

LONDON FILMMAKERS CO-OP ANNUAL GENERAL MEETING

SATURDAY 12th JANUARY 1991

AGENDA

10.30 am Meeting opening by Chair.

Apologies
Minutes of EGM June 1990
Matters Arising.

11.00 am Departmental Reports

a) Workshop
b) Distribution
c) Cinema
d) Courses
e) Administration

12.00 pm Building Crisis

1.00 pm Lunch

2.00 pm Proposals

a) Restructuring of Co-op
b) Extension of Staff Tenure
c) Change to Workshop Staffing Structure
d) New Post - Co-ordinator/Administrator (Finance)
(See Newsletter for full details of Proposals)

4.30 pm Equal Opportunities Policy

5.00 pm Election of Executive Committee*

5.30 pm A.O.B

6.00 pm Meeting Closed

*Subject to outcome of Proposal (a.

Please arrive on time - as you can see, we have a lot of important business to get through.

LFMC CO



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LFMC NEWSLETTER DECEMBER 1990

WORKSHOP

Hello all Workshop Members,

I've been working at the LFMC for nearly a year and feel familiar with quite a few of you now. Sometimes working conditions have been quite hectic and I apologise to anyone I've been short tempered with. It would be helpful if members could familiarise themselves with workshop opening times, courses inquiries times conditions of equipment hire and, above all, to clear up after using in-house equipment.

Since I've been here, all but one of the Super 8 cameras has been sent off for repair. Currently the Nizo 6080 and 4080 are out of action and, with little money in the repair budget, are likely to stay that way until the new year. We did buy a cheap S8 Canon camera which is available for hire at £2.00 a day. If members are not entirely familiar with the Nizo cameras, or want to take the camera to the beach or on a climbing holiday, then I urge you to hire out the Canon, rather than to risk incurring another great expense.

Several pieces of equipment have gone missing. Consequently we are forced to tighten up security, but it is unfortunate that we cannot operate more on a trust basis.

The Arts Council kindly donated us a S8 loop projector, spools, leader, a pic sync and electric film rewind arms. Also we have invested in a 4th clockwork Bolex.

In August Workshop closed to members for a week so that staff could spend time re-vamping equipment. Also we introduced a £10 deposit on all out-house equipment. The rate card is ready now. We have to charge for it at £1.00 to cover printing costs.

Following the decision made at the EGM, Open Days began running once a month, replacing the weekly tour. The objective behind the more comprehensive Open Day was to give prospective members a fuller idea of the LFMC, and to create a more active membership. There was no limit placed on the number of people attending the

Open Day, but in order to encourage a more diverse Workshop membership we targetted womens groups, black film and video makers, lesbians and gay men. The targetting took some time to show effectiveness as there was a massive gender imbalance on the first few Open Days. Because of this we found it necessary to re-introduce a limit on the number of men attending the Open Day. The effectiveness of this showed immediately on the November Open Day with at least 40% of women attending. Nevertheless, the Open Day will be under scrutiny to ensure that it falls in line with our Equal Ops Policy.

Anyone want to help with targetting?

We have completed the shortlisting for the post of the third workshop worker. Candidates will be interviewed by the new system of a panel comprising 2 staff, 2 exec and 3 members. A reminder to any members who are familiar with the LFMC to put themselves forward on to a pool of prospective interviewers, any of whom could be called on when a job vacancy arises. We'd like to see more women in the interview pool. More details at Members Meetings, which haven't been very well attended recently. Open Screenings, on the other hand have been quite active events with a diverse selection of film and video shown. While watching film may hold more allure than discussing workshop policy, it is important for members to be involved.

A mention to courses, which under the new administrator have generated a small profit which will be injected in to Workshop. We are keen to purchase some new equipment for the sound room. New equipment combined with the sound training (funded by ICOM) that workshop staff will undertake in the new year, should lead to a revamped sound room with expert tuition!

Workshop made an application to the Arts Council for a Video Line Tester. This piece of equipment could have doubled up for rostrum work, and to use with the optical printer, but the application was refused. There is an article worth reading, in Directions Winter 90-91, written by Gina in Workshop, outlining how LFMC is coping with providing high educational standards in the face of cutbacks and little funding to purchase necessary new equipment.

Finally, a reminder to UB40 holders to take advantage of the cheap hire rates on Wednesdays. Also to thank Nicole Briggs who worked here for 4 months. She helped in all the departments and made a new LFMC sign for outside.

MERRY CHRISTMAS FROM YOUR WORKSHOP STAFF

Vicky Smith
Gina Czarnecki-Gables
John Tappenden

ADMINISTRATION

Hello from Administration,

Things have been hectic in admin, with lots of time and energy being devoted to the building crisis, details of which are in the 'Building Crisis' section of this newsletter. We hope that all of you that came to our party, held in conjunction with LVA enjoyed yourselves. We were amazed at the good turnout, loads of members of both the Co-op and LVA danced 'till the early hours! Now onto business.....

