



CALLIGRAPHY & LETTERING ARTS SOCIETY

ANNUAL GENERAL MEETING

Saturday 6th March 2020, 14:00 - 17:00 GMT

**Free Online Zoom AGM Day
including business meeting, presentations, demonstrations and lecture**

PLEASE READ AHEAD OF THE AGM AND RETAIN FOR REFERENCE DURING THE BUSINESS MEETING

BUSINESS MEETING AGENDA

1. **Zoom Housekeeping**
2. **Minutes of AGM held on 07.03.2020*** Vote for approval.
3. **Matters Arising**
4. **CLAS Chairman's Officers' Annual Reports, Treasurer's Report, Statement of Accounts and Adoption of Accounts*** Vote for approval.
5. **Election of Officers**
6. **Any Other Business & Q&A**

This will be followed by presentations, demonstrations and lecture.

1 - ZOOM HOUSEKEEPING

Zoom link as well as online instructions and procedures, including online Zoom voting, will be sent by 5th March to all those who register to attend the AGM. To register email agm@clas.co.uk

2 - MINUTES

of the Annual General Meeting of the Calligraphy & Lettering Arts Society held at Regent's University, London on Saturday 7th March 2020 at 10.45am

1. Present:

Chair	<i>Michela Antonello</i>
Treasurer	<i>Charm Brown</i>
Members of the Management Committee and Members of the Society.	

Michela welcomed delegates to Regent's University, our new AGM venue, and made the necessary safety announcements. She introduced the order of the day and the events available to delegates after the business part of the meeting.

2. Minutes of 2019 AGM

The minutes of the last AGM held on 9th March 2019 were agreed as a true and correct record. Their acceptance was proposed by Jan Pickett and seconded by Mary Noble and were unanimously approved by the meeting.

3. Matters Arising

There were no matters arising.

4. CLAS Chairman and Officers' Annual Reports

A full version of the Chairman's Report for 2019 was available at the front of the platform.

Michela began by outlining the aims and objectives of the Society which are to advance the education of the public in the practice, appreciation and use of all forms of calligraphy and lettering arts. CLAS is achieving these aims by: maintaining and improving access to good teaching; establishing an accreditation system for tutors, as well as maintaining a nationwide register of tutors; providing support for individuals and regional groups; increasing public awareness; publishing literature and support material. She stressed that it is important for people to understand how much work it takes for a Society like CLAS to move forward. Michela thanked all the CLAS team members whether on a committee or who give their time to help CLAS even though they are not Committee members.

Membership – We are still struggling with numbers. In September 2014 membership was 1400, currently it stands at 882. Although still below 1,000, membership figures seem to have steadied at around 900 for the last few months and this is a sign that we have finally halted the decline in membership.

Deborah Morton is retiring as Membership Secretary and her successor is Meg Chapman.

Regional Affiliated Groups (RAG) – Currently 40 RAGs. Barbara Alldred, as RAG officer, has been working hard to ensure the northern groups feel fully included in CLAS. An article about calligraphy in the north was published in a recent edition of the Edge and we will be holding a regional day in Warrington on 26 September. We also want to make sure that we are supporting smaller groups, if possible financially, so that they can have access to good quality tutors for their workshops and courses.

CASB – CLAS Academic Standards Board

Certificate of Calligraphy (CoC) – An entry level to the Ladder of Progress. The leaflet has been redesigned and updated and everyone was encouraged to take some, especially tutors for their students.

National Diploma – overall fewer entries for the Diploma although there has been an increase in entries from Middle Eastern countries, although many of these are not members of CLAS. In July 2019 Mary Noble led a workshop to discuss ways more people could be encouraged to enter. It was decided that the Diploma format is outdated and Josie Brown is working towards rewriting it. It is hoped that entry levels may improve once the Online Learning System is up and running.

Fellowship – no new Fellows this year. Anyone interested was advised to speak with Julia Baxter Certificate of Skills (CoS): this has been very popular especially Copperplate; Colour & Design course just finishing; a new Heraldry course starting in the autumn. We need new tutors to come forward.

Diploma Preparation – used to be the Ladder of Progress, course completing in March.

Design CoS – this has stalled for the time being.

Accredited Tutors – anyone interested should speak with Ann Mason for further information.

Editorial:

the Edge – Printed 4 times per year, designed and edited by Helen Scholes, continues to receive much positive feedback.

CLASnews – All listings that were in the Edge now appear in CLASnews. As 95% of membership use email, this is sent out electronically 4 times per year and allows space for everyone to have an entry whereas previously entries in the Edge were limited by space.

Social Media – We are delighted to have Jane John and Sofie Baker handling all aspects of social media for CLAS. This could also be used by tutors to advertise workshops and classes if they pass the information on to Jane and Sofie.

Design team – all CLAS literature is gradually being redesigned by Attilio Medda, to provide a unified look. We are planning to have some banners as well, hopefully in time for the Regional Day in September.

Website – The redesigned website has been live since June 2019. There have been some issues but these are all gradually being resolved and the site is more user friendly. The commissions page is now open to all who accept commissioned work.

Events & outreach:

AGM 2019 – Aply organized by Rosella Garavaglia, this was the last AGM Day to be held at the British Library; it had become much too expensive and there were problems with the available

space. This is CLAS' first year at Regent's University. Much more affordable, and a much better facility all round.

Exhibition 2019 – This celebrated CLAS 25th Anniversary. Held at 4 different locations between February and September, a big thank you to the organizing team as this was a big task but the most successful exhibition CLAS have mounted to date. Catalogues for sale through CLAS Sales.

Festival 2019 – British Isles themed Festival held in York and an instant sell out. This year will be held in Keele with still a few places available. 2021 will be at Warwick University.

