

CALLIGRAPHY AND LETTERING ARTS SOCIETY

England & Wales · Charity number 1046526

Details

Other names	C L A S
Status	Registered
Legal form	Other
Registered	1995-05-19
Register	View on the Charity Commission register

Contact

Address	23 Loweswater Road Cheltenham Gloucestershire GL51 3AZ
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Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE PRACTICE, APPRECIATION AND USE OF ALL FORMS OF CALLIGRAPHY AND LETTERING ARTS.

Activities: To advance the education of the public in the practice, appreciation and use of all forms of calligraphy and lettering arts.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- Northern Ireland
- Scotland

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£88,047	£73,032	-	-
2024-12-31	£70,621	£76,928	-	-
2023-12-31	£69,005	£75,160	-	-
2022-12-31	£65,266	£71,082	-	-
2021-12-31	£76,644	£96,631	-	-
2020-12-31	£57,045	£53,254	-	-

Trustees

Name	Role	Appointed
Susan Anne Hodgkinson	Chair	2024-03-02
Barbara Alldred		2019-03-09
Donna Deeks		2024-03-02
Dr Alison Rosemary Allan		2024-03-02
Elisabeth Barrow		2026-03-07
Janet Armitage		2026-03-07
Jeffrey Bailey		2023-03-05
MEG MARGARET ELIZABETH CHAPMAN		2020-03-07
Ma Vita Perpetual Enriquez		2024-03-02
Olga Mariette Hardman		2026-03-07
SARAH LOUISE WALKER		2021-03-06

Accounts



CHAIR'S AND OFFICERS' ANNUAL REPORTS 2025

The following were Trustees / Committee Members in 2025:

Management Committee

Chair	Susan Hodgkinson	Trustee 1
Treasurer	Jenny Wholley	Trustee 2
Membership Secretary	Meg Chapman	Trustee 3
Assistant to Art & The Letter Exhibition	Jeffrey Bailey	Trustee 4
Festival Director	Donna Deeks	Trustee 5
CLAS Affiliated Groups Officer	Barbara Alldred	Trustee 6
AGM Coordinator	Sarah Walker	Trustee 7
CASB Chair	Josie Brown	Trustee 8
Administrator	Dave Cowan	Trustee 9
Archivist	Alison Allan	Trustee 10
Webmaster	Mapet Enriquez	Trustee 11
Social Media	Lenka Snook	Co-opted 1
Social Media	Mercy Kun	Co-opted 2
Assistant Festival Director	Janice McClelland	Co-opted 3
Editorial Board	Claire Tomlins	Co-opted 4
Art & The Letter Officers	Julie Tallant	Ex officio

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.

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 by planning and holding events and initiatives open to both members and non-members of the Society.

Details of the CLAS Constitution are shown on the website at <https://www.clas.co.uk/wp-content/uploads/2025/11/CLAS-Constitution-2019-as-at-180319-v2.pdf>

General Administration

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

Volunteers & Vacancies

We are always happy to take expressions of interest for any future vacancies. Expressions of interest can be sent to Sue Hodgkinson by email chair@clas.co.uk or via our website www.clas.co.uk/volunteering

Management Committee Reports

CLAS Chair – Sue Hodgkinson

Thank you for joining us at Regent's University for 2026 CLAS Creative. While keen to spend the day absorbing all the creativity on offer, we are also managing the administrative side of CLAS to present reports and

accounts, to vote on constitutional changes, and appoint our trustees at an AGM. I am especially pleased to welcome new volunteers for election to the Management Committee as Chair of CASB, Treasurer and Administrator. CLAS depends on its volunteers for its plans and future. Festival came back with a bang in 2025 and places for 2026 are going fast. 2027 is already well in hand.

The Management Committee is planning to put more policies in place in line with regulations governing charities, following the guidance of the Charity Commission and our financial auditor. In AGM business this year we are presenting a comprehensive review of the CLAS Constitution to update its terminology and streamline it to reflect how CLAS works today. As in recent years, CLAS have sent out AGM packs with these reports and propositions by email, and so you will have had a chance to read through these in advance of the meeting. Printed packs are available to members who do not have email addresses.

