



ANNUAL GENERAL MEETING

Saturday 5th March 2022 10:15-16:00
Regent's University London

Please read ahead of the meeting and retain for reference. If you are attending the AGM please bring your copy with you as there will only be a limited number of copies available

BUSINESS MEETING AGENDA

10:45 Tuke Hall

1. Housekeeping
2. Minutes of AGM held online 6th March 2021 *(vote for approval)*
3. Matters Arising
4. Officers' Annual Reports
 - a. Chairman
 - b. Treasurer, including Statement and Adoption of Accounts *(vote for approval)*
 - c. Management Committee Report Summary *(full copies in this publication)*
 - d. CLAS Academic Standards Board Report Summary *(full copies in this publication)*
5. Proposals *(vote for approval)*
6. Election of Officers
7. Any other Business

REST OF THE DAY

See AGM programme and attendee pack (sent separately to attendees) for more details

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| 12:00 | Meet and chat with members of the Committee |
| 12:15 | Lunch break |
| 14:00 | Presentations |
| 14:25 | Afternoon Lecture by Ewan Clayton |
| 16:00 | End of event |

1 - HOUSEKEEPING

Please ensure mobile phones are turned off, or on silent during the meeting, presentations, and lecture. Please respect each other's comfort zones. If you have entered Art & The Letter, or the Fellows' exhibition, please remember to collect your packaging and artwork at the end of the day. Photos of exhibits only after 1pm to allow people to view the work more easily. A reminder that the Business Meeting section is for CLAS members only.

2 – MINUTES (2021)



Registered Charity No: 1046526

Minutes of the Annual General Meeting of the Calligraphy and Lettering Arts Society
held Online on Saturday 6th March 2021 at 14.00

1. Present

Chair *Michela Antonello*
Treasurer *Charm Brown*
Members of the Management Committee and Members of the Society.

Michela was pleased to welcome delegates from all over the world to the first CLAS Online AGM and covered Zoom housekeeping arrangements. She introduced the order of the meeting and events available to delegates after the business part of the meeting.

2. Minutes of 2020 AGM

The minutes of the last AGM held on 7th March 2020 were agreed as a true and correct record. An online vote was taken with 87% agreement and 13% abstentions. Their acceptance was therefore agreed.

3. Matters Arising

There were no matters arising.

4. CLAS Chairman and Officers' Annual Reports

A full version of the Chairman and Officers' Reports for 2020 had been previously circulated to all members in the AGM booklet sent out together with the February *Edge*. Michela highlighted a few points.

- 25% discount on membership fee was being offered to under-30s, all students and all other first-time joiners on joining.
- Regional Groups – thanks were given to Cinque Port Scribes and Stockport Scribes for sharing worksheets and other calligraphic material with all Regional Groups during the pandemic. This had been much appreciated.
- Festival 2021 – a lot of thought and risk assessment had gone into deciding whether or not to proceed with arrangements for this year's Festival. Taking account of the latest Government guidelines on Covid, the Management Committee had decided to go ahead but there were still a lot of details to finalise and official guidelines would be closely followed and adhered to.

CASB – Josie Brown, the incoming CASB Chair, gave the news that the revised National Diploma was being launched today. This was the first time the Diploma had been updated since its introduction 26 years ago and Josie thanked all those who had input to the revamp. She hoped that the new format would encourage more people to take the Diploma. A leaflet explaining how it has changed and how it will work will be sent to all members with the May edition of the *Edge*. Josie thanked Attilio Medda for all the work he had done in producing the leaflet and the booklets for each separate Diploma level. If anyone had questions about this, guidance would be available from the Help Desk in one of the breakout rooms.

Live Online courses had been very successful; CASB are developing new courses at different levels and 5 new courses will be announced shortly. Information will be posted on the website when available. A new Certificate of Skills in Design has been written by Margaret Morgan. There will be an article about this in the May *Edge*.

Treasurer's Report, Statement of Accounts & Financial Report

Charm Brown – Treasurer

The accounts had been circulated to members in the AGM booklet. Some members had been experiencing problems in transferring money to CLAS CAF account and Charm explained how to deal with this. There being no questions, acceptance of the accounts was proposed by Rosella Garavaglia and

seconded by Jane John. An online vote was taken, with 94% agreement and 6% abstentions the accounts were approved.

5. Election of Officers

Michela introduced those retiring and those replacing them and gave a vote of thanks to those retiring and to the incoming members.

The following nominations had been made for the available posts.

Chairman – Michela Antonello has completed her 3-year term as Chairman.

Tony Woodhams has agreed to be nominated as Chairman.

Proposer: Barbara Alldred Seconded: Meg Chapman

Treasurer – Charm Brown has completed her 3-year term as Treasurer.

Jenny Wholley has agreed to be nominated as Treasurer.

Proposer: Lucia Leyfield Seconded: Bob Alldred

Festival Director – Sue Hodgkinson has completed 4.5 years Festival Director and her 3-year term as Trustee. Lou Goolnik has agreed to be nominated as Festival Director.

Proposer: Sue Hodgkinson Seconded: Gwyneth Hibbert

Copperplate Special Interest Group (CSIG) – This is a new position on the Management Committee and Maria Alejandra Gonaldi has agreed to be nominated as CSIG representative. Proposer: Josie Brown

Seconded: Mary Noble

AGM Coordinator – Rosella Garavaglia has completed her 3-year term.

Sarah Walker has agreed to be nominated as AGM Coordinator.

Proposer: Jane John Seconded: Julia Baxter

CASB Chairman – Josie Brown has agreed to be nominated to this previously vacant position.

Proposer: Tony Woodhams Seconded: Mary Noble

Editorial Board – This is a new position on the Management Committee and Janet Smith has agreed to be nominated to the role.