Liaison – last year some of the Regional Groups collaborated with local libraries in the Knowledge Network Scheme, aiming to put information into libraries and spread the word about calligraphy. Our biggest achievement was in setting up free online Calligraphy Courses for absolute beginners working with accredited tutors; this was organized and administered by Gwyneth Hibbett. The response was overwhelming with far more applications than we could accommodate. It will be interesting to see how many finish the course. Students will be encouraged to join CLAS.

Archive – This is an ongoing task of collecting together Edge magazines and all CLAS related publications, as well as keeping samples of CLAS merchandise. Tony Woodhams has made a good start and is always looking for archival material. Tony was standing down as Archivist and we are looking for someone to fill this position.

Sales – New products include Bister inks and new tool rolls. Bob Alldred is always looking for new products to include in sales.

5. Treasurer's Report, Statement of Accounts & Financial Report Charm Brown – Treasurer

The Accounts and Financial Report had been made available to members.

The Treasurer informed the meeting that CLAS was quite healthy financially as Festival 2019 had not proved as expensive as expected but surplus funds from this were being used to fund the correspondence courses. An Arts Council grant will be applied for to help fund the planned Online Learning initiative. The Treasurer continues to keep watch on expenses, keeping them down as much as possible and making savings where possible.

Due to healthy bank balance, membership fees will not be increased in 2020.

She requested members contact her if there were any queries regarding funds.

Charm will be retiring at 2021 AGM and is looking for a replacement Treasurer. If anyone is interested they should contact her for more details. She stressed that it was not necessary to have previously served on a CLAS committee.

Tony Woodhams proposed acceptance of the Report & Accounts, seconded by Ruth Newman and approved unanimously.

A vote of thanks was given to Dr Heidi Poon for all the work done this year and for offering to continue as Independent Examiner in 2020. This was unanimously approved.

6. Election of Officers

The following nominations had been made for the available posts. To save time, Michela suggested that, with the agreement of those present, elections should be taken en bloc:

Membership Officer - Deborah Morton had completed 5 years in this post, as well as having been Festival Officer and taking on additional tasks following Sue Cavendish's retirement and was stepping down. Meg Chapman has agreed to be nominated to fill this vacancy.

Social Media Officer - This is a new post and Jane John has agreed to become a Trustee on the Management Committee, assisted by Sofie Baker.

Proposed by Mary Noble and seconded by Helen Scholes.

Other members of the committee were happy to continue to serve in their current positions. As these were the only nominations, those present were asked to ratify these elections, which they did unanimously with no objections or abstentions.

The following are the members of the new Management Committee and, therefore, the Trustees.

Michela Antonello
Charm Brown
Bob Alldred
Meg Chapman

Chairman
Treasurer
Sales Officer
Membership Officer

Sue Hodgkinson & Ann Mason
Barbara Alldred
Anne Marie Delaney
Rosella Garavaglia
Jane John
Vacant
Vacant

Festival Officers
Regional Groups Officer
Webmaster
AGM Organiser
Social Media Officer
Archivist
CASB Chairman

Co-opted:

Gail Mitchell
Helen Scholes
Gwyneth Hibbett

Minutes Secretary
The Edge Editor
Liaison Officer

7. Any Other Business

In 2021 four key roles will need to be filled: Chairman, Treasurer, AGM Organiser and Minutes Secretary. These are crucial roles to the running of CLAS and must be filled; only the Chair needs to have been on the Committee previously, all other positions can be filled by any member interested in taking on the role. Treasurer or Minutes Secretary could be the spouse or partner of a member. Anyone interested was asked to come forward with a view to shadowing the existing incumbent.

We also need an organiser for Art & The Letter, a new Archivist and a CASB Chair. Anyone interested was asked to contact Michela.

There being no further business, the meeting closed at 11.40am.

Gail Mitchell
Minutes Secretary



CALLIGRAPHY & LETTERING ARTS SOCIETY

CHAIRMAN'S ANNUAL REPORT 2020

The Calligraphy and Lettering Arts Society (CLAS) is a Charity registered with the Charity Commission No. 1046526.

As of 31st January 2021 the Charity's Trustees were:

Michela Antonello	<i>Chairman & acting CASB Chairman</i>
Charm Brown	<i>Treasurer</i>
Meg Chapman	<i>Membership Secretary</i>
Barbara Alldred	<i>Regional Affiliated Groups Officer</i>
Rosella Garavaglia	<i>AGM Coordinator</i>
Bob Alldred	<i>Sales Officer</i>
Sue Hodgkinson	<i>Festival Director</i>
Ann Mason	<i>Festival Administrator</i>
Anne Marie Delaney	<i>Webmaster</i>
Jane John	<i>Social Media</i>

As of 31st January 2021 the Co-opted Members of the Management Committee were:

Gail Mitchell	<i>Minutes Secretary</i>
Helen Scholes	<i>Designer, the Edge</i>
Gwyneth Hibbett	<i>Liaison Officer</i>

Structure, Governance and Management

The Society is constituted by a Deed of Trust agreed by the Charity Commission. Membership is open to all over the age of 18 who support the aims of the Society. Within the membership are Honoured Fellows who are calligraphers and lettering artists of high attainment and others of experience and high repute who have made a significant contribution to calligraphy and lettering; Fellows who are calligraphers and lettering artists who have achieved a high level of technical competence and have been successful when submitting their work for assessment; students in full time education who pay a reduced subscription; Honorary Members who are honoured by invitation; and Group Affiliation for Local Calligraphy Groups who wish to affiliate to the Society.

The Society is run by the Management Committee, which is the decision-making body with decisions being taken by majority votes. The Management Committee is generally made up of 12 Trustees, plus 4 co-options, all given specific roles. In 2020/21 there have been 10 Trustees with 3 co-options.

The Management Committee appoints the members of the CLAS Academic Standards Board (CASB) which meets twice a year to oversee all educational aspects of the Society and submits proposals to the Management Committee for approval.

The members elected to the Management Committee are Trustees of the Society. They may be approached by the Chairman to take a specific position on the Committee or they may be volunteers. On becoming Trustees they are acquainted with Charity Commission's documentation on their duties and responsibilities, as well as the Society's management documentation.