Last year, and since, I heard many people say how inspiring they found the whole day. Our coordinator and organiser, Sarah Walker, loves a party and has excelled herself. There is so much to browse through and enjoy – from demonstrations, and chats, to displays of all kinds of work, to celebrating successful completion of certificates and Diplomas. The CASB team will show you students' work to inspire you. Please do believe that one day this could be you. There is a wealth of material and online training to help you. The Chair of CASB report will highlight this.

This year our Fireside Chat is with Rose Briskman – our chance to learn about the Paper Collections at the London Museum and how they are preserved. You can also catch a live podcast hosted by Laura Edralin with Judith Porch, a new CLAS Fellow appointed in August 2025. We are lucky to get a close look at Judith's work and see the outcome of her unusual creative techniques. Also last year, Liz Barrow was appointed a new CLAS Fellow in November. Liz is one of our Demonstrators too, showing how she does Creative Versals. Alongside this Liz is bringing the work that lead her to Fellowship. We applaud both of them for the standard of their stunning calligraphy and decorative skills, attaining this very highest achievement.

Our second Demonstrator of the day is David Simons, displaying his amazing Modern Calligraphy and pointed pen skills. And we are delighted to have Celia Lister, FCLAS, as our Fellow in Residence showcasing a spread of her fabulous work. If you dare (of course you do), come and leave a mark on the CLAS Creative 2026 banner, guided by Mary Noble, FCLAS, and work on our collaborative 'Big Brush Strokes'.

Art & the Letter allows one entry free of charge, encompassing beginners to professionals, members and non-members. The exhibition at Regent's University includes the chance for comments provided by three Fellows, the excitement of potentially being selected for a special award or the days' members' choice and entry into the Brian Walker Prize Draw. If you collect an entry after 4pm, please do not go without signing the list to show you safely have it. It is a matter of great anxiety to the organisers if they think a piece is missing.

Exhibitions abound – if you didn't get to see 'Show and Tell' by Gwyneth Hibbett and Dawn Abigail as it travelled the country, do make sure you catch it here. Microfiction as a genre tells stories using few words and often with a wry twist.

The afternoon ends, after the presentation of certificates and prizes, with our keynote speaker Cherrell Avery giving us a keenly anticipated lecture on 'Metal Etching' and her work in the V&A Collection. This brings my second year as Chair to an end and I extend my sincere thanks to everyone on the two main committees (Management and CASB) and sub-committees who have given me their support, advice and dedication.

Volunteers & Vacancies

There will be a vacancy in the Editorial Team for a Commissioning Editor. We need someone to come forward to shadow the June Edge issue and take over from October.

We will need volunteers to make themselves known this year to look ahead to organising Festival 2028 and beyond. Festival 2026 is the ideal place to understand its importance in the CLAS calendar if you haven't been before.

We are always happy to take expressions of interest for any future vacancies. Please email me as chair@clas.co.uk or via our website www.clas.co.uk/volunteering

Sue Hodgkinson, Chair

Treasurer – Jenny Wholley

Financial Report 2025

In my final year as Treasurer, I am glad to see in-year surplus of £15,015 for 2025, a significant increase from last year. Receipts were £88,047 compared to £70,621 in the previous year, an increase of £17,426. Payments for the year were £73,032 a decrease of £3,897 from 2024. The in-year position for 2025 of a surplus of £15,015 is significant increase from the in-year position in 2024

The total resources as at 31 Dec 2025 are £100,474. This will enable CLAS to continue to meet its charitable objectives and allow for fluctuations in receipts and payments.

Summary Position	2025 £	2024 £	Change £
Receipts	88,047	70,621	17,426
Payments	73,032	76,929	3,897
Surplus/loss	15,015	6,308	21,323

Funds available as at 31 December 2025 are £100,474 an increase of £15,015 being the in-year surplus

Funds Available	2025 £	2024 £	Change £
Bal b/fwd	85,459	91,767	-6,308
In-year	15,015	-6,308	21,323
Bal c/fwd	100,474	85,459	15,015