Proposer: Helen Scholes Seconded: Toni Watts

Other members of the committee were happy to continue to serve in their current positions. As these were the only nominations delegates were asked to take part in an online vote; with 98% agreement and 2 abstentions the elections were approved.

CASB & co-opted positions:

Festival Administrator – Ann Mason has completed 4.5 years as Festival Administrator and her 3-year term as a Trustee. This now becomes a co-opted role and Clare Ruck has agreed to be nominated.

Minutes Secretary – Gail Mitchell has completed 7 years in this role. It has been changed to Admin Secretary and Dave Cowan has agreed to accept the role with support from Doug Adams.

Art & the Letter – organised by Tony Woodhams for 2021 and will be taken over by Nicky & Julie Walker.

Diploma Administration – Cathy Stables is standing down after 7 years and the role will be taken over by Rebecca Osborne.

CASB Minutes Secretary – while remaining responsible for Certificate of Skills, Diploma Preparation and Tutors & Talkers Booklet, Ann Mason stands down as CASB Minutes Sec. Liz Grant will take over as CASB Admin Sec.

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

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|---------------------------------|--------------------------------|
| Chairman | <i>Tony Woodhams</i> |
| Treasurer | <i>Jenny Wholley</i> |
| Webmaster | <i>Anne Marie Delaney</i> |
| Membership Officer | <i>Meg Chapman</i> |
| Sales Officer | <i>Bob Alldred</i> |
| Festival Director | <i>Lou Goolnik</i> |
| Social Media Officer | <i>Jane John</i> |
| Regional Groups Liaison Officer | <i>Barbara Alldred</i> |
| CSIG Representative | <i>Maria Alejandra Gonaldi</i> |
| CASB Chair | <i>Josie Brown</i> |
| Editorial Board | <i>Janet Smith</i> |
| AGM Coordinator | <i>Sarah Walker</i> |

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|------------------------|------------------------|
| Co-opted: | |
| Admin Secretary | <i>Dave Cowan</i> |
| Archivist | <i>Alison Allan</i> |
| Liaison Officer | <i>Gwyneth Hibbett</i> |
| Festival Administrator | <i>Clare Ruck</i> |

6. Any Other Business:

Virtual presentations were made for the following:

Accredited Tutors – by Josie Brown

Certificate of Skills Colour & Texture – by Mary Noble

Certificate of Skills for Copperplate – by David Simons

Art & the Letter Members' Choice – by Tony Woodhams. Helen Scholes won Members' Choice and was presented with a certificate and Cornelissen voucher.

ATL Brian Walker Prize – Tony Woodhams introduced Sarah, Julie & Nicky Walker. The raffle was won by Angela Banks, who won £100 from the Brian Walker legacy fund and a high-quality print of one of Brian's works.

Two special presentations were made.

The first to Mary Noble who has been on various CLAS committees for 27 years but was finally stepping down. Tom Kemp gave a vote of thanks and presented Mary with a vase the Management Committee had commissioned him to make. Mary was delighted with her presentation and said she had loved her time with CLAS, has seen the organisation grow and go from strength to strength and feels that things are being left in safe hands for the future.

Michela announced the second presentation which was to Josie Brown who has done so much for CLAS over the years and was delighted to award Josie with Honorary Membership of CLAS. To mark the occasion, David Simons had produced a beautifully written certificate which had been framed by Joy Daniels. Josie thanked David and Joy and CLAS for such an honour.

This concluded the business part of the meeting at 14.45.

The meeting was followed by the opportunity for delegates to use breakout room and then the afternoon lecture by Helene Jenssen, 'In Love with Letters and Books', followed by a Q&A session hosted by Rosella Garavaglia.

The meeting returned to Michela as outgoing Chair. She gave thanks to Helene and Rosella for the lecture, to Tony for Art & The Letter, to Alejandra for all the work done in the Zoom organisation of the AGM and to everyone for their support over the last three years and then handed over to Tony as incoming Chairman. He thanked Michela for her support and presented her with a handmade Book with contributions from 25 members of the CLAS committees and bound by Josie Brown. He then thanked everyone for their encouragement. He felt that with the Live Online classes and the new Diploma, CLAS had plenty to offer for the future to calligraphers at all levels. Tony concluded by thanking all involved with the organisation of the AGM.

There being no further business, the AGM meeting closed at 16.50

Gail Mitchell
Minutes Secretary



CHAIRMAN'S ANNUAL REPORT 2022

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

As of 31st January 2022, the Charity's Trustees were:

| | |
|--------------------|--|
| Tony Woodhams | Chairman |
| Jenny Wholley | Treasurer |
| Meg Chapman | Membership |
| Lou Goolnik | Festival Director |
| Alejandra Gonaldi | Copperplate Special Interest Group |
| Jane John | Social Media |
| Sarah Walker | AGM Coordinator |
| Anne Marie Delaney | Webmaster |
| Barbara Alldred | Regional Affiliated Group (RAG) Officer |
| Bob Alldred | Sales Officer |
| Josie Brown | CLAS Academic Standards Board (CASB) Chair |
| Janet Smith | Editorial Board Representative |

As of 31st January 2022, the co-opted Members of the Management Committee were:

| | |
|-----------------|--|
| Dave Cowan | Administrative Secretary |
| Alison Allan | Archivist |
| Gwyneth Hibbett | Liaison Officer |
| Charm Brown | Festival Administrator (<i>replacing Clare Ruck</i>) |

As of 31st January 2022, additional ex-officio roles for the Management Committee were:

| | |
|----------------------|---|
| Sofie Baker | Social Media |
| Julie & Nicky Walker | Art & The Letter |
| Jeff Bailey | 30 th Anniversary Exhibition Officer |

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 made up of 12 Trustees, plus 4 co-options, all given specific roles. In 2021/22 there have been 12 Trustees with 4 co-options and additional ex-officio members with specific remits.