The Management Committee members are proposed, seconded and elected by ballot at the AGM meeting in March each year at which the quorum is one twentieth (5%) of the membership. Election to the Committee is for three years. Potential Trustees are often co-opted to the Committee prior to their election so that they may become familiar with the operation of the Committee.

There are currently also the following Sub-Committees:

CASB - CLAS Academic Standards Board

Editorial Board

CSIG - Copperplate Special Interest Group Committee

See Appendix B at the back of this booklet for a full list of members involved in the running of the Society.

Objectives, Activities and Achievements

The Aims and Objectives of the Society shall be to advance the education of the public in the practice, appreciation and the use of all forms of calligraphy and lettering arts.

a. The Society shall maintain and improve access to good teaching of calligraphy and lettering for all who want it and to establish an accreditation system for those who teach it.

b. Establish and maintain a National Register of Teachers of calligraphy and lettering. This is done on the CLAS Website and a small booklet.

c. Provide a national context of events, resources and representation and support for individuals, regional groups and other related societies.

d. Increase public awareness by organising frequent exhibitions, establishing links with commerce and industry and by encouraging the commissioning, buying and using calligraphy and lettering.

e. Publish literature and provide support material to assist in the promotion and teaching of calligraphy and lettering.

The Trustees have regard to the guidance on public benefit issued by the Charity Commission when exercising their powers and duties to which the guidance is relevant.

These objectives have been fully met during 2020 by planning and holding events and initiatives open to both members and non-members of the Society.

General Administration

In May 2018 the General Data Protection Act legislation came into effect. CLAS has now its own GDPR, Privacy & Cookies policies in place and is accessible to the public online or upon request.

There are currently no vacancies on any of the committees, but we are always on the lookout for enthusiastic volunteers to fill any future vacancies.

CLAS Chairman - Michela Antonello

Our last AGM Day in March 2020 was held just before the first national lockdown and, just like it was the case for our individual lives, everything that has since happened within CLAS has been affected by those restrictions brought on by the pandemic. As you will see in the reports the consequences were not all negative: although some events had to be cancelled there were a number of projects that took off quicker than it would normally have been possible and all in all we were able to continue providing our valued educational services to the wider calligraphic community.

This 2021 AGM marks the end of my 3-year tenure as chairman. Much has happened over these past three years and I will not list all achievements of the 2018-2021 team here - I'm sure you have seen a great many changes yourself. Suffice it to say that it has been an incredibly intense and rich experience and I would like to thank every single member of the team, no matter how big or small their contribution, for making every planned project happen and for having continued to support me and the day-to-day running of the Society in such an efficient and enthusiastic manner. I leave the Society in very capable hands and look forward to finally getting my creative juices flowing again.

Treasurer - Charm Brown

I'm sure you are all tired of every sentence starting with "due to Covid 19" and hopefully this will be the last time I write it.

Festival 2020 was cancelled as you will know and all deposits were refunded to the delegates. Keele University also refunded our deposit paid in 2019. The Warwick Conference centre has been booked for 2021, and provisionally for 2 further years.

The recognition of Zoom as a platform for visual communication was a much-needed bright spot in the year with CLAS purchasing a Pro License and extended storage. This meant that after the March AGM 2020, our last face to face meeting, we were still able to have management committee meetings online and also others necessitated by events.

Because of this, CLAS was able to proceed with the Online Learning program in-house, which resulted in courses tailored to our specific Certificate of Calligraphy requirements. These were then advertised in December to start January 13 2021.

Interest rates have fallen dramatically during this year and our bank charges will increase in 2021. This is my last report as your treasurer and arrangements have been made for a smooth transition and handover of all finance related matters. It has been a great pleasure to work with the other very dedicated members of all CLAS committees, my sincere thanks to all of them.

See Appendix A for Accounts and External Examiner's Report.

Membership - Meg Chapman

The current membership stands at 860, including 28 free members (January 2020 total membership was 848)

It's still early days but so far we have had a good response to discounted membership fees for first time members and members under 30, as well as a positive reaction to LiveOnline courses, which has in turn encouraged new memberships.

It has to be mentioned that Covid hasn't affected cancellation numbers only because of consequent ill health and reduced finances, but also because we lost potential members due to the cancellation of our activities, especially the Festival and Regional Day.

To conclude, although figures have remained pretty constant since last year we seem to have finally turned the corner and in recent months we have seen almost twice as many new memberships in comparison to cancellations, which is an incredibly encouraging trend and hopefully a sign of things to come.

Regional Affiliated Groups (RAG) - Barbara Alldred

Renewal of Affiliation and PLI was a much longer process this year as several groups had issues with having cheques signed etc during lockdown. By the end of the year all but one group had renewed their affiliation, so we now have 39 Regional Affiliated Groups of which six benefited from the discount offered to groups where 50% or more of members belong also to CLAS.

Sadly due to the pandemic Regional Day 2020 in Warrington, hosted by the North West Calligraphers Association, had to be postponed to September 2021 but it now looks increasingly likely that also this event will have to be cancelled. An update will be sent out in due course.

The RAG Administrator also provided support and advice on health and safety issues as well as directing groups to sources of online workshops to replace their monthly face-to-face workshops. Over the past difficult year a number of local groups shared their newsletters and other interesting news and items via the RAG network, particularly Cinque Port Scribes and Shropshire Scribes who sent a regular supply of projects, worksheets and things of interest to share with the groups. This was much appreciated.

CLAS Academic Standards Board (CASB) - Michela Antonello, acting Chairman

-Certificate of Calligraphy (CoC) - Angela Banks: In 2020 the April assessment of this very popular entry-level to the Ladder of Progress had to be cancelled, with entries being assessed after the November deadline. It continues to attract entries from overseas as much as from the UK and is open to members and non-members. Following several suggestions from members at the 2020 AGM the fees were increased and now include a discounted fee for members.