Balance Sheet	2025 £	2024 £	Change £
Cash at Bank			
Current accounts	28,333	15,542	12,791
Deposit accounts	70,115	67,241	2,874
	98,448	82,783	15,665
Paypal	327	550	-223
Total Cash	98,775	83,333	15,422
Stock	1,699	2,125	-426
Total Assets	100,474	85,459	15,015
Net Assets	100,474	85,459	15,015

Receipts & payments for the year are shown in Appendix B

The in-year surplus is largely due to LiveOnline having a better up take and along with Festival 2025 covering more costs. New paying members have offset non-renewals by a gain of 33, boosting membership fees. Expenditure has decreased due to a reduction of the cost of producing & posting The Edge as we drop from 4 issues to 3 a year, reassessment of Diploma, Certificates and LiveOnline has resulted in more costs being met by income. Festival 2025 costs were almost covered by receipts.

Income Variance	2025 vs 2024	Main Driver:
Voluntary Income (Membership Fees & Donations)	1,002	Increased Membership
Balance Payments for 2025 Festival	14,564	No Festival in 2024
Festival Deposits	£1,667	Increased early bookings for 2026 Festival
Festival Payments	-18,701	No Festival in 2024
Exhibition 2024 Net	5,838	No Exhibition in 2025

Member Services	10,030	Increased LiveOnline Bookings and no new course development fees
Bank charges/Fees/Investment		
Income (interest)	1,896	Increased Charges, Reduced Interest Rates
Edge	4,823	Reduce from 4 to 3 publications
CLAS Creative/AGM	1,578	Slight cost reduction
Other	-1,375	Several smaller variances
	£21,322	

Our accounts package Xero continues to work well with GoCardless Direct debit payments syncing automatically.

A 'Pay Now' link on membership reminder emails has made it a lot easier for members to pay by card through PayPal, (Members do not need a PayPal account to do this). New members and renewing members can pay via the website along with Festival, CLAS Creative, LiveOnline and Certificate payments. I hope cheque paying members will consider using this option. Trying to find a bank to pay cheques in or queuing for ages in a Post office is very time consuming and the bank charges very costly. Direct debit or bank transfer remain our preferred payment option over cheques.

The SumUp card payment machine has continued to increase sales at the CLAS Creative and at Festival.

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. Padlet continues to be a great asset to the Online courses.

We would like to thank Jo Sheehan who continues to be our Independent Examiner.

A summary of the balance sheet, payments and receipts will be submitted to the Charity Commission.

Jenny Wholley
Treasurer

Membership – Meg Chapman

Current membership is 862 including 28 Free Members. Social Media and Website posts continue to bring in new members and we are especially grateful for the numbers our tutors introduce. There is nothing like the personal touch to underline the friendliness of CLAS and our promotion of the lettering arts in all its forms.

New members bring a delightful enthusiasm and I enjoy hearing of their successes in the frequent correspondence I receive – including beautifully skilled Christmas cards. Thank you!

Meg Chapman
Membership Secretary

CLAS Academic Standards Board – Josie Brown

Tutors and Talkers - Ann Mason

- The Tutors & Talkers list and interactive map on the CLAS website are scheduled for revision in 2026. An email requesting updated information was circulated to all current tutors in January 2026.

Accredited Tutors – Liz Barrow

- This year CLAS has welcomed two new Accredited Tutors – Jane Jenkins and Julia Baxter. Many congratulations to both.

- All the streamlined documents for the Tutor Accreditation application process have now been updated on the website.

Certificate of Calligraphy – Angela Banks

- Since the previous AGM – there have been a total of 42 entries, with Angled Pen Uncials and Copperplate as the most popular scripts. The standard has been high with the number of Distinctions outstripping Commended and Merits.
- There were a total of 5 entries from abroad, with 3 from at-risk youngsters in Singapore whose entry fees CLAS sponsored.
- Having the three assessors for the November Certificate submission has worked well. Sharing the task means it becomes less onerous/time-consuming for the assessors, and also that an extra person is not required to assess work by an assessor's student. There is no significant extra cost to CLAS, as the number of entries assessed remains the same.
- The Moderation by Mary Noble took place in January, with no queries to, or disagreements with the three Assessors.
- Last years' fees increases are being monitored to ensure that the higher postage costs are being adequately covered.
- The Certificate of Calligraphy Administrator, Angela Banks, has moved house and her new details have been put on the website.