Co-opted and ex-officio members of the Management Committee are voted in by the Trustees of the Society. 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 at the AGM are Trustees of the Society. They may be approached by the Chairman to take a specific position on the Committee or they may have volunteered. 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 Trustees of the Management Committee 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 the following sub-committees:

CASB – CLAS Academic Standards Board
Copperplate Special Interest Group

Editorial Board
30th Anniversary Exhibition

See appendix B at the back for a full list of members with specific roles. It is also recognised, and greatly appreciated, that so many of our members volunteer their time and skills in many ways to make CLAS a vibrant and active 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 of 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 2021 by planning and holding events and initiatives open to both members and non-members of the Society.

General Administration

CLAS has GDPR, Privacy & Cookies policies in place and is accessible to the public online or upon request.

Volunteers & Vacancies

There is a vacancy for a Sales Officer. Planning ahead, we will also need a Festival Director and Festival Administrator to shadow Lou and Charm in 2023 and take over the Festival in 2024. We are always happy to take expressions of interest for any future vacancies. Expressions of interest to me by email please

chairman@clas.co.uk

CLAS Chairman – Tony Woodhams

With so much of these past 2 years being either online or on-hold, welcome back to Regent's University London. When I took on the role I was not expecting to be returning to full time work, let alone moving to another country, and so I thank everyone who has been supportive and patient with me.

CLAS is a vibrant and successful organisation due to all the work put in by our Management Committee, Academic Standards Board, Editorial Team, special interest groups, volunteers, and of course you, our Fellows, and our members. We are passionate about calligraphy, lettering arts, and our Society. Realising that everyone has different experiences, different calligraphic styles and preferences, we aim to maintain high standards in an ever-changing world.

This past year has been one of consolidation, allowing some settling in, and also preparing for the future. Many new faces joined the committee and sub-committees last year alongside experienced colleagues. I hope it is not too presumptive of me to thank all of our Trustees, committee and sub-committee members and other volunteers on your behalf and also from myself.

You will read in this information pack reports from Management Committee and CASB highlighting our range of activities over the past 12 months, so I will briefly mention just a few.

I am pleased that our 2021 Festival was able to go ahead at our new venue, it was lovely to attend on the last evening for the gala dinner. Seeing the joy of calligraphers being able to work together in the same room again really was wonderful. While Regional Day was sadly cancelled in 2021 our thanks go to NWCA for the work they had put into the preparations.

We are thrilled that plans for our 30th Anniversary Exhibition, to take place in 2024, have started. We will keep you updated with the progress over the coming months and years!

Treasurer – Jenny Wholley

We have transferred to a new accounts package called Xero which has also allowed the integration of our membership database with the accounts. This has saved our Membership Secretary Meg an immense amount of time, as all reminders are now automated. As with any change there have been a few teething issues which hopefully are resolved, but apologies if you have had problems.

This year we introduced a slight booking change to Festival whereby accommodation fees for Festival are paid directly to the venue, leaving us just the course fees to process. Festival was held last year but with fewer attendees and ran at a loss due to Covid restrictions and cancellations.

Zoom continues to be a very useful tool, enabling LiveOnline classes and removing the need for the Management Committee to travel for meetings, thus saving money.

We have placed £20k in a fixed term bank account to try and earn better interest whilst rates remain low. A new account was opened to ensure we kept within the FSCS protected bank limit of £85k.

We remain in a good place financially which has allowed us to offer the Regional Groups a £500 once off Bursary, to help rebuild from the Pandemic and ensured no increase in subscriptions for this year. Funds have been ring-fenced to celebrate our 30th Anniversary with a travelling Exhibition, with contingency funds in place should they be needed.

We would like to thank Heidi Poon for being our independent examiner for the past few years. She is now standing down, so if anyone wants to volunteer or can recommend someone, please contact me via treasurer@clas.co.uk See Appendix A for Accounts and External Examiner's Report

Membership – Meg Chapman

Numbers are creeping up which is good especially considering the relatively low number at last year's Festival and it is usually following this event that we have the biggest number of requests. Current membership stands at 883 including 28 free members, an increase of nearly 30 from this time last year. Covid continues to wreak its own havoc in various forms of reduced finances. Ill health etc but improved presence, courses and workshops by CLAS, regional groups and tutors has helped. Onwards and upwards. I would urge all members to let me know as soon as there is a change in personal data, especially emails as this is our main form of contact.

CLAS Academic Standards Board – Josie Brown

Tutors and Talkers - Ann Mason

- Tutor Packs have been distributed to Accredited Tutors and Teaching Fellows. (April 2021)
- The interactive map has been updated – synchronising it with the Tutors and Talkers List so that enquiries can be made by location.
- Tutors' qualifications have been removed from the map, as this information can be found in the Tutors and Talkers List.
- The usual 2-yearly overhaul of the list will be carried out shortly.

Accredited Tutors - Josie Brown

- There has been one successful application for Tutor Accreditation by Sharon Shaw who is currently Chair of the SSI, and she will be awarded her Certificate at this AGM.
- Tony Woodhams and Sharon Shaw have been added to the website interactive map and will be added to the Tutors and Talkers booklet in due course.

Certificate of Calligraphy - Angela Banks

- Both the April and November submissions were well supported with a total of 67 entered for assessment this year.
- Entries arrived from Turkey, Canada, Italy, Ireland, China, Hong Kong and the UK.
- The most popular script was Italic (28), then Angled-pen Uncial (13), Copperplate (12), Foundation (7), Italic Capitals (3), Roman Capitals (2) and Gothic Blackletter (2).
- Overall, the standard has been high and marks achieved ranged from 62 – 98%
- It is not evident that those attending LiveOnline courses inevitably submit for the Certificate, although we may see an increase as time goes on.

