigendinger

Christy Schroeder

Ruth Sutherland

Helen White

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APPENDIX 3

INCOME AND EXPENDITURE

Income and Expense – 31 st December 2022			2022	2021
1	Subscriptions received		14,722	14,569
		Number of members paid	388	389
2	Membership expenses		(703)	(492)
Membership revenue			14,019	14,076
Legacies/Donations received			372	221
3	ATS Student Income		13,060	8,455
4	ATS Accommodation & Tutor Fees		(14,442)	(13,019)
5	CCC Student Income		9,170	14,200
6	CCC Expenses and Tutor Fees		(7,918)	(12,322)
7	Writing & Design Course Income		-	-
8	Writing & Design Course Venue & Tutor Fees		-	-
9	Study Day Student Income		950	-
10	Study Day Expenses		(779)	-
Education			41	(2,687)
11	Capital Letters Day Income	Tickets sold: 174	3,165	-
12	Capital Letters Day Expenses		(11,702)	(222)
Capital Letters Day			(8,537)	(222)
13	Exhibitions Income		3,678	-
14	Exhibitions Expenses		(45,298)	-
Exhibitions			(41,620)	-
15	Income from Sales		5,210	3,686
16	Cost of sales		(3,468)	(2,559)
Sales			1,742	1,126
17	Journal print and post		(4,057)	(4,596)
18	Journal honorarium		(2,200)	(1,850)
19	Newsletter print and post		(111)	(173)
20	Newsletter honorarium		-	(187)
21	Website honorarium		(2,529)	(301)
Editorial			(8,896)	(7,107)
22	Public Liability Insurance		(511)	(347)
23	Accountancy Fees		(360)	-
24	Donations/Support Payments		(193)	(40)
25	AGM		(1,730)	(1,700)
26	Credit Card Terminal Hire Charges		-	-
27	ExCo & Fellows' Meetings		-	-
28	Library Expenses		-	(610)
29	Honoraria		(2,250)	(2,000)
30	General admin expenses		(842)	(303)
31	Website		(288)	(288)
32	Tax		(3,134)	(7)
Administration			(9,308)	(5,294)
Income on Deposit Accounts and Investments (gross)			30,040	5
Excess of Income over Expenditure			(22,147)	119
Total Income			80,367	41,135
Total Expenditure			(102,514)	(41,016)
Excess of Income over Expenditure			(22,147)	119
Accruals from previous periods			2021	2020
Accruals brought forward			15,004	13,880
Creditors and Prepayments for future periods			2023	2022
Creditors and Prepayments carried forward			3,333	(15,004)
Cashflow				
Cash in Hand: 1 January			53,082	54,087
Stripe			(8)	(8)
PayPal			2,314	1,528
Current Account			4,011	6,703
Deposit Accounts			42,955	44,859
Cash in Hand: 31 December			49,271	53,082