At the beginning of November the LFMC had a Retreat to discuss long term planning and its relation to the constitution. Unfortunately due to lack of finances the Co-op couldn't retreat to the countryside, but spent the weekend in MOMI's basement driven mad by piped music. The Executive Committee and past members of staff were invited to attend. The weekend was generally a success with proposals formulated to be put forward at the AGM (these are attached to this newsletter). The minutes of the retreat are available in the office for anyone to read.

Several funding applications have been submitted: Two to London Borough Grants Scheme and three to the Arts Council, as well as the revenue grant application to the BFI which is being done at time of writing. Unfortunately all three applications to the Arts Council were rejected and a meeting will take place to discuss future funding from the ACGB. We do not expect to hear the results of our applications to LBGS until the end of January.

London ICOM (Industrial Common Ownership Movement) have awarded the LFMC £2,180 for staff training. We intend to use the money on crossover training for new staff, computer and DTP training as well as a sound course.

The audited accounts for 1989/90 will be presented at the AGM, they show us to have finished the financial year in deficit (money was borrowed from the deposit accounts). These accounts will have to be passed at AGM, and a vote of confidence made in our accountants.

Finally I would like to thank the members of the Executive for their support this year, especially Orlagh, Philip and Christian, all of whom have contributed greatly to the running of the Co-op.

See you at the AGM

Sandy Weiland
Administrator

P.S. Wear a woolly jumper to the AGM, it's freezing at the Co-op!

BUILDING CRISIS

Since the last newsletter there have been several developments in the LPMC's search for new premises. We are still working on the assumption that we may have to move out by March 1991, however it is seeming more and more likely that we will be able to stay longer. We are aiming to have moved by the end of 1991, and it seems reasonably hopeful that we will be able to stay here until then, avoiding the need for temporary accomodation.

The details of the developments in the building crisis will be discussed more fully in the report to be given at the AGM. A brief description of recent events is outlined below:

Practical Arts management consultants carried out a feasibility study on the viability of ourselves and LVA sharing premises, they recommended joint occupancy. Both the Co-op and LVA agreed to proceed to Stage II (the finding and aquisition of a shared building) with the proviso that either organisation could pull out if they found something independently. The Half Moon Theatre in Stepney, on the market for £500,000 was investigated by RPM (Relocation Project Management Consultants). The theatre space in the Half Moon could possibly be hired out to organisations such as the BBC, raising enough revenue to cover the mortgage, although the cost of refurbishment/alterations would be considerable. The BFI have promised us £150,000 over the next three years, but we are not optimistic of receiving much money from the other funders.

The BFI have now directly commissioned RPM on behalf of ourselves and LVA to:

- a) Look for commercial partners for the Half Moon project.
- b) Investigate the Diorama project, will it ever happen, and if so when?
- c) Look into other sites to rent or buy, including the possibility of negotiating a new long lease on our present BR building (investigations have proved this unlikely).

At the AGM progress in the above areas will be reported on. Meanwhile if you hear of any building that may be available please contact us, we need all the help we can get.

Sandy Weiland
Building Crisis Committee

COURSES

There has been a dramatic increase in educational activities over the last year. This has included The Summer School Project,

The Avant Garde Now (theoretical introduction to new film) run in conjunction with Birkbeck and of course the One Day Workshops which have expanded to cover a wide range of technical skills.

These workshops are primarily for You the membership so if you have any idea about skills you would like to learn or share please leave me know.

The courses have proved a very good way of introducing new members to the Co-op as well as generating valuable income. The new programme of courses will start on the 19th January so ring in for information or send SAE.

CINEMA

Dear Members,

We have recently completed a successful autumn season of screenings and a very successful participation in the London Film Festival (LFF). This year cinema applied and received the largest grant ever from the Arts Council, for more than twice the amount from last year, for the LFF events. This allowed for the publication of a glossy little catalogue (a limited amount of copies still available for £1.00 from the office) and the staging of three major installations.

Within the LFF we showcased a broad selection of new British and international experimental film and video. Almost all the screenings were sold out and in fact in many cases people had to be turned away at the door because we were more than full to capacity. Because of the demand one of the programmes is being repeated in the December programme.

1991 promises to be an exciting year for Cinema and the LFMC in general as it is our 25th anniversary. This is a great opportunity to give a higher profile to the Co-op in terms of media coverage etc. and also to gain support for our prospective move to a new building. A working party is being organised to organise the ways in which we are going to commemorate this historical and important date.

So get involved! The more people the merrier!