LiveOnline – Alejandra Gonaldi

- All but one of the courses offered since September 2025, went ahead. Of the three students enrolled on the course that was cancelled, only one asked for a full refund of the fees, the other two people decided to transfer their bookings to another course.
- Currently, the booking fees for CLAS members are £95 for four-session courses and £50 for two-session courses. For non-members the fees are £120 for four-session courses and £65 for two-session courses. For the Basic Teaching Skills the fees are £94 for members and £120 for non-members.
- Courses from September to December 2025
 - Historical Decorated Letters – 9 students
 - Formal Italic – 11 students
 - Gothic Cursive- Batarde – 12 students
 - Modern Versals – 10 students
 - Copperplate – 9 students
 - Italic Capitals – 10 students
 - Foundational – 5 students
 - Embossed and Cut Letters – 15 students
 - Creative Calligraphic Project for Christmas – 6 students
 - Basic Teaching Skills – 9 students
 - Total members: 82, total non-members: 14
- Courses from January 2026
 - Roman Capitals – 6 students
 - Gothic Black Letter – 8 students
 - Angled Pen Uncial – 6 students
 - Pointed Pen Decorations – 12 students
 - Rustic Letters – 6 students
 - Total members: 33, total non-members: 5
- As courses of subjects other than just the Certificate scripts have been successful, LiveOnline will endeavour to offer a wider range of subjects, both to attract new members and to support those who wish to use other associated skills in their work. However, good calligraphic skills will still be encouraged since they are the basis of all our work.
- A new Zoom account with two users to allow the SSA Officer to host courses as well, is pending a decision.
- LiveOnline continues to use Eventbrite as a booking system
- Promotion of LiveOnline courses remains to be via social media, the LiveOnline Administrator and the tutors themselves, but we would like to encourage tutors and members alike, to promote any CLAS courses via their own social media outlets.
- Access to Padlet boards and recordings is provided for two months.

- A new communication procedure has been recently implemented, to improve students' understanding of how to use the Padlet boards and to avoid cancellations after links to the Padlet boards are sent out.

Specialist Skills Awards – Ann Mason

- The LiveOnline SSA in Alternative Tools concluded in Summer 2025
- The LiveOnline SSA in Copperplate commenced in September 2025 and will run until September 2026.
- The Colour and Texture SSA was delivered at Festival 2025. Participants have until 28 March 2026 to submit work for assessment; submission numbers are not yet confirmed.
- The LiveOnline SSA in Bookbinding commenced in January 2026 and will run until January 2027.
- Sussex Scribes are currently undertaking the SSA in Alternative Tools with Rachel Yallop. Assessment is expected to take place in June or July 2026.
- At CLAS Festival 2026, Josie Brown will deliver the SSA in Traditional Skills.
- A LiveOnline SSA in Heraldry is planned for Autumn 2026.

National Diploma – Yvonne Holmes

- 2025 saw the receipt of the following Diploma entries:
Foundation level – 4 candidates – 3 modular and 1 full entry
Intermediate level – 6 candidates – 4 modular and 2 full entries
Advanced level – 2 candidates – 2 modular entries
- A successful assessment day was held in July, at Highnam and many thanks go to the assessors (Josie Brown, Mary Noble and Margaret Morgan) and helpers (Yvie Holmes, Gary Holmes and Jean Chamberlain) who helped to make the day go smoothly.
- The Diploma entries resulted in 3 candidates at Foundation level, 1 candidate at Intermediate level, and 2 candidates at Advanced level. Certificates have been issued and some will be presented here, for those attend the CLAS Creative Day.
- Throughout the year, a review was made of the costs involved in running the Diploma by the Diploma Officer, CASB Chair and CLAS Treasurer. As a result, a proposal was put forward to the Management Committee to increase the costs per module to £35 each, and to change future entries so that they would all be on a modular basis but with the option to submit all modules in one year if candidates wish to do so. This was approved by the MC, and the website was updated. Close monitoring of costs will continue throughout the next couple of years to assess the impact of the increase, both financially and also in terms of the number of applications received.
- For the second year running, there were customs problems when returning candidates' work to the Republic of Ireland. Fortunately, a work around was arranged and packages were successfully received by candidates but only after several weeks of problems. As a result, the MC has agreed that the return of work to candidates from Ireland must be arranged by the candidate themselves. Currently there are no entries from Ireland for 2026 but any candidates who enrol will be made aware of the situation.
- To date, Yvie has received one entry for the Diploma at Foundation level, which is from Greece.

