

LONDON FILM-MAKERS CO-OPERATIVE

ANNUAL GENERAL MEETING

8th February 1992

AGENDA

10.30 AM Start

Passing of minutes from Emergency General Meeting of October 1991

Departmental Reports

Election of new Executive Committee

1.00 PM to 1.30 PM LUNCH

Proposal 1

Proposal 2

Proposal 3

Any Other Business

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London Film-Makers' Co-Operative

Annual General Meeting 8th February 1992

Reports from Executive, Building Committee and Departments

1991 marked the 25th Anniversary of the Co-Op and was one of its most turbulent years. The present Exec. was elected as an interim measure following the General Meeting in October. A new Exec. will be appointed at the AGM in February (the proposed January date having been put back to allow for the 21 days notification period).

Anyone wishing to stand for the new Executive should prepare a short statement detailing their areas of interest, and/or any specialist knowledge or experience.

Despite the acrimony, last year did have its positive side, and a vote of thanks must go to Cordelia Swann for organising the Film Festival and to Abina Manning who coordinated the revenue grant application in an impossibly short time.

Philip Sanderson
Chairman, Executive Committee

Building Committee Report - January 1992

At the first meeting of the new Exec. in October 1991 a building committee was appointed to liaise with all parties concerned on the proposed relocation to the Dunn & Co. building in Kentish Town Road. These parties include the two other tenants: London Video Access and the London Film and Video Development Agency (an off-shoot of the BFI); also BFI and RPM (who are handling the property negotiations on behalf of BFI) and the architects dealing with the conversion of the new building.

Five members of the Co-Op were elected to form a building committee: Sandy Weiland, Philip Sanderson, Emina Kurtagic, Patrick Keiller and Annabel Nicolson. Of these, Sandy, Patrick and Annabel were delegated to attend the interviews of the two architects short-listed for the project. The interviews were held at the office of RPM and Irene Whitehead was there to represent the BFI. Florian Beigel was appointed with the full support of the Film Co-Op.

The building Committee then met with Irene Whitehead at the BFI to discuss the Film Co-Op.'s position in the new set-up. It was agreed and subsequently confirmed in writing by Irene Whitehead that the responsibility and ultimate control of the Cinema would rest with the Film Co-Op., who would sign the sub-lease for that space. We would then offer a regular slot to LVA for public shows. Although the Film Co-Op. would not charge LVA for the use of the space, we could generate an income by letting the Cinema to other organisations.

Since October there have been several meetings with LVA to discuss the shared use of the Dunn & Co. building and the implications for both organisations. There have also been two meetings with Florian Beigel to discuss the scope of the project and the needs of the Film Co-Op and LVA. One of his team has visited Gloucester Avenue to get a better understanding of our present circumstances and the improvements we would be looking for, particularly in terms of workshop space.

At the moment the possibility of securing the Ground and First floor of Dunn & Co. is being discussed. A feasibility study by Florian Beigel is being prepared on that basis, with the Cinema and Gallery on the ground floor and Workshops above. All three user groups are keen on this idea and a brief for negotiation with the owner of the Dunn & Co. building is underway. We very much hope it will be successful.

Annabel Nicolson

DEPARTMENTAL REPORTS

Administration Report

Dear Members,

I hope you all had a good Christmas and New Year. Hopefully 1992 will be an exciting year for the Co-Op, with us moving premises before the end of the year - No more leaky roofs! The cloud on the horizon being our financial situation. The Co-Op's finances are becoming an increasing area of concern. Each year the Co-Op runs at a deficit, and although the amount lost each year has not increased dramatically, this has a cumulative effect as the deficit is carried forward each year. Excess of expenditure over income was £7,426 in 89/90 and £6,912 in 90/91. It is estimated that it will be approximately £8,000 this year. Therefore it is predicated that the accounts for 91/92 will show an £18,000 deficit. This deficit is becoming increasingly serious, a solution needs to be found if the Co-Op is to survive and continue to serve film-makers into the 1990's. At present an Executive Sub-Committee is trying to investigate ways of decreasing this deficit. A fuller financial report will be given at the AGM.