LiveOnline – Alejandra Gonaldi

- LiveOnline courses successfully recruited between January and June 2021 with 14 courses attracting 139 students, surpassing the expected minimum of 6 per course, with an average of 10 per course.
- The most popular hands were Formal Italic and Copperplate.
- Ten tutors taught at least one course each with two teaching more than one. Four more tutors attended an induction to teach from September 2021.
- Unfortunately, the take up was down from September to October, which may have been due to venue-based courses being available again. Four courses were cancelled, and a decision was made to run 4 courses from January to February 2022 and review the requirement for further courses at the end of February.
- An evaluation of the current situation resulted in the introduction of vouchers which can be bought through the website; recordings now accessible for 30 days and recordings of the live sessions are available to purchase. A further review to assess the effectiveness of these strategies will take place at the end of the year.
- Administering LiveOnline is a heavy workload requiring constant commitment, so 3 volunteer members have been trained to host sessions. It has been decided that an automated booking system is not necessary with the current volume of take-up.

Certificates of Skills – Ann Mason

- South London Lettering Association undertook a Heraldry course with Tim Noad from June 2021.
- Sussex Scribes started Copperplate online with Dave Simons in June.
- The Certificate of Skills leaflet and certificates have been redesigned and printed, and an updated list of courses has been uploaded to the website.
- Establishing a bank of tutors to teach Certificate of Skills courses is ongoing.
- The Colour and Texture Certificate course is to be re-written/updated.

National Diploma - Rebecca Osborne

- Given the lack of face-to-face tuition over the previous 12 months – registrations were down and even fewer submissions than had been registered actually arrived for assessment. The assessment day took place at Chichester College in August. There were four people who submitted single modules and one person who successfully achieved a Distinction at Intermediate level. Assessors took the opportunity to equate the marking systems of the old and new Diplomas.
- There remains a cross-over period while some modular submissions will still be assessed under the old Diploma until those members have completed. New submissions will all come under the current Diploma.
- Two enrolments have been received for 2022 submissions, both at Foundation level.
- A new withdrawal and deferral policy has been approved by the MC and this is now available on the website.
- An erratum for Diploma handbook corrections is under review.
- Supporting members undertaking the Diploma:
In recent years there has been no uptake of the Diploma Preparation course, so the following initiatives are under development:
 1. A Diploma support sub-group has begun creating several bite-sized videos – covering particular aspects which are commonly queried – these will be free to view on the website.
 2. There will be a list on the website of mentors (Accredited tutors or teaching Fellows) available to contact for individual support and feedback on their work – this will go online once the mentor guidelines have been completed.
 3. Also, on the Diploma page of the website will be a list of courses relevant to the Diploma run by Accredited tutors and Teaching Fellows. This will be updated twice a year.

Fellowship - Julia Baxter

- Two recent applicants have made contact with their mentors and another member has made tentative enquiries about possibly going for Fellowship.
- An update to the present Fellowship has been explored with the intention of making it more appealing, relevant to current times and more meaningful for Fellows themselves. Two meetings of Fellows took place in June and their valuable feedback has resulted in various proposals which were approved by the MC:
 1. Various small changes have been made to the application process, for instance 1 piece of work older than 5 years may be presented and those practitioners working with 3-D materials may submit photographs (highly specific) if pieces are too awkward or unavailable to present in person.
 2. Fellows will organise and be invited to attend an annual meeting to enjoy topics of their choice. This is to increase the fellowship of the Fellows.
 3. A new Fellows logo has been designed by Tom Perkins for their personal use.
 4. There will be a display of Fellows' work at all AGMs from this year onwards – constituting an accessible way for members to see what Fellows get up to and new application encouragement.
 5. A revised leaflet has been written and designed by Attilio Medda.

Charitable Activities

- Hampshire Scribes kindly took on a suggestion to design a colouring book depicting decorated letters of the alphabet. 17 of their members have contributed to the design and this project is now complete with an introduction, a cover in colour with CLAS logos. The book will go out as a PDF with permission that these be freely photocopied or printed. CASB intends to distribute the file to a wide audience: Scouts, guides, cubs & brownies, care homes, mental health centres, occupational health practitioners, after school clubs, disability centres, family centres, etc. CLAS is most grateful to members of Hampshire Scribes.

Regional Affiliated Groups – Barbara Alldred

The Pandemic Grant of £500 for every Regional Affiliated Group was well received and so far 23 groups have had their Grant and are using it for projects such as beginners' classes, purchasing cameras and other equipment to make workshops safer, exhibitions, tutor fees and travelling expenses etc.

We now have 38 groups, most taking advantage of our group insurance scheme. Sadly we lost one group this year. Several groups were able to take advantage of the discount for affiliation because they had more than 50% of their membership also individual members of CLAS.

CLAS is aware that several parts of the country do not have a RAG group and this is something we hope to look at in the future, perhaps offering help for new groups starting up.

The sharing of Newsletters, projects and news between the groups has continued to be popular and it is hoped that this trend will continue. Thank you to all the groups who have sent things to me for sharing. Thank you to all our groups for all the work you do.

Copperplate Special Interest Group – Alejandra Gonaldi

Our membership stands at 187 members. The Mentoring scheme by Heather McCombie and the Envelope Exchange by Ann Jamieson are still working very well and are an essential part of the group's success. After careful consideration, we have decided to keep CLAS and CSIG banks accounts separate. This is because not all CSIG members are CLAS members, making the accountancy more complicated than we previously thought.

The group's collaboration with *the Edge* is still going on including a collaboration to edit a special issue on Pointed Pen calligraphy. Janet Smith was very supportive of the idea, and Helen Scholes has done a brilliant job putting together the magazine. Joy Daniels put together, sent to print, and already posted the 2022 calendars to members. After struggling to get enough articles for our Autumn and Winter 2021 printed newsletter, a combined issue is currently at the printer, and will be posted shortly.