Best wishes for a Happy New Year.

Kathleen Maitland-Carter
Cinema Organiser.

DISTRIBUTION

Hello members,

1. Distribution has had a busy and fruitful year and has exceeded its financial targets. Among the projects we have initiated have been; Collaborations with independent cinemas such as the ICA and the Scala (next Scala screening "Avant Garde Erotic Film Festival" on the 12th December - be there or be square!), representing the Co-op at our expanding network of European Festivals such as Osnabruck and Lucerne, and touring programmes of films in Holland and Belgium in conjunction with the Melkweg in Amsterdam. We are at this moment negotiating with agents in other European countries to set up touring packages for independent cinemas in Germany, Switzerland etc. We are also looking into the possibility of releasing films on video in conjunction with Jettisonz Video and making more sales to Broadcast. We will also be touring highlights from the LFF early next year.

2. The time of year has come for our annual appeal for people to help out in Distribution, especially with Film checking. Please get in touch with us as soon as possible if you want to help, which is needed urgently. Also, members with films in our Distribution should give us preview videos and supporting material for their films, as we have programmers and curators previewing constantly.

3. Catalogue - the catalogue is almost ready to be printed, but we have temporarily run out of money. We have applied to LBGS for the funds to cover this and are keeping our fingers crossed. We will also be trying to raise fund in other ways (such as selling advertising) and hopefully there should be some money available from the BFI in the next financial year.

See you at the AGM,

A very Merry Xmas and a Happy New Year from your Distribution Staff,

Tom Heslop and Tony Warcus.

PROPOSALS FOR AGM JANUARY 12TH 1991

In November 90 a retreat was called to discuss the future development of the Co-op. The staff and executive seeming to spend a great deal of time making short-term policy decisions leaves little time to formulate long-term policies to ensure it's continuing survival. It is important that the LFMC formulates it's policies, aims and objectives, rather than be forced into changes by funders.

This will involve changes in the staffing, management and membership structure.

This year we have seen the support of the executive almost collapse, with staff virtually running the co-op; not a good thing for either membership or staff. We also feel that we are wearing ourselves out trying to support an ideology and structure of co-operativity which is a) impossible to operate given the membership numbers and level of involvement, and b) not accommodated by 70% of members.

The following proposals aim to formulate a strategy for the LFMC's future which will enable the LFMC to run more efficiently, increase earned income, and yet not lose sight of it's original aims and objectives. This kind of strategy is vitally important to ensure the co-ops survival

PROPOSAL

1. **Membership will be divided into Full and Access status**
2. A management committee would be elected by the Full members
This management committee would replace the existing executive and would be responsible for the formulation and ratification of policies and guidance in the aims objectives and workings of the LFMC.
3. Management committee would be responsible for the hiring and firing of staff.
4. Staff will have no voting rights at management level, but would play an advisory role.
5. Staff will take on existing executive decision making powers, working within guidelines laid out by management committee and would be accountable to both management and full membership.
6. Election of management committee takes place at AGM
7. Annual EGM is scrapped but can be called by staff and management if there are discrepancies which can not be resolved on management level

EXPLANATION OF THE ABOVE POINTS

1. Two-tiered membership structure
 - a The membership would consist of access and core members
 - b Initially core membership would consist of:-
 - i) Life members, directors and current/past exec.
 - ii) Those who have a long-standing commitment to the LFMC

iii)Members who have been active in the running of the LFMC.
(This system will take one year to fully implement and
therefore the constitution of core membership will change at
AGM 92)

c The introductory tours will be a platform for potential core

members. On joining the LFMC they will be required to stipulate their intention of becoming a core member and their contribution will then be monitored over the year. (Individuals who do not stipulate this initially but who fulfill requirements can still apply for core membership, however their input must have been clearly visible as it will not have been monitored)

d The requirements for becoming and maintaining core membership are; To have been a workshop or distribution member for over a year and to have actively helped to further the workings, aims and policies of the LFMC.

The above will include; Helping with mail-outs, events and cinema, attending meetings, screenings, sub-committees and viewing panels, the writing of articles/publicity, aiding of foreign/U.K distribution and exhibition networks, the tuition of courses, production of manuals and running of introductory tours, helping with the upkeep of the equipment, facilities and building, The checking of films, clerical and administrative work and general involvement in furthering the aims, objectives and policies of the LFMC.

e Those wishing to be a core member will submit a statement of intent to relevant staff and will be accepted/denied core membership on a staff level. Appeals against staff decision are made to management committee. Existing core members would continue without re-application if the above listed requirements have been satisfied.

f The rights and conditions of access and core members are as follows:-

ACCESS	CORE
No voting rights	Full voting rights
Standard hire rates	Discounted hire rates
Separate cinema membership	Included cinema membership
No mail-outs	Regular mail-outs
No late access or night keys	Access to night keys
No discount on courses	Discounts on courses
No input required	Input required

Both Access and Core members would be eligible for LFMC external discounts and would comply with LFMC conditions and policies. The existence of a two-tiered membership structure does not alter the co-op's commitment to operating an open access and equal opportunities policy.