-Certificates of Skills (CoS) - Ann Mason: Two new CoS Courses in Design for Calligraphers by Margaret Morgan are now available to local groups as soon as face-to-face workshops become possible again. These two 1-year-long courses with 4 teaching days each, aimed at beginners and more experienced students respectively, are a much needed addition to the more script and art based courses offered in our CoS range.

Julia Baxter succeeds Mary Noble and Jan Mehigan as Colour & Texture Course tutor.

-Old National Diploma v1 - Cathy Stables & Tony Woodhams: Due to the pandemic the July Assessment Day had to be postponed to November and this was able to go ahead just before the second national lockdown came into force. Unsurprisingly we had only 8 full and 3 modular entries this year, including 2 from overseas, of which 5 at Foundation and 4 at Intermediate level.

Recording of all diplomas awarded since its inception is now almost complete (see Archivist's report below) and a transition period for old and new diploma submissions has been worked out with Josie Brown in order to allow for a smooth transition. A Q&A session about the transition period will be held in the HelpDesk Breakout Room during the 2021 AGM and a FAQ sheet about this will be posted on our website after the AGM.

Cathy and Tony are succeeded by Rebecca Osborne in the role of Diploma Administrator.

-New National Diploma v2 - Josie Brown: Following the Diploma Assessment Workshop in July 2019 I was commissioned with the rewriting and updating of the Diploma. The cancellation of most regular teaching and other work commitments due to the three national lockdowns meant I was able to give this and the LiveOnline projects my full attention and the New Diploma is now ready to be launched at the 2021 AGM, with registrations for this new version also beginning in March. Although there are quite a number of changes, the recognizable nature of the Diplomas providing a sound structure for studying calligraphy and lettering remains. There is more scope in terms of how to evidence knowledge and understanding; in using the wider range of tools, mediums and surfaces available to use these days; and also in creative expression. At the November assessment event the new marking system, which is greatly simplified, was tested out and came to within 2% of the existing system, so we are satisfied that there is suitable equity. The handbooks have also been simplified to make the information more accessible, less confusing (which has been a continual criticism) and easier for overseas candidates to understand. The hope is that the re-write will result in a greater uptake thereby helping members to improve their skills and practices, as well as offering official validation of those. This is particularly pertinent for practitioners who wish to apply for Tutor Accreditation.

In this endeavour I have relied heavily on the invaluable help and support from a number of people – in particular Tony Woodhams, Mary Noble and Michela and can only thank them hugely for their unstinting input.

Please note that as a result of members' input during the 2020 AGM and in contrast to the Certificate of Calligraphy, from March 2021 it will be necessary to be a CLAS member in order to submit work for the Diploma.

-LiveOnline Courses - Josie Brown & Alejandra Gonaldi: A great deal of hard work and time given by lots of different people has resulted in a highly successful launch of the CLAS LiveOnline courses in December. Formerly known as the Online Learning Initiative the project was revived at the beginning of 2020 and quickly evolved thanks to the fast spreading use of online conferencing facilities such as Zoom. This allowed us to keep the production and hosting of online courses in-house.

Anne Marie Delaney pulled out all her stops to get the webpages up and running in time for the launch in mid-December. Five courses in the most popular scripts for the Certificates in Calligraphy were raised and promoted on social media two weeks before Christmas. The Italic course sold out very quickly and to date almost all courses are fully booked, with people now on waiting lists, and more courses already being set up. Numbers will be monitored and feedback to the experiences evaluated to inform how we proceed in scheduling more courses and giving more tutors the opportunity to teach in this mode. A private LiveOnline Facebook groups has been set up for students to share and discuss their work.

We have a pool of 12 Accredited Tutors and we hope to bring in more as we go along, with the LiveOnline team giving technical support those who require it. We are incredibly lucky to have gained an Administrator, Alejandra Gonaldi, who was already experienced in organizing and running online courses. If LiveOnline expands in the way we are planning with further courses to support the Diplomas, we will be looking at bringing in an automated booking system.

The project as a whole will be monitored and adjusted as necessary, and we'll be developing more courses for members' benefit. The free "Beginners' Guides" videos have been successful in attracting visitors to the website, so that's added value too.

I'd like to congratulate the LiveOnline team, all the willing tutors, the social media team Sofie & Jane, Anne Marie and Alejandra – everyone's given such a lot but it's paid off and we're under way at last!

-Accredited Tutors - Josie Brown: There are currently 40 Accredited Tutors, two of whom, Sunita Auger and Tony Woodhams, gained accreditation last year.

-Tutors & Talkers Listings - Ann Mason: This booklet, available to download from our website, assists groups in finding tutors & workshop topics and has now been updated to include online workshop topics as well.

-Fellowship - Julia Baxter: No new FCLAS were appointed in the past year. A discussion about relevance and purpose of Fellowship will be held in order to understand what is needed to attract new candidates.

-Copperplate Special Interest Group (CSIG) - Maria Alejandra Gonaldi: This group now counts 151 members and is led by a committee of 5 people who organise an international envelope exchange, a mentoring scheme, a quarterly newsletter and a yearly calendar. After the group celebrated its 25th anniversary in 2020 and after a very successful year working towards a greater integration within CLAS (see Liaison Officer's report below) the decision was taken to invite the CSIG Representative to be part of the Management Committee from AGM 2021.

Editorial Board

-The Edge - Helen Scholes: In 2020 four issues of the Edge magazine were designed and published, the last three of which were all of 36 pages each. The content spanned both traditional and a more contemporary range of works. Following Eric Kentley's brief stint as Copy Editor in Autumn, Janet Smith and Toni Watts joined the proofreaders Gail Mitchell and Susan Healy in January as Commissioning and Copy Editor respectively.

-CLASnews - Jan Sambell: During the pandemic CLASnews continues to keep members as up to date as possible amid the uncertainty of cancelled and postponed workshops and events. It now features also online exhibitions and talks as well as online workshops. January saw the first newsletter being distributed via MailChimp.