Please come and see us at the information desk for CSIG renewal and new memberships and the sale of past and current printed newsletters and calendars.

Editorial Board

the Edge – Janet Smith

Four issues have been designed and published in the last year, including focus on up and coming letterers, on traditional work and on the design process. It was a pleasure to include plenty of images celebrating the Festival, and to have a whole edition dedicated to the pointed pen. The team of Janet (commissioning editor), Helen Scholes (designer) and Toni Watts (copy editor) along with Susan Healy and Gail Mitchell (proofreaders) has worked well. Thank you to Toni who is stepping down, and to Gail who is moving to the copy editor role.

CLASnews – Jan Sambell

CLASnews is sent out by email to members four times a year. As well as any updates, it also lists dates of events, exhibitions, courses, and workshops supplied by CLAS members or affiliated local groups.

Social Media – Jane John and Sofie Baker

Our Instagram and Facebook pages continue to attract new followers/friends and now provide an invaluable channel for CLAS to communicate and engage with our members and the wider calligraphic community. Social media has proved invaluable for publicising our LiveOnline courses to a new audience. A real buzz was created leading up to last year's Festival and during the Festival itself with lots of photographs being posted.

Literature Design – Attilio Medda

This has been a quiet year for new literature booklets however I am currently working on a Letterhead and Compliment slips, and an update of the Fellowship booklet.

Website – Anne Marie Delaney

Visitor numbers to the website have continued to climb slightly in 2021, with most metrics showing a year-on-year increase. We presume this is due to the LiveOnline classes which are driving traffic to the site as well as the Certificate of Calligraphy entrant information. It is also quite an achievement given the numbers from March and April 2020 are so huge (as everyone was inside) that this can often skew stats.

Going forward we're looking to continue to review the site and how a new visitor would find and navigate to answer simple queries. We're hoping this will mean the site carries on attracting visitors new and old in 2022 as well as being a good resource for general calligraphic community questions.

AGM Day 2021 – Rosella Garavaglia

Our 2021 AGM was held online via Zoom which was a new challenge for us. Lots of rehearsals were held and although there were a few minor hiccups, we were pleased to be able to hold our event and keep it as close to our usual programme as possible. We had 220 attendees joining us as we were able to reach a wider audience. After the business meetings and presentations, we opened the breakout rooms for our virtual helpdesks, demonstrations by Lucia Leyfield and our Fellow in residence, Helen Scholes. Helene Jenssen gave this year's lecture.

Art & The Letter Exhibition 2021 – Tony Woodhams

Art & The Letter went virtual in line with the AGM and was viewable on our website for a week before and a week after the AGM. Feedback indicated that a virtual display of work was well received. 67 submissions were received from around the world and judged by CLAS Fellows Jan Sambell, Julia Baxter, and Rachel Yallop. This comprised of 39 Art in Lockdown, 15 Writing in a Self-Made Book, 4 TEXTiles, and 9 One For Sorrow. There was good representation of experience levels with 9 beginners, 34 more experienced, 18 advanced, and 6 Fellows. Members' choice was voted for online using MailChimp, this largely worked well but there were some teething problems if someone clicked on a name before looking at the exhibition as it registered this as a vote. Due to the nature of a virtual exhibition where we could only see digital work, we took the decision to only allocate Members' Choice and the Brian Walker Prize this year, but would re-evaluate for the 2022 A&TL

Festival 2021 and 2022 – Lou Goolnik, Clare Ruck & Charm Brown

The Directors are very happy to report that CLAS Festival 2021 went ahead successfully despite a multitude of setbacks from the pandemic. We were unable to retain our overseas tutors, Monica Dengo and Marina Soria, but, in good time, we were able to get Mary Noble and Cherrell Avery on the subs bench and they ran onto the field in full kit and did us proud.

Our venue at Warwick University was upgraded to the Scarman Conference Centre which we have retained for 2022 and 2023. So last year we were a totally home-grown affair in a luxury venue which was, quite frankly, fantastic! We proved that "it's not all about the ink". We came together as a like-minded group, ready to enjoy the festival albeit with some restrictions. We thank everyone who kept the faith and supported the event.

We are going ahead with a "normal" festival this year. We have secured Amity Parks from USA and Andrea Wunderlich from Bavaria alongside the UK's Susan Moor and Vivien Lunniss from the 2020 programme and we

welcome Julia Baxter, also from the UK, as our fifth tutor. We are also welcoming back our overseas members who were disappointed in 2021 as a result of global travel restrictions. So onward and upwards to 14th to 20th August 2022. There are still places available, please go to www.clas.co.uk/festival for more information.

Liaison – Gwyneth Hibbett

We continue to make links with other lettering organisations, both in the UK and worldwide. Interest in calligraphy from external organisations resulted in several magazine and online articles being written and published, mainly about the perceived health and well-being benefits of learning calligraphy. CLAS articles continue to appear in the CSIG magazine. To boost our work as an educational charity, research was undertaken to look at areas in which our Society could benefit others. Several different schemes could be taken forward, both in the short and longer term, and the results of this work will hopefully bear fruit soon.

Sales – Bob Allred

Sales continue at a steady pace with orders from here and increasingly from abroad. Bister Inks continue to be a best seller. We have endeavoured to keep postage and packing cost as low as we can. The UK postage remains the same but unfortunately, we have had to adjust postage to countries outside the UK.

I have been in this role for 3 years and will be stepping down after this AGM so if anyone would like to take on this position, please don't hesitate to contact me and I will explain what the job involves.

Archive – Alison Allan

Regular updating of records such as certificate and diploma results has continued. Additional digital material has also been added to the archive, for example, photographs and documents for the Art and Letter exhibitions and the previous and new versions of the guides for the National Diploma. Some miscellaneous paper documents we have acquired have also been listed. More recently, given that a considerable amount of material is now held in the archive, we have begun looking at a devising a comprehensive records management and retention policy, together with collecting and digitising for future preservation paper copies of earlier administrative documents. This will be a particular focus for the coming year.