Fellowship – Rachel Yallop

- The display at last year's CLAS Creative included work from 15 Fellows and there was a lot of variety which clearly demonstrated the diverse talents of our esteemed Fellows. Michela Antonello kindly received the work and brought it to the venue for displaying.
- Not having a fixed theme for this year's display, has received a positive reaction.
- Two members have successfully been accepted as Fellows over the past six months. Judith Porch had her assessment at the Festival in August, and this worked very well as assessors were attending the Festival anyway. This would be a good option to consider in future too. Liz Barrow had her assessment in London in December. Michela Antonello kindly volunteered her house for the process.
- Another member is currently at the mentor stage.
- The intended videos of informal chats with Fellows – to raise their profile to the membership, have not yet been recorded, but the hope is that these will be carried out over the next few months.
- The Fellowship application form and assessment criteria have been amended to now allow for the submission of 4 pieces of work completed more than 5 years previously, instead of two.

Charitable Activities

- CLAS has supported 3 young students from Singapore who wished to enter for the Certificate of Calligraphy, so CLAS paid their entry fees and return postage.
- CASB has formed a small working group to set up a Bursaries system, which will offer payment of courses, entry fees or mentoring – in an effort to support and encourage entries for the Diplomas. More information will be forthcoming later this year.
- Several calligraphy books were sent to a prisoner who has been benefitting from CLAS's free correspondence course.

Designer

- As there are now three people involved with designing and producing publications for CLAS, this category no longer remains with CASB. In future it will be....

CASB Publications

- Tutor Accreditation documents have all been updated and placed on the website
- The Fellowship application document and assessment criteria have recently been amended.

General

- Wendy Harris has had to step down as CASB Administrator and Annie Jackson has kindly taken over this role – we are very grateful for Wendy's contributions and to Annie for her assistance so far.
- Liz Barrow will now be taking the CASB Chair, while Josie will swap roles with her, to become the Tutor Accreditation Officer. Josie would like to extend her heartfelt thanks to the CASB team, past and present, for their kindly given hard work, expertise, enthusiasm and friendship. CASB has made great strides in recent years, and it is due entirely to their unstinting generosity.

Josie Brown
CASB Chair

CLAS Affiliated Groups – Barbara Alldred

There are currently 36 Affiliated Groups

- Type A – 27 (with Public Liability Insurance)
- Type B – 7 (without Public Liability Insurance)

CLAS Special Interest Groups – Copperplate Special Interest Group and Little Bookmakers

Two Groups disbanded, the Cabin Crew and Noble Calligraphers and we have two new groups.

A CLAS logo, specifically for Affiliated Groups has been created, along with a simple licence for its use.

Little Bookmakers, our newest SIG organised by Jean Gray, have had two successful book swaps in 2025 and all images of the books were displayed on a PADLET board set up for this group to interact which means all members of the group can see the books that have been created.

A Health and Safety Policy and Risk Assessment which are required by our Insurers and the Charity Commission are being addressed with new policies created and old ones updated. All Affiliated Groups have been sent a "Safe Practice in Workshops" information sheet along with a Pro Forma Risk Assessment Sheet. A more detailed Risk Assessment Policy for workshops which covers more unusual tools and situations is available on request.

Newsletters and the sharing of information about classes and events continue to be circulated to groups on a regular basis.

Thank you to all our Affiliated Groups and Special Interest Groups who continue to support CLAS by providing a rich variety of In-Person and Zoom workshops, Exhibitions and other calligraphic events.

Barbara Aldred
CLAS Affiliated Groups Officer

Editorial Board – Claire Tomlins

Claire Tomlins has been the Commissioning Editor during 2025/2026. Working initially with Nadia Chin as Designer on the June and October 2025 issues.

Annie Jackson was Copy Editor on the June issue with Simone Chalkey becoming the Copy Editor for the October 2025 and February 2026 issues. Alistair Tuxworth took over from Nadia and designed the February 2026 issue.