-Social Media - Sofie Baker & Jane John: Our Instagram and Facebook pages continue to attract new followers/friend and now provide an invaluable channel for CLAS to communicate with the wider calligraphic community. The importance of this is illustrated by the fact that, together with CLASnews, they proved crucial in attracting volunteers to fill committee vacancies and were instrumental in the promotion of our brand-new LiveOnline courses.

-CLAS Literature Design - Attilio Medda: The update/redesigning of all CLAS leaflets and booklets both for web and print continues with the aim of reaching consistency throughout all CLAS literature. This includes designing the New National Diploma booklet, rewriting the titles for all leaflets as well as designing the logo for the LiveOnline courses.

Website- Anne Marie Delaney

As a result of the new LiveOnline courses much work was put into the updating of the website and on the production of beginners' guides' videos.

During the first lock down there was a huge spike in website visits as people were strictly confined to their houses. We then saw a steep drop off in the summer months as the restrictions were eased and the weather was good. The trend is now on an upward rise again in part thanks to the new LiveOnline initiative and the associated social media interest. We also sell places through the website for the courses, so have also seen numbers go up through commerce.

The page views per visit has held steady throughout the year, which is a good sign as it means that we're keeping the interest of people to click around the site even if they have only visited the site to look at one page.

AGM Day 2020 - Rosella Garavaglia

The AGM Day 2020 at our new venue at Regent's University was relatively well attended considering the many absences due to travel difficulties because of the COVID-19 pandemic. We were able to go ahead with the programme because restrictions on social gathering were not yet implemented. 121 people attended in total, 111 of whom were CLAS members.

Most people still pay by cheque and only 15 paid by bank transfer, a method which proved to be problematic. The committee approved the PayPal method as the main payment method for tickets which is effective and easy from both the buyer and the organiser point of view.

Delegates' reaction to the new venue was largely positive and enthusiastic. Some people felt it was difficult to get from one side of the building to the other and the signage needed improvement, including a better floor map and laminated directions signs to place in strategic places.

We had rebooked Regents University as the venue for AGM 2021, but unfortunately had to cancel the live event because of the pandemic, and in October we took the decision to have the AGM online on the 6th of March 2021 with Zoom elections, demonstrations, presentations and lecture. I was delighted when a competent successor for my role as AGM Administrator came forward and I look forward to passing on the baton in March 2021 at the end of my three years' of service.

Art & The Letter Exhibition 2020 - Tony Woodhams

We received a total of 31 entries this year, less than previous years. Three of the categories being the favourites with 10 entries each, for The National Trust, the Dickens quote and the category invoking the use of colour. There was only one entry for a C.S. Lewis quote category which was the one with copyright issues.

Proportionally there were far more overseas entries this year – 8 in total, from France, Italy, Japan, Iran, and Latvia. Across the level of entries there were 13 'More experienced students', 12 'Advanced', 4 'Fellows' and 2 of unknown level.

The number and titles of certificated categories was reduced to five: Most Promising Beginner category (no entries in 2020), Most Technically Skilled and Most Contemporary, plus Members' Choice and the first Brian Walker Prize, presented by his daughters.

The exhibition on the day was greatly praised for its high standard of work .

In 2021 the ATL Exhibition will be online one week before and one after the AGM date.

Festival 2020 and 2021 - Lou Goolnik & Clare Ruck

It was with enormous regret that the Festival 2020 at Keele had to be cancelled because the Covid-19 pandemic made it impossible to run the event as planned. Due to the force majeure clause Keele refunded in full the deposit paid and in turn CLAS refunded all deposits paid by delegates.

After the big disappointment of the 2020 cancellation the Directors had been busy making arrangements for Festival 2021, and as of end of January everything was in place and on course for the event to take place from 15th to 21st August at the Arden Conference Centre at Warwick University. Both international and home-grown tutors have been booked and, between them, they will cover both traditional and non-traditional calligraphy and artwork: Monica Dengo from Italy, Marina Soria from Buenos Aires, and Mark L'Argent, Rachel Yallop and Veiko Kespersaks all working in the UK. Places are still available - please go to www.clas.co.uk/festival/ for more information.

However, due to the continued uncertainty, we may well have to make alternative arrangements and move the event online. As soon as we have more information we will announce this to our members via CLASnews and the Edge, and to our wider audience via our website and social media.

Liaison - Gwyneth Hibbett

Plans to liaise with graphic/typeset/art colleges and ensure the Edge is available to students in their libraries were thwarted by the pandemic but will resume once colleges reopen.

The integration of the Copperplate Special Interest Group (CSIG), which already existed under the CLAS umbrella, has been very successful and well received. So far the CSIG newsletter has featured two articles about wider CLAS activities, one on the Certificate of Skills and one on Sales, and vice versa the CSIG has featured in articles in the Edge. Currently we are considering the option of offering a combined discounted membership to those who are members of both CLAS and CSIG.

Sales - Bob Alldred

CLAS Sales continue to go well and now include back issues of the Edge magazine. Lockdown brought its challenges with increased sales of workshop specific products such as Bister inks combined with postoffice closures and delivery delays. As a result of Brexit a review of postage costs has also taken place and these have now been adjusted accordingly.

Archive - Alison Allan

Following a staged handover of electronic and physical records from the previous archivist, the main activities undertaken during 2020 have been producing a contents list of major articles in the Edge and compiling a comprehensive list of National Diploma results 1995-2020. We are still missing all results from the very first year of Diploma entries in 1994. Should anyone be aware of where these may be stored please contact the Archivist.

Two further projects in the pipeline are the compiling of a historical record of the development of Fellowship, and where appropriate of individual progress, from the original "Founding" Fellows, Honorary Fellowship and the Associate scheme to the present-day arrangements and b) the compiling of a contents list for the Copperplate Special Interest Group (CSIG) magazine.