The Revenue Grant application for 1992/3 has been submitted to the BFI. We have applied for £62,962, a 6.6% increase on this year. In conjunction with this application a lot of work has gone into updating the Co-Op's Three-Year Business Plan. A copy of this is available in the office if any member wants to read it. The Co-Op will shortly be making two applications to the newly set up Sports & Arts Foundation. One for workshop equipment, and the other a joint-application with LVA to equip the cinema in the new building.

I'd like to thank Abina Manning who did a brilliant job standing in for me when I had to take several weeks off work, and Cordelia for running the LFF. Also many thanks to the new Executive for their support during the last 3 months.

See you all on the 8th February, and don't forget to wrap up warm.

Best Wishes

Sandy Weiland
Administrator

CINEMA REPORT

HI, I'M EMINA KURTAGIC, THE NEW CINEMA ORGANISER. MY JOB STARTED IN SEPTEMBER, WITH THE PROGRAMME OF FILMS FROM THE CO-OP DISTRIBUTION, FEATURING MULTI SCREEN STRUCTURALIST FILMS, FAMOUS CLASSICS OF EXPERIMENTAL CINEMA AND SOME FILMS THAT ARE SELDOM EXHIBITED. THE SCREENINGS WERE FAIRLY WELL ATTENDED AND DISCUSSION WAS GENERATED IN THE PRESENCE OF THE FILMMAKERS ANNABEL NICHOLSON, ANNA THEW, NINA SOBEL, STEVE FARRER, WILLIAM RABAN.

MOST OF THE NOVEMBER PROGRAMME WAS TAKEN UP BY THE LONDON FILM FESTIVAL EVENTS, SKILLFULLY ORGANISED BY CORDELIA SWANN. THE HIGHLIGHT OF THE FESTIVAL WAS THE VISIT AND LECTURE BY STAN BRAKHAGE.

THE NOVEMBER-DECEMBER PROGRAMME ALSO INCLUDED PERSONAL PRESENTATIONS BY SU FRIEDRICH, SANDRA LAHIRE, DARA FRIEDMAN, JOHN LATHAM AND DANIEL EISENBERG. THE CINEMA IS CLOSED UNTIL THE END OF JANUARY , TO OPEN AGAIN WITH THE OPEN SCREENING ON JANUARY 28TH. DO NOT MISS THE DUTCH EVENING PRESENTED BY BARBARA METER, ON WEDNESDAY, JANUARY 29TH AT 7PM. AND "JUSTINE, BY THE MARQUIS DE SADE", A FILM BY FILM WORK GROUP , ON JANUARY 31ST AT 7PM. THE NEW PROGRAMME IS IN PRINT AT THE MOMENT, AND I HOPE THAT YOU ARE GOING TO SUPPORT CO-OP'S CINEMA BY BRINGING IN YOUR NEW WORK AND BY ATTENDING THE SCREENINGS.

MANY THANKS FOR ALL HELP TO CORDELIA SWANN, DAVE CURTIS, IAN CHRISTIE, DIANA MAVROLEON, NICHOLAS GARY MORGAN, SANDY WEILAND, ABINA MANNING, TONY WARCUS, SARAH TURNER, GREG POPE, PHILLIP SANDERSON, MARTIN LUGG, GEORGE SAXON, FRAN JACOBSON, WILLIAM ENGLISH, OLGA MARTINEZ, MARK WALLER, JOHN TAPPENDEN, VICKY SMITH, DAVID LEISTER, AND TO ALL THOSE WHO HAVE HELPED AND ARE NOT ON THIS LIST OF CREDITS.

Courses Report

Firstly I would like to thank Orlagh Mulcahy for all the work done for education at the Co-Op.

In the event of Orlagh Mulcahy's resignation, a temporary courses administrator has been in place, until further decisions are made on the post.