30th Anniversary Exhibition – Jeff Bailey

We are in the early stages of planning an exhibition to mark the 30th anniversary of the founding of CLAS to run between March 2024 and February 2025. The idea is for the exhibition to be staged for one month each in four locations across the country in order that as many CLAS members and others as possible can visit and enjoy it. The organising sub-committee is presently concentrating on identifying suitable venues and would welcome suggestions on locations (or indeed any other matters concerning the exhibition) from CLAS members. We intend to keep all members up to date on the planning of the exhibition by regular pieces in CLAS publications and social media

5 – PROPOSALS

Membership subscription rates *(vote for approval)*

While there is no proposal to increase individual membership subscription rates, the society has faced significant increased postal costs to Europe following the UK's departure from the EU.

The Management Committee therefore proposes that the current EU subscription rate is dissolved from 1st January 2023; after which two rates would apply (for all new members and renewals): UK and Rest of World (RoW). Currently these are £40 UK and £50 RoW for standard membership. There is a 25% discount for full time students, first time members for their first year, and under 30s.

6 – ELECTION OF TRUSTEES

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

Current Trustees

1. Chairman

Tony Woodhams

- | | | |
|--|--------------------|-------------------|
| 2. Treasurer | Jenny Wholley | |
| 3. Membership | Meg Chapman | |
| 4. Festival Director | Lou Goolnik | |
| 5. Copperplate Special Interest Group (CSIG) | Alejandra Gonaldi | |
| 6. Social Media | Jane John | |
| 7. AGM Coordinator | Sarah Walker | |
| 8. Webmaster | Anne Marie Delaney | |
| 9. Regional Affiliated Group (RAG) Officer | Barbara Alldred | |
| 10. Sales Officer | Bob Alldred | <i>(retiring)</i> |
| 11. CLAS Academic Standards Board (CASB) | Josie Brown | |
| 12. Editorial Board Representative | Janet Smith | |

The following people have been nominated for the available trustee posts

- | | |
|------------------|------------|
| 1. Administrator | Dave Cowan |
|------------------|------------|

Co-options

- | | |
|---------------------------|--|
| 1. Liaison Officer | Gwyneth Hibbett |
| 2. Archivist | Alison Allan |
| 3. Festival Administrator | Charm Brown <i>(Clare Ruck retired 2021)</i> |
| 4. Exhibition Officer | Jeffrey Bailey |

Ex-officio Officers / Other Management Committee specific roles

- | | |
|--------------------------------|----------------------|
| 1. Sales Officer | <i>Vacancy</i> |
| 2. Social Media | Sofie Baker |
| 3. Art & The Letter Organisers | Julie & Nicky Walker |

Co-options and ex-officio members are appointed by the Management Committee

7 – ANY OTHER BUSINESS

Any other business raised at the meeting.



APPENDIX A (1)
Receipts and Payment Accounts with Prior Year Comparison
 Year Ending 31st December 2021

| RECEIPTS | | Notes | Jan - Dec 21 | Jan - Dec 20 |
|----------|---|----------|------------------------|-----------------------|
| A | Voluntary income | | | |
| | <i>Subscriptions</i> | | | |
| | Non Gift Aided | | 15,643 | 16,373 |
| | Gift Aided | | 17,749 | 17,240 |
| | Gift Aid Tax Credit | 1 | <u>4,341</u> | <u>4,577</u> |
| | | | 37,733 | 38,190 |
| | <i>Donations</i> | | | |
| | Non Gift Aided | | 309 | 145 |
| | Gift Aided | | <u>73</u> | <u>98</u> |
| | | | <u>382</u> | <u>243</u> |
| | Total Voluntary Income | | <u>38,115</u> | <u>38,433</u> |
| B | Charitable Activities | | | |
| | <i>Festivals</i> | | | |
| | Fest' of Calligraphy 20 | | -70 | |
| | Fest' of Calligraphy 21 | 2 | 24670 | 1,492 |
| | Fest' of Calligraphy 22 | 3 | <u>1497</u> | <u>4,270</u> |
| | | | 26,097 | 5,762 |
| | <i>AGMs</i> | | | |
| | AGM 20 | | 0 | 1,938 |
| | AGM 21 | | 0 | 0 |
| | AGM 22 | | <u>180</u> | |
| | | | 180 | 1,938 |
| | <i>Member Services</i> | | | |
| | Art & The Letter | | 0 | 54 |
| | Certificate of Skills | | 0 | 150 |
| | Certificate fees | 4 | 1,845 | 524 |
| | Diploma fees | 5 | 552 | 1,020 |
| | LiveOnline Courses | 6 | 4,432 | 2,010 |
| | Tutor Accred' fees | | 25 | 50 |
| | Unidentified Misc income | | <u>124</u> | |
| | | | 6,978 | 3,808 |
| | <i>Exhibition 2019</i> | | | <u>20</u> |
| | | | | <u>20</u> |
| | Total Charitable Activities | | <u>33,255</u> | <u>11,528</u> |
| C | Fund generating activities | | | |
| | Affiliated Groups' PLI | 7 | 2,042 | 2,111 |
| | Sale of goods | | <u>3,220</u> | 4,669 |
| | Total Fund generating activities | | <u>5,262</u> | <u>6,780</u> |
| D | Investment income | | | |
| | CAF interest | | 1 | 0 |
| | COIF interest | | <u>11</u> | <u>304</u> |
| | Total Investment income | | <u>12</u> | <u>304</u> |
| | Total Receipts for the year | | <u>£76,644</u> | <u>£57,045</u> |
| | Payments for the year | | 96,631 | 53,254 |
| | Net of receipts /(payments) | | <u>-£19,987</u> | <u>£3,791</u> |