*It is acknowledged that, under present circumstances the core membership would not constitute 50% women as both management and staff ratios do. This is largely due to the failings of the new introductory system which must be revised. Suggestions are that

core membership take on responsibility for targetting specific gender/culture based groups in mailings/displays etc, and specific policies must be drawn up to accomodate this by the management committee.*

2.It is envisaged that the management committee will meet quarterly after the initial period of implementing it's strategies and individuals becoming awquainted with specific areas/history and workings of the organisation, when meetings must be more frequent.

3The hiring of staff will be done by management committee rather than by the present system which has proved difficult to implement. Members of staff will also be on the interview panel, but will not have voting rights. Most importantly it will relieve staff of uncomfortable decisions of monitoring and reprimanding other staff. The contracts under which staff are hired remain unchanged with the exception of proposal 2. As management are elected by core members this effectively places the election of staff in the hands of members once again.

4The staff will submit full detailed reports to management meetings and must be accountable to management. Although staff must be present at these meetings that have no voting rights at management level but are present in an advisory capacity only.

5Working within the guidelines and yearly plans laid out by management the staff will have full decision making power which is now the responsibility of the existing executive committee. As staff now constitute 65% of executive committee this will present no change in democratic decision making. What it will do is relieve the staff of having to wait for executive meetings to ratify decisions that are often time pressured. It will also make the staff accountable in their decisions to management, and in turn, membership.

6The management will be elected by core membership and staff at the AGM. They must submit a statement of intent for the prospective role they will play in the LFMC's management. The management committee will comprise 8 people, which includes a secretary, and a chair person who will have a casting vote only. The management committee will be made up of at least 50% women. The management committee will be relieved of the physical duties of core membership status but are expected to be fully familiar with the running of the LFMC.

7The EGM will only take place on the special request of either staff or executive for major decisions/appeals which can not be resolved at management level. This is a necessary safety valve for staff who feel that management are not fulfilling responsibilities and are making decisions which they feel are not in the interest of the organisation. At EGM or AGM management are accountable to both staff and membership and can be dismissed.

PROPOSAL 2

Staff should be allowed to extend their tenure for upto one year in the event of their outstanding, continued contribution and unsuitable candidates for replacement. Also in the event of crisis situations of the organisation such as the move to new premises where their valuable knowledge and experience is essential. The conditions for this are that the submit notice three months before the end of their contract and the extension of employment is agreed by management.

PROPOSAL 3

If the funding from LBGS for the wage of the third workshop worker is not forthcoming the LFMC can not afford to employ someone for this position. In the interests of the membership and equipment, aswell as the future development of the LFMC we propose the following re-shuffle in the workshop staffing structure;-

1 The two workshop workers will work a three day week and the workshop will be fully closed on Mondays to accomodate a cross over day. The workshop organisers will be relieved of much administrative work by the employment of a courses/workshop administrator

At present we have a courses organiser who works one day a week and is paid by the revenue from the courses. This revenue could accomodate paying for the organiser on a two day week basis and a further day would be paid by the LFMC. By this method the LFMC will be paying one day per week, rather than 3 day week for the third workshop organiser.

PROPOSAL 4

It is proposed that, subject to funding, the job of Administration be split into two posts - General Co-ordinator and Administrator (Finance). The Administrator would have the following responsibilities;

- a) Day to day financial administrator including bookeeping, paying of invoices and wages.
- b) Distribution's invoicing, reminders, and paying of royalties.
- c) Cinema's financial administration and banking.
- d) Workshop's financial administration and banking.
- e) Space hire; promotion and bookings.
- f) Office management e.g. stationary orders.

The introduction of this post would free up all three departments to spend more time on outreach and promotional work as well as providing more time for equipment maintenance.

The General Co-ordinator would be responsible for:

- a) long term planning and budgeting,
- b) Funding applications (including revenue funding, captial grants, applications to trusts
- c) Securing educational placements

- d) Sponsorship and sale of advertising space in publications
(such as catalogue and rate card)
- e) monitoring Equal Opportunities and implementing policy
- f) co-ordinating Co-op activities.

Extensive fundraising and sponsorship is vital to ensure the Co-op's expansion and survival particularly in the upgrading of equipment and resources. At present, this essential work is not being done and it is unrealistic to expect Executive members to take on what is essentially a full time job. The appointment of this post would alliviate some of the pressures on all departments thus leaving them free to address this task.