Effort has been made to integrate courses more fully into the experimental film practice at the Co-Op e.g. directing students to relevant cinema screenings, the open screening etc. Also some courses are being designed to give more hands-on experience.

Over the last four months, we have been closely monitoring the relationship between courses' equipment use and workshop members' equipment use, and have found that clashes in requests rarely happen.

We are always open to new ideas, so if you have a proposal, or are interested in tutoring please contact courses administration.

Tanya Syed
Courses Administrator

Distribution Newsletter

Dear Co-Op Members,

1991 was a busy year for Co-Op Distribution with Tom Heslop completing his tenure as Distribution Organiser and Sarah Turner beginning in September. Distribution organised a number of events to tie in with the Co-Op's 25th Anniversary: as most London-based members will know by now, we organised a two-programme retrospective of films at the International Avante-Garde Film Festival at the National Film Theatre in April and a six-programme retrospective of British work at the Tate Gallery in October. These events have encouraged other venues to book a wider range of work from the archives.

Film hire from Europe continued to rise (chiefly Germany, Holland and Switzerland) enabling Distribution to meet its financial targets.

We have had a regular flow of programmers previewing at the Co-Op - film-makers are reminded of the importance of providing us with preview videos of their work. The next Distribution Preview Show of new work acquired since 1990 will take place over the week-end of April 24th-26th.

The entries for the new comprehensive catalogue have been entered on disc but we are still short of money for final production costs (The £10 distribution membership fee has covered labour costs for typesetting but we still need another £8,000!). In the meantime, a bulletin of new films acquired since the publication of 'Supplement 10' has been compiled and will be mailed out to hirers at the end of January.

Many thanks to Kurt Easterwood from the San Francisco Art Institute who worked in distribution over December 1991 and January 1992, to Martin Arnold in Vienna for arranging for new prints of Kurt Kren films, and to everyone who has helped in Distribution over the past year.

Tony Warcus
Sarah Turner
Distribution Organisers

Workshop Report

Since June Workshop Membership has risen by a moderate 12%. As would be expected over the years there is a percentage increase in the numbers of members who renew their membership, this is now at a level of 26% of the total. There are 196 current members, not including life members, Executive and Directors.

Workshop income has remained buoyant over the last six months. With very limited resources we have continued to carry out our considered programme of repair and renewal. This includes modification to the full coat system to make it more reliable, and various extras to the sound kit to protect it from damage and increase its usefulness. Splicers have been repaired and ni-cad batteries replaced. We have purchased a spot meter, useful in animation, and had the processor serviced. However, we would have liked to replace a lighting kit but fiscal policy has not made this possible. Also print and process has been running at a loss. Workshop has produced a rate card inhouse on the Co-Op's DTP. This has massively reduced our own publishing costs and can be accessed as and when we wish to put up prices, which have remained very low for a long time.

By now you should be aware that we are moving premises this year. Such a change is likely to affect Workshop with its rooms and services more than other departments at a practical level. We hope to be able to represent your interests as best we can and make use of the opportunity for refurbishment. However, we would like any members with time and/or practical skills to come forward to discuss how best help can be given. Workshop is trying to work closely with the Building Committee and the Architects at these early stages of ideas and budgeting. Members' input would be appreciated.

Members have had a low profile recently in the Members' Meetings, while Open Screenings have flourished, with good attendance. It seems that Members' Meetings need a revamp so that members can continue to have an input into Workshop. One idea is to merge the Open Screening with the Members' Meeting, so that the Open Screening starts at 7pm, beginning with exchange of ideas (including participation of non-members) and moving straight on to the films as soon as conversation dries up. It shouldn't necessarily be the Workshop Organisers' responsibility to lead the discussion.

One area of potential involvement for Workshop members is to join a small body of volunteers who are currently researching sponsorship with a view to securing donations of equipment by TV companies and facilities houses.