Change is inevitable in these roles. Fortunately, Susan Heally and Doug Adams remain in their roles.

the EDGE readers and article authors have been pleased with the printed illustrated articles which is reassuring. It always takes time to search for new articles, so we welcome your prompting us for new relevant and preferred articles.

Claire Tomlins
Commissioning Editor

Social Media – Lenka Snook

I am pleased to present my second Social Media Officer's report for CLAS, covering the period from March 2025 to March 2026. This year has been one of consolidation and steady progress, with a clear focus on structure and on building sustainable foundations for our social media strategy. Having settled into the role, my work this year has centred less on experimentation and more on developing reliable systems that support CLAS's events, communications, and long-term visibility.

Achievements and Activities

Over the past year, the primary focus has been on structuring our social media output and introducing greater clarity around how, when, and why we post. Below is a summary of the areas I have concentrated on during this period.

1. **Social Media Structure and Planning.** I have been developing a clearer social media calendar, introducing set post formats for CLAS's key activities and annual events. This has helped create greater consistency across platforms while making content easier to plan and manage in advance.
2. **Event-Focused Content.** For major CLAS events, I have been establishing clearer guidance around post structure and messaging, including instructions on how to create engaging and informative posts. This approach is intended to support both visibility and understanding, particularly for members engaging with CLAS online.
3. **Content Wording and Engagement.** I continue to test and refine wording, tone, and structure to better suit our audience. While this remains an ongoing process, increased engagement across our platforms suggests that a more structured and intentional approach to content is proving effective.
4. **Process Documentation.** Alongside publishing content, I have been documenting workflows and processes behind the scenes. Introducing structure not only to what we share publicly, but also to how content is created and managed, has been particularly helpful for consistency and continuity.

Collaboration with the Committee

Social media at CLAS is very much a collaborative effort. Throughout the year, I have liaised closely with other committee members to ensure our communications are aligned with wider organisational activity. This has been invaluable in refining content, planning ahead, and ensuring that our online presence accurately reflects the work of the society.

As this marks my second year in the role, I feel I have fully settled into the position and gained a clearer understanding of how social media can best serve CLAS. The progress made this year has been steady and practical, with a focus on strengthening foundations rather than introducing further changes. Establishing clear structure online, alongside documenting processes internally, is helping to create a more coherent and sustainable approach to social media - one that can continue to evolve over time.

Looking forward, the priority will be to continue refining this structure, improving clarity around key communications, and building on the systems already in place. This will support a social media presence that remains consistent, informative, and aligned with CLAS's planned activities.

I would like to thank the committee, volunteers, and members for their cooperation and encouragement over the past year. Your input and support have been essential, and I look forward to continuing this work in the year ahead.

Lenka Snook
Social Media Officer

Website – Mapet Enriquez

General Website Updates and Improvements

- Event and LiveOnline course pages were updated throughout the year so that information remained current.
- Additional updates were made as needed to correct or refresh content across the website.
- Key Learning and Teaching pages, including the Certificate of Calligraphy and the National Diploma of Calligraphy, were updated to make information clearer and easier to understand.
- CLAS AGM Packs from the past five years were added to the website for easy reference, alongside other CLAS Terms and Conditions and Policies.
- A new page for the Little Book Special Interest Group was created, bringing together information about the group and its book swaps.
- The Festival of Calligraphy landing page and payment page were updated to improve the booking experience.

Website Refresh Summary

A website refresh was completed in response to the increase in content and activity since the previous redesign. The aim was to make the website easier to use and easier to navigate, while keeping it consistent with the established CLAS look and feel.

The main menu was simplified so that important areas such as Groups, Events, and Learning and Teaching are easier to find. Education content was reorganised to better reflect the different needs of learners and tutors, and information about Groups was brought together to make it more visible and accessible.

Website content was reviewed to ensure it was accurate, up to date, and clearly written. Information that had previously only been available in printed materials or PDF documents was added to the website where possible, with support from relevant committee members.

The website footer was also updated so that policies and other important information are easier to find and clearly presented. The refresh was completed ahead of the opening of registration for CLAS