| PAYMENTS | | Notes | Jan - Dec 21 | Jan - Dec 20 |
|-----------------------------------|---|-----------|------------------------|-----------------------|
| A | Charitable activities | | | |
| | Art & The Letter | | 0 | 179 |
| | CLAS Academic Standards Board | | 1,217 | 287 |
| | Certificate fees | 4 | 1,446 | 385 |
| | Certificate of Skills | | | |
| | CLAS Course Development | | 0 | 12,750 |
| | Copying & printing | | 2,177 | 359 |
| | Depreciation | | | |
| | Diploma | 5 | 636 | 2,118 |
| | Edge | | 11,863 | 13,031 |
| | Edge postage | | 7,534 | 7,195 |
| | Fest' of Callig 20 | | 0 | 19 |
| | Fest' of Callig 21 | 2 | 47,303 | 338 |
| | Fest' of Callig 22 | | 348 | |
| | Free calligraphy courses | 8 | 375 | 1,650 |
| | LiveOnline Courses | 6 | 3,200 | 767 |
| | PLI (CLAS) insurance | | 954 | 830 |
| | Regional Day | | 0 | 167 |
| | Stationery | | 184 | 498 |
| | RAG Bursaries | 15 | 10,500 | '0 |
| | Total Charitable activities | | <u>87,737</u> | <u>40,573</u> |
| B | Fundraising costs | | | |
| | Goods for resale | | 1,173 | 2,710 |
| | Affiliated Groups' PLI premiums | 9 | 2,188 | 1,976 |
| | Total Fundraising costs | | <u>3,361</u> | <u>4,686</u> |
| C | Costs of generating voluntary income | | | |
| | Bank charges & Fees | | | |
| | CAF | | 213 | 102 |
| | PayPal & GoCardless | | 614 | 501 |
| | | | 827 | 603 |
| | Internet, Postage etc | | | |
| | Internet - Other | 10 | 996 | 1,046 |
| | Postage | | 1,998 | 991 |
| | Presentations | 11 | 1,516 | 1,008 |
| | | | 4,510 | 3,045 |
| | Total Cost of generating vol income | | <u>5,337</u> | <u>3,648</u> |
| D | Governance costs | | | |
| | AGM 20 exp | | 0 | 1,260 |
| | AGM 21 exp | 12 | 0 | 2,472 |
| | AGM 22 exp | 13 | 196 | 0 |
| | Management Committee mtgs | 14 | '0 | 615 |
| | Total Governance costs | | 196 | 4,347 |
| Total Payments | | | <u>£96,631</u> | <u>£53,254</u> |
| Receipts for the year | | | 76,644 | 57,045 |
| Net of receipts/(payments) | | | <u>-£19,987</u> | <u>£3,791</u> |

| | | | Notes | 31-Dec-21 | 31-Dec-20 |
|-------------------------|----------|--|-------|------------------------|------------------------|
| ASSETS | | | | | |
| | A | Cash at bank and in hand | | | |
| | | CAF Current Account | 15 | 4,127 | 6,636 |
| | | set aside bursary fund | 15 | 9,500 | 13,627 |
| | | CAF Gold | 15 | 8,348 | 348 |
| | | CC Bank | 16 | <u>20,000</u> | <u>'0</u> |
| | | | | 41,975 | 6,984 |
| | | COIF charities deposit account | 17 | 46,019 | 110,632 |
| | | Exhibition Fund | 18 | 10,000 | |
| | | Sponsorship for beginners' class | 19 | <u>3,975</u> | <u>4,350</u> |
| | | | | 59,994 | 114,982 |
| | | PayPal | | <u>1,065</u> | <u>1,015</u> |
| | | Total Cash at bank and in hand | | 103,034 | 122,981 |
| | B | Other Current Assets | | | |
| | | Stock of Good for Sale | | 964 | 919 |
| | | Total Current Assets | | 103,998 | 123,900 |
| LIABILITIES | | | | | |
| | C | Creditors | | | |
| | | Membership overpayments | 20 | -85 | |
| | | Total Value of Assets | | <u>£103,913</u> | <u>£123,900</u> |
| CAPITAL RESERVES | | | | | |
| | | Opening balance of funds | | 123,900 | 120,109 |
| | | Net inflow / outflow of funds for the year | | <u>-19,987</u> | <u>3,791</u> |
| | | Closing balance of funds | | <u>103,913</u> | <u>123,900</u> |
| | | Value of funds at year end | | <u>£103,913</u> | <u>£123,900</u> |



APPENDIX A (2)
Notes to Accounts
 Year ending 31st December 2021

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 2021 of £4,341 was in relation to the Gift Aided subscriptions in 2020 of £17,240, and sundry donations of £98, at the rate of £10 credit for every £40 Gift Aided receipts.
2. Festival 2021 went ahead, but due to Covid-19 pandemic restrictions, there were fewer attendees. The total amount of deposits and balance payments having been fully refunded was £6,780, mostly due to cancellations from overseas members who were unable to travel. The net inflow of £24,670 is recorded as the receipt against the payment of £47,303. The resulting loss of £22,633 accounts for the majority of deficit of £19,987 in the flow of funds of this year.
3. For Festival 2022, deposits in the sum of £1,497 have been received in 2021.
4. Fees for Certificate accreditation assessment of £1,845 were received from candidates, with related outgoings of £1,446 recorded as outflow.
5. Fees for Diploma accreditation assessment of £552 were received from candidates, with related outgoings of £636 recorded as outflow.
6. The LiveOnline Certificate of Calligraphy courses generated receipt of £4,432, with associated outflows for tutor fees £3,200.
7. Affiliated Groups PLI (Public Liability Insurance) of £2,042 represents the contributions from regional groups affiliated to CLAS towards the insurance premium borne by the Society of £2,188.