Disability Awareness Training

Money promised by GLA two years ago for DAT will finally be put to use. John Briscoe, an experienced trainer, will take a one day workshop on 10/2/92, 10am-5.30pm. The workshop is open to all members and is free of charge. I think the training will be particularly useful in the light of moving to new premises.

If you're interested please 'phone Workshop to put your name on the list.

Thanks to all those who have helped to support us.

HAPPY NEW YEAR.

John Tappenden
Vicky Smith
Workshop Organisers

PROPOSALS

PROPOSAL 1

That the General Meeting ratify the £10 annual Distribution Membership Fee, the proceeds of which are in the first instance to contribute towards the production costs of the Distribution Catalogue and thereafter towards promotional initiatives specific to Distribution.

Tony Warcus

PROPOSAL 2

We propose that the General Meeting formally ratify the post of Education Officer (Courses Administrator) as agreed by the Executive Committee meeting of April 1991, subject to the attached job description. (see **Addendum I**)

This post formally recognises the LFMC's status as an educational charity and can play a major role in the development of open access.

Orlagh Mulcahy
Tom Heslop
Karen Smith

PROPOSAL 3

Part 1

That the post of Courses Administrator should be ratified, with a job description as laid out in Addendum I except that it is a 6 day per month post. The six day per month plan ensures that this department remains lucrative, and can be increased or decreased respectively.

Part 2

That the Meeting should agree in principle to the post of Education Officer being set up in the event of a successful application for funding. This post could include such duties as: Liaising with education and art institutions, and community centres; touring packages from distribution; arranging seminars and lectures.

Education Sub-Committee

ADDENDUM I

JOB DESCRIPTION

COURSES ADMINISTRATOR

The Courses Administrator is a two day per week post (*1), 10.00am to 6.00pm. The days worked are flexible but a regular calendar should be followed. The position is on a self-employed basis, i.e. you must arrange your own Income Tax and NI, the current remuneration is £43.78 per day under review. There is a maximum period of tenure of three years.

RESPONSIBILITIES

All responsibilities must be carried out with due regard to the LFMC's Equal Opportunities Policy, see attached policy document.

(1) Designing and administering the LFMC educational projects.

(a) Providing an on-going programme of short courses in specific film-making techniques from beginner to advanced levels, with special emphasis on introducing "Students" to the workshop facilities and distribution library. At present the courses break down into three categories: ONE DAY WORKSHOPS; CRITICAL THEORY and SPECIAL EVENTS, i.e. Summer Schools and Seminars.

(2) Financial control and promotion of all courses. The courses are at present self financing so vigorous promotion and careful financial planning are essential.

(a) Financial planning for each season's programme of courses.

(b) Invoicing and receipting all course bookings, payment of tutor fees and collection of invoices, banking and book-keeping.

(c) Purchase and/or hire of equipment and materials for courses when necessary. Booking equipment for courses from Workshop.

(d) Ensuring that a calendar of events is available and distributed to relevant institutions and individuals, and course enquiries are answered.

(3) Employing tutors and agreeing individual course outlines.

(4) Liaising with LFMC Members and Students to ensure the required courses are available.

(b) Monitoring the success of courses and their market appeal.

(5) Developing links with other educational institutions e.g. Birkbeck College with which the LFMC has successfully developed a partnership.

(b) Keeping abreast of current trends and developments in this area of education.

(c) Making grant and funding applications where appropriate.

(6) OTHER DUTIES

Participation in staff meetings. Attendance of Executive Committee, Annual and Extraordinary Meetings.

NOTE>(*1) This is a two day per week post which could be increased when reviewed due to the potential expansion and increased income within the department.

REQUIREMENTS

(1) The ability to organise and plan events.

(2) A good working knowledge of film-making and equipment.

(3) An interest in education.

(4) The ability to communicate easily and liaise with staff, tutors, members, students, Executive Committee members and other organisations.

(5) General office and administrative skills.

(6) An ability to write clear copy.

(7) An ability to work in a stressful environment and think on your feet.