Michela Antonello

5 - ELECTION OF OFFICERS

All Officers are elected to serve for three years. Elected officers become Trustees of the Society under the Charity Commission's rules.

The current Management Committee consists of:

Trustee 1	Chairman	Michela Antonello (<i>retiring</i>)
Trustee 2	Treasurer	Charm Brown (<i>retiring</i>)
Trustee 3	Membership Secretary	Meg Chapman
Trustee 4	Festival Director	Sue Hodgkinson (<i>retiring</i>)
Trustee 5	Festival Administrator	Ann Mason (<i>retiring</i>)
Trustee 6	Social Media Officer	Jane John
Trustee 7	AGM Coordinator	Rosella Garavaglia (<i>retiring</i>)
Trustee 8	Webmaster	Anne Marie Delaney
Trustee 9	Regional Liaison Officer	Barbara Alldred
Trustee 10	Sales Officer	Bob Alldred

The following people have been nominated for the available posts:

Trustee 1	Chairman	Tony Woodhams
Trustee 2	Treasurer	Jenny Wholley
Trustee 4	Festival Director	Lou Goolnik
Trustee 5	Copperplate Special Interest Group (CSIG)	Maria Alejandra Gonaldi
Trustee 7	AGM Coordinator	Sarah Walker
Trustee 11	CASB Chairman	Josie Brown
Trustee 12	Editorial Board	Janet Smith

Co-options, appointed by the Management Committee:

Co-opted 1	Admin Secretary	Dave Cowan
Co-opted 2	Liaison Officer	Gwyneth Hibbett
Co-opted 3	Archivist	Alison Allan
Co-opted 4	Festival Administrator	Clare Ruck

6 - ANY OTHER BUSINESS

This will be followed by presentations, demonstrations and the lecture



CALLIGRAPHY & LETTERING ARTS SOCIETY
RECEIPTS AND PAYMENT ACCOUNTS WITH PRIOR YEAR COMPARISON
Year ended 31 December 2020

RECEIPTS		Notes	Jan - Dec 20	Jan - Dec 19
A	Voluntary income			
	Subscriptions			
	Non Gift Aided		16,373	17,422
	Gift Aided		17,240	18,095
	Gift Aid Tax Credit	1	<u>4,577</u>	<u>4,029</u>
			38,190	39,546
	Donations			
	Non Gift Aided		145	1,839
	Gift Aided		<u>98</u>	<u>210</u>
			<u>243</u>	<u>2,049</u>
	Total Voluntary Income		<u>38,433</u>	<u>41,595</u>
B	Charitable Activities			
	Festivals			
	Fest' of Calligraphy 19			48,453
	Fest' of Calligraphy 20	2	1,492	4,830
	Fest' of Calligraphy 21	3	<u>4,270</u>	<u>0</u>
			5,762	53,283
	AGMs			
	AGM 19		0	2,783
	AGM 20		<u>1,938</u>	<u>255</u>
			1,938	3,038
	Member Sevices			
	Art & The Letter		54	38
	Certificate of Skills		150	0
	Certificate fees	4	524	1,215
	Diploma fees	5	1,020	2,563
	Liveonline Courses	6	2,010	
	Tutor Accred' fees		<u>50</u>	<u>0</u>
			3,808	3,816
	Exhibition 2019		<u>20</u>	<u>6,050</u>
			<u>20</u>	<u>6,050</u>
	Total Charitable Activities		<u>11,528</u>	<u>66,187</u>
C	Fund generating activities			
	Affiliated Groups' PLI	7	2,111	2,031
	Sale of goods		<u>4,669</u>	<u>1,673</u>
	Total Fund generating activities		<u>6,780</u>	<u>3,704</u>
D	Investment income			
	CAF interest		0	5

		COIF interest		<u>304</u>		<u>555</u>	
		Total Investment income				304	560
		Total Receipts				<u>£57,045</u>	<u>£112,046</u>
		Payments for the year		53,254		88,383	
		Net of Receipts /(payments)				<u>£3,791</u>	<u>£23,663</u>
PAYMENTS			Notes		Jan - Dec 20		Jan - Dec 19
	A	Charitable activities					
		Art & The Letter		179		221	
		CLAS Academic Standards Board		287		995	
		Certificate	4	385		662	
		Certificate of Skills 2017				0	
		CLAS Course Development	8	12,750			
		Copying & printing		359		661	
		Depreciation				77	
		Diploma	5	2,118		1,713	
		Edge		13,031		12,350	
		Edge postage		7,195		6,426	
		Exhibition 2019				9,287	
		Fest' of Callig 19				36,340	
		Fest' of Callig 20		19		447	
		Fest' of Callig 21		338			
		Free calligraphy courses	9	1,650			
		Liveonline Courses	6	767			
		PLI (CLAS) insurance		830		643	
		Regional Day		167			
		Stationery		<u>498</u>		<u>162</u>	
		Total Charitable activities				<u>40,573</u>	<u>69,984</u>
	B	Fundraising costs					
		Goods for resale		2,710		1,241	
		Affiliated Groups' PLI premiums	10	<u>1,976</u>		<u>2,113</u>	
		Total Fundraising costs				<u>4,686</u>	<u>3,354</u>
	C	Costs of generating voluntary income					
		Bank charges & Fees					
		CAF		102		256	
		PayPal & GoCardless		<u>501</u>		<u>424</u>	
						603	680
		Internet, Postage etc					
		Web site development				2,778	
		Internet - Other	11	1,046		373	
		Postage		991		312	
		Presentations	12	<u>1,008</u>		<u>1,118</u>	
						<u>3,045</u>	<u>4,581</u>



CALLIGRAPHY & LETTERING ARTS SOCIETY

NOTES TO ACCOUNTS *Year ended 31 December 2020*

Accounting basis

Cash accounting method has been adopted as the basis for reporting from the year 2017 onwards. The figures in the financial statements represent the receipts and payments made during the year. Receipts and payments in relation to events taking place in a different accounting year are noted under the relevant headings.