Statement of Payments

8. 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.
9. The Society is the policy holder for the public liability insurance to cover activities of its Affiliated Groups, from which the Society received contributions towards the premiums of £2,188 paid in the year.
10. 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 was hosted remotely on Zoom with this enhanced facility due to Covid-19 restrictions regarding face-to-face meetings.
11. Presentations cost of £1,516 represents various outlays during the year on the retirement of volunteers who had generously given their time and skills to assist CLAS in a governance role, or in meeting its regulatory and compliance obligations, and includes "The Brian Walker Prize" and "Long Service" awards.
12. AGM 21 recorded no costs this year, as it was hosted on Zoom.
13. AGM 22 expenses of £196 represent the travel and subsistence costs for the management committee, helpers and speakers for the AGM gathering. Regent's Conferences & Events, Hyde Park has agreed for the deposit to be carried forward against the venue hire for AGM 2022.
14. Management Committee meetings took place four times during the year, attended by committee members with 3 co-operators. No cost was incurred as all management meetings took place on Zoom.

Balance Sheet

15. CAF Accounts are historically the main operating and savings accounts for CLAS. The Bursary Fund of £9,500 is held in the current account and ear-marked for assisting Regional Affiliated Groups (RAG) entitled to apply for a fixed-sum bursary of £500 in accordance with CLAS guidelines. A bursary, once awarded, is expected to be utilised for a qualifying purpose within two years of award, such as for a Zoom licence, a local exhibition, a tutor-led workshop online or face-to-face. A total of 21 awards were made in the year totalling £10,500 under the payment heading of 'RAG Bursaries'.

16. Cambridge County ('CC') Bank Account was opened to ensure all bank accounts were under the £85k FSCS limit (Financial Services Compensation Scheme) and to obtain a higher rate of interest (1.15%) for a "Fixed 2-year term" deposit account; the expected interest on this account deposit is £464.56 when it matures in August 2023.

17. COIF deposit account is the main account for holding funds to access a slightly higher rate of interest compared to holding funds with the CAF accounts. Attempts to find better interest rates have resulted in moving some of the funds to Cambridge County.

18. The 30th Anniversary (of CLAS) Exhibition will take place in 2024/25, and £10,000 has been set aside for the organisation of the event.

19. CLAS sponsorship for beginners is set up as a pledged fund to sponsor beginners in taking up calligraphy. The total of £375 (note 8) was paid in the year for such sponsorship, and the sum of £3,975 represents the balance of the pledged fund.


20. The sum of £85 represents membership subscriptions overpaid and to be refunded.

**APPENDIX A (3)****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: 

Name: Dr Heidi Poon, CA CTA (Fellow)

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

Address: Silver House, Marlborough Grove, Ilkley, LS29 8QE

Date: 27 January 2022



APPENDIX B

Team Members 2022

Chairman
 Treasurer
 Membership Secretary
 Festival Director
 CSIG Representative
 Social Media Officer
 AGM Coordinator
 Webmaster
 Regional Affiliated Group Officer
 Sales Officer

Administrative Secretary
 CASB Chair
 Editorial Board Representative
 Liaison Officer
 Archivist
 Festival Administrator
 Exhibition Officer
 Social Media Officer
 Art & The Letter Officers

CLAS Academic Standards Board (CASB)

Chair & Representative on MC
 CASB Admin Secretary
 Diploma Chief Assessor
 Accredited Tutors & Live Online
 Live Online Administrator
 Diploma Administration Officer
 Certificate of Calligraphy Officer
 Fellowship Application Officer
 Certificate of Skills Officer
 Tutors & Talkers Officer
 Standardisation Officer

Editorial Board

Commissioning Editor, the Edge
 Designer, the Edge
 Copy Editor, the Edge
 Proof-reader, the Edge
 Printer Liaison
 CLASnews & Commissions Contact

Copperplate Special Interest Group

Representative on MC,
 Newsletter Editor & Treasurer
 Membership Secretary,
 proof-reader
 Envelope Exchange Coordinator
 Mentoring Scheme Organiser
 Calendar Editor

30th Anniversary Exhibition Team

Representative on MC
 Other team members

Management Committee

Tony Woodhams
 Jenny Wholley
 Meg Chapman
 Lou Goolnik
 Alejandra Gonaldi
 Jane John
 Sarah Walker
 Anne Marie Delaney
 Barbara Alldred
 Bob Alldred (*retiring AGM 2022*)
Vacancy
 Dave Cowan
 Josie Brown
 Janet Smith
 Gwyneth Hibbett
 Alison Allan
 Charm Brown
 Jeff Bailey
 Sofie Baker
 Julie & Nicky Walker

Trustee 1
 Trustee 2
 Trustee 3
 Trustee 4
 Trustee 5
 Trustee 6
 Trustee 7
 Trustee 8
 Trustee 9
 Trustee 10*
Ex-officio
 Trustee 10
 Trustee 11
 Trustee 12
 Co-opted 1
 Co-opted 2
 Co-opted 3
 Co-opted 4
 Ex officio
 Ex officio

Josie Brown
 Sofia Merchant
 Josie Brown
 Josie Brown
 Alejandra Gonaldi
 Rebecca Osborne
 Angela Banks
 Julia Baxter
 Ann Mason
 Ann Mason
 Gaynor Goffe

Janet Smith
 Helen Scholes
 Gail Mitchell
 Susan Healy
 Gail Mitchell
 Jan Sambell

Alejandra Gonaldi

Katy May

Ann Jamieson
 Heather McCombie
 Joy Daniels

Jeff Bailey
 Jenny Wholley, Bob & Barbara Alldred, Gwyneth Hibbett,
 Mary Noble, Janice McClelland