



The Heritage Crafts Association

President: HRH The Prince of Wales

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The Heritage Crafts Association  
Annual General Meeting

*Held via Zoom video conferencing platform*

10.30am Wednesday 20 May 2020

Minutes of the 11th Annual General Meeting

**Present:** 61 people, 59 of whom were HCA members

**1. Welcome** by the Chair, Patricia Lovett (PL).

**2. Apologies** for absence were received from:

Kate Adcock  
Deborah Bowness  
Ann Bates  
Chris Baxter  
Susannah Clasen  
Charlotte Martin  
Les Simmonds  
Penny Topsam  
Robert Walker.

**3. The Minutes of the 10th AGM held on 9 March 2019**

Proposed: Janine Rees  
Seconded: Andie Harris  
Approved unanimously.

**4. Matters Arising**

There were no matters arising from the Minutes.

**5. Annual Report and Financial Statement for the year ending 30 June 2019**

Sarah Kolkman (SK, Treasurer) presented the Financial Statement for the year ending 30 June 2019.

SK highlighted that the income of £81,703 was lower than in the previous year, which had benefitted from a generous one-off donation from an individual donor. She noted that expenditure of £77,905 was higher than in 2017-18, the result of an increase in the number of staff and the cost of workshops, and production of a gilding skills DVD

undertaken in partnership with the Worshipful Company of Goldsmiths. Funds carried over to the following year were £108,358.

SK noted that income from membership continued to make a major contribution to core costs. The other key sources of income during 2018–19 were grants from trusts, foundations and individual donors. SK expressed particular thanks to the Dulverton Trust for ongoing funding of the post of Endangered Crafts Officer, to the Marsh Christian Trust and an anonymous donor for funding the HCA Awards, to the Prince of Wales’s Charitable Foundation and individual donors for funding the Endangered Crafts Fund, and to Cambridge Precision Ltd for funding the printing of HCA publications and contributing to the cost of holding fundraising events. SK noted that the Endangered Crafts Fund had been launched at the AGM in 2019, and the first grants from the Fund, made after June 2019, would be reported on in the next Annual Report.

SK advised that the cost of salaries remained the main expenditure from unrestricted funds and that all other costs had been kept as low as possible. She confirmed that Trustees do not receive any remuneration but are refunded for their travel costs.

SK advised that priorities in the future will be to continue to diversify the HCA’s sources of income and to carefully manage its costs. She noted with thanks the support of HCA members which was critical to the organisation.

PL thanked SK for her report, noting her contribution with much appreciation, and thanked the Finance Officer, Sally Morgan, for her work on the bookkeeping.

## **6. Resolution to change Rule 2(1)**

PL introduced the resolution to add three new membership levels and invited SK to expand on the reasoning behind it.

SK noted that current membership categories were “Individuals”, “Affiliated Organisations” and “Affiliated Businesses”. Adding the proposed new membership levels would allow the HCA to offer a discounted rate to students and trainees, offer joint membership for two named individuals at the same address, and to distinguish between a small craft business and a larger business, corporate or livery company. The proposed new membership levels were “Individuals and sole traders”, “Joint members”, “Students and trainees”, “Institutions and organisations”, “Small craft businesses” and “Larger businesses and companies”.

SK explained that the HCA was not planning to increase the fees for individual members at this time, and that the team would be looking at the benefits to be offered to larger businesses and livery companies in return for an increased membership fee.

Proposed: Chrissie Freeth  
Seconded: Jennie Parry  
Approved unanimously.

## **7. Election of Trustees**

PL chaired the re-election of one Trustee, Helen Nichols, and the election of three new Trustees, David Clarke, Jennifer Chen and Ellie Clewlow.

Proposed: Lesley Butterworth  
Seconded: Louise Brown  
Approved unanimously.

## **8. Election of Officers**

PL chaired the election of two new Officers of the HCA: Ellie Clewlow as Secretary, and Judit Seymour as Vice–Chair.

Proposed: Shalini Austin  
Seconded: Denise Slater  
Approved unanimously.

## **9. Any Other Business**

PL thanked Rachel Hutton, former Secretary, and Julie Crawshaw, former Executive Director, for their services and contributions to the HCA during the past year.

PL thanked the Trustees for the huge amount of time, experience and expertise they contributed to the HCA, and also thanked the staff, Daniel Carpenter, Mary Lewis and Sally Morgan.

She closed by thanking the members, makers and supporters alike, for their support and confirmed that the HCA was doing all it could to support craftspeople in such challenging times.