

18th July 2019



AGM Minutes

Meeting begins at 19:10

1. Report of the Board, including the result of the 2019 election of members to the Production Guild Board

Kelly Phillips reads board report from Guy Barker.

The report welcomes new board members who were confirmed as John Graydon, Lara Sargent and Jo Evans. This year we encouraged members working in HETV, which is a priority area for us.

Thank you to Stephen Bristow, Moses Nyachae and Kelly Phillips who were co-opted on to the board last year.

Thank you also to the membership committee, they will be working closely with the PG membership team to review criteria as the industry changes. As previously agrees memberships fees are frozen till 2021.

Thank you to all our business partners and affiliate companies who support the work of the Production Guild throughout the year.

The new major motion picture agreement came into force on the 1st April 2018, we are waiting for a date for the next meeting.

The Production Guild carried out a range of training course throughout 18/19, including many supported by ScreenSkills. We are still working with ScreenSkills on apprenticeships.

Thank you to the finance committee; the profit made last year ensures that we have enough money to cover operating costs for 6 months, which is as recommended.

Thank you to all our members who support the work of the Production Guild in all our endeavours

Thank you to the team

Gareth – Who supports our members needs.

Eilish – Who process new applications

Hayley – Who promotes our work

Sarah – Who is developing a number of new courses

Lucy – who coordinates the training work

Lydia – Our PG assistant, who responds to day to day enquiries.

Alex – or bookkeeper who keeps us all on track

Welcome back to Yosien, we are delighted to have back after a period of ill health.

Welcome to the very newest member of our team - Kim as COO

And to Alison without who none of this could happen.

Thank you to Alison for support and encouragement during his time as chair.

2. To consider and approve minutes from AGM 2018

Proposed by Natalie Moore, Seconded by Jo Burn

3. Receive and adopt the Statement of Accounts for The Production Guild of Great Britain for the year ended March 2019

It was reported that the accounts have been approved by the board and finance committee.

Unanimously approved.

4. To consider Auditors for 2019/20

West Wake Price have been our auditors for many years and understand the company and our need very well. It is recommended to reappoint them as auditors.

Approved Unanimously.

5. Report of CEO – Alison Small

The focus of the year was the operational review, which we undertook with Volanti Consulting, who made several recommendations including appointing a COO, which we did in February.

We conducted a member's survey which received 189 responses, 52% of respondents said the availability service could be improved, so we have followed up on this and working with our IT developers to improve the website and how availability can be kept up to date.

In March we held a strategy day with the board to focus on the priorities and challenges facing the Production Guild;

The areas of priority were

- Clarity of purpose, giving our members more of what they need
- Financial stability
- Member services, retaining and growing membership
- Training – developing more of the best in class training.
- Developing Recognition within the industry.
- Technology – using technology and resources for maximum efficiency.

Obstacles were defined as;

Limited finance and resources

Limited member engagement from some areas of membership

Focus – the board have now agreed a common strategy and vision.

Industry awareness – expanding into HETV

Unfunded work - Some areas of work are important, but without any income, these are to be review.

A new vision was agreed:

We want to support our members to be the highest-level professionals in their work, for members and the PG to be recognised by the national and international film and TV drama industries and UK government as best in class, and to keep members working in a

Out of this AS has written a short-term strategy, which reviews current process and priorities, to ensure we are focusing on the right areas moving forward.

Finances

Overall, we made an operating profit of £40k, PGGB made an operating profit of £45,000 while PG Limited made a £5,000 loss. The current level of reserves means we are financially stable, and any profit generated will be reinvested.

Thank you to Natalie for her work as treasurer and the finance committee.

Membership

We had 1008 members at the end of March, which is a record.

We are currently working on contacting members who are within supplementary membership, despite have exceeded the conditions for being classed as supplementary. This membership level is transitional, while members get established in the industry. Therefore, the board have agreed that those that don't meet the criteria will be disallowed.

Thank you to all members involved in training, anyone else who would be interested in sharing their skills or experience should get in touch.

We hosted many events throughout 2018/19, including the Production Guild Awards, which were fabulous. Thank you to the Grove for hosting and to all our sponsor who support our events throughout the year.

This year we were also delighted to donate £12,000 to Mama Youth of, this goes towards training for those who otherwise would struggle to get access to the industry.

Alison thanked the board and to Guy as chair, it has been great to work on the future shape of the production guild this year.

5. Change to the constitution

The change to the constitution was read out; the change proposed was that any board members who failed to attend three board meetings in any rolling calendar year could be asked to cease to hold office.

It was questioned whether this meant not sending apologies for the meeting or not attending. It was clarified it meant nonattendance (and attendance can mean calling in).

Unanimously Approved

6. Any other Business

Questions and comments from members;

It was questioned that the vision mentioned drama but not documentary or other forms
Terrific PG is embracing lifelong learning & being proactive.
PG encouraged to work with other organisations, eg BFI

AS responded - What we haven't talked about here is what is planned going forward; we are talking to many organisations about training, in film and TV, and looking at finding other ways of funding to enable us to do more.

New people could be helped into the industry by utilising the talents and experience of those already working in the industry, facilitating help from those members.

Thank you for the effort and work put in across the year – it is appreciated.

Meeting closed at 19:40.