Statement of Receipts

1. Gift-aid tax credit claim is made annually in January to HM Revenue and Customs for the accounting year ended in December previous. The two components in the claim are the tax credit due on the subscriptions from members who are taxpayers and have made a gift-aid declaration, and on sundry donations to CLAS that have been gift-aided. The tax credit claim received in 2020 of £4,577 was in relation to the gift-aided subscriptions in 2019 of £18,095 and the donations of £210, at the rate of £10 credit for every £40 gift-aided receipts.
2. Festival 2020 was cancelled due to Covid-19 pandemic restrictions. The venue hire deposit of £6,322 paid in 2019 to Keele University was fully refunded to CLAS, and out of which the deposits received from attendees in 2019 of £4,830 were fully refunded. The net inflow of £1,492 is recorded as a receipt against Festival 2020.
3. For Festival 2021 deposits in the sum of £4,270 have been received in 2020.
4. Fees for Certificate accreditation assessment of £524 were received from candidates, with related outgoings of £385 recorded as outflow.
5. Fees for Diploma accreditation assessment of £1,020 were received from candidates, with related outgoings of £2,118 recorded as outflow.
6. The Liveonline Certificate of Calligraphy courses were launched in December 2020, with £2,010 paid in advance of the start date of 13 January 2021. Outflows such as tutor fees will be recorded in 2021.
7. Affiliated Groups PLI (Public Liability Insurance) of £2,111 represents the contributions from regional groups affiliated to CLAS towards the insurance premium borne by the Society.

Statement of Payments

8. Fees were paid to calligraphers and tutors who were commissioned by the Society to develop teaching materials for Certificate of Skills courses, rewriting the Diploma courses, and the new Liveonline courses.
9. In line with the Society's charitable aims, free calligraphy courses were awarded to a number of participants, and fees were paid to tutors who ran and assessed these free courses.
10. The Society bore Groups PLI premiums of £1,976 towards which the Affiliated Groups made contributions as referred to in note 7.
11. Costs for "Internet and Others" include the fees for maintaining the Society's website, and the purchase of a Pro-Zoom Licence with televised storage capacity for launching the Liveonline courses. The Annual General Meeting for 2021 is to be hosted remotely on Zoom with this facility as well due to Covid-19 restrictions regarding face-to-face meetings.
12. Presentations cost of £1,008 represents various outlays during the year on the retirement of various people who had generously given their time and skills to assist CLAS in a governance role, or in meeting its regulatory and compliance obligations.
13. AGM 20 expenses of £1,260 represent the travel and subsistence costs for the management committee, helpers and speakers at the AGM gathering, and the balance of the venue hire.
14. AGM 21 outlay of £2,472 was incurred in 2020 to secure the AGM venue at Regent's Conferences & Events, Hyde Park for 2021. As the 2021 AGM will be hosted on Zoom, Regent's Conferences & Events, Hyde Park has agreed for the deposit to be carried forward against the venue hire for AGM 2022.
15. Management Committee meetings took place four times during the year, attended by 10

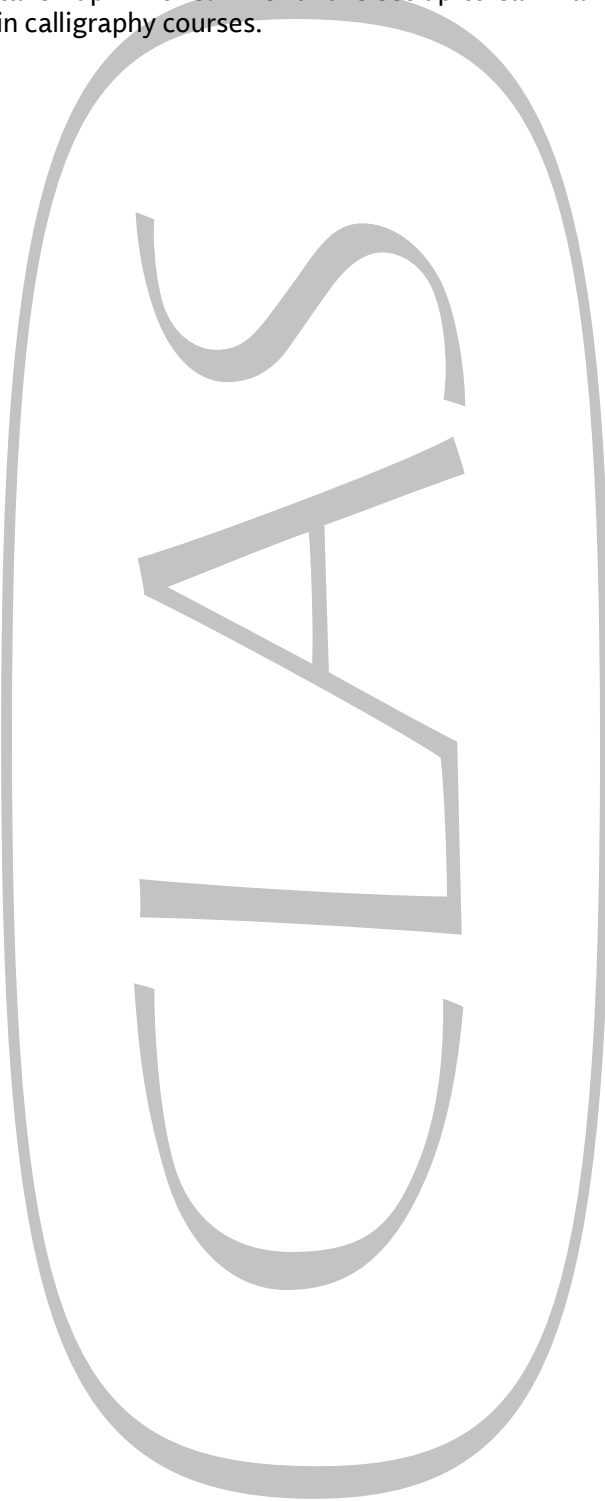
committee members with 3 co-operators. The cost of travel of attendees and refreshments provided at these meetings total £615 (£1,740 for 2019). From March 2020, all meetings were done on Zoom.

Balance Sheet

16. CAF Accounts are historically the main operating and savings accounts for CLAS.

17. COIF deposit account is the main account for holding funds due to the higher rate of interest earned on the deposits compared to holding funds with the CAF accounts. However declining interest rates have reduced this interest dramatically in line with other banks.

18. CLAS sponsorship for beginners of £4,350 represents the balance after sponsorship of free courses of £1,650 were taken up in 2020. The fund is set up to ear-mark a sum pledged to assist beginners in taking part in calligraphy courses.





CALLIGRAPHY & LETTERING ARTS SOCIETY

Calligraphy & Lettering Arts Society (CLAS) Year Ended 31 December 2020

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. The accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008, other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

A handwritten signature in black ink, appearing to read 'HP', with a horizontal line underneath.

Name: Dr Heidi Poon, CA CTA (Fellow)

Relevant professional qualification or membership of professional bodies (if any):

Address: The Coach House, Edvin Loach, Herefordshire HR7 4PW

Date: 30 January 2021



CALLIGRAPHY & LETTERING ARTS SOCIETY

CLAS TEAM MEMBERS

Management Committee

Chairman	Michela Antonello (<i>retiring at AGM 2021</i>) Tony Woodhams (<i>nominated at AGM 2021</i>)	Trustee 1
Treasurer	Charm Brown (<i>retiring at AGM 2021</i>) Jenny Wholley (<i>nominated at AGM 2021</i>)	Trustee 2
Membership Secretary	Meg Chapman	Trustee 3
Festival Director	Sue Hodgkinson (<i>retiring at AGM 2021</i>) Lou Goolnik (<i>nominated at AGM 2021</i>)	Trustee 4
Festival Administrator	Ann Mason (<i>retiring at AGM 2021</i>)	Trustee 5
CSIG Rep	Maria Alejandra Gonaldi (<i>nominated at AGM 2021</i>)	Trustee 5
Social Media Officer	Jane John	Trustee 6
AGM Co-ordinator	Rosella Garavaglia (<i>retiring at AGM 2021</i>) Sarah Walker (<i>nominated at AGM 2021</i>)	Trustee 7
Webmaster	Anne Marie Delaney	Trustee 8
RAG Officer	Barbara Alldred	Trustee 9
Sales Officer	Bob Alldred	Trustee 8
CASB Chairman	Josie Brown (<i>nominated at AGM 2021</i>)	Trustee 11
Editorial Board Rep	Janet Smith (<i>nominated at AGM 2021</i>)	Trustee 12
Secretary (Minutes & Stationery)	Gail Mitchell (<i>retiring at AGM 2021</i>)	Co-opted 1
Admin Secretary "	Dave Cowan (<i>nominated at AGM 2021</i>)	
Archivist	Alison Allan	Co-opted 2
Liaison Officer	Gwyneth Hibbett	Co-opted 3
Designer & Editor, the Edge	Helen Scholes (<i>co-opted until AGM 2021</i>)	Co-opted 4
Festival Administrator	Clare Ruck (<i>co-opted from AGM 2021</i>)	Co-opted 4
Social Media Officer	Sofie Baker	ex officio
Art & the Letter Exhibition Officers	Tony Woodhams (<i>retiring at AGM 2021</i>) Julie & Nicky Walker (<i>from AGM 2021</i>)"	ex officio
Admin Assistant	Doug Adams (<i>from AGM 2021</i>)	ex officio

CLAS Academic Standards Board (CASB)

Chairman & Representative on MC	Michela Antonello (<i>acting Chair, retiring at AGM 2021</i>) Josie Brown (<i>nominated at AGM 2021</i>)	
CASB Admin Secretary	Liz Grant (<i>from AGM 2021</i>)	
Diploma Chief Assessor	Mary Noble (<i>retiring at AGM 2021</i>) Josie Brown (<i>from AGM 2021</i>)	
Accredited Tutors Off. & LiveOnline	Josie Brown	
LiveOnline Administrator	Maria Alejandra Gonaldi	
Diploma Administration Officer	Cathy Stables (<i>retiring at 2021 AGM</i>) Tony Woodhams (<i>retiring at 2021 AGM</i>) Rebecca Osborne (<i>from AGM 2021</i>)	
Certificate of Calligraphy Officer	Angela Banks	
Fellowship Application Officer	Julia Baxter	
Certificate of Skills (CoS) Courses & Diploma Preparation Course Admin.	Ann Mason	
Tutors & Talkers Booklet Officer	Ann Mason	
Minutes	Ann Mason (<i>retiring at 2021 AGM</i>)	
Standardisation Officer	Gaynor Goffe	
Designer, CASB & CLAS Literature	Attilio Medda	
CLAS Chairman	Michela Antonello	ex officio
LiveOnline, further team members	David Simons, Anne Marie Delaney, Charm Brown, Gwyneth Hibbett, Liz Barrow	ex officio

Editorial Board

Designer & Editor, the Edge	Helen Scholes
Commissioning Editor, the Edge	Janet Smith (<i>from AGM 2021</i>)
Copy Editor, the Edge	Toni Watts (<i>from AGM 2021</i>)
Proofreaders, the Edge	Gail Mitchell, Susan Healy
CLASNews	Jan Sambell

Copperplate Special Interest Group (CSIG)

Representative on MC,	Alejandra Gonaldi
Newsletter Editor & Treasurer	
Membership Sec. & Proof-Reader	Katy May
Envelope Exchange Coordinator	Ann Jamieson
Mentoring Scheme Organiser	Heather McCombie
Calendar Editor	Joy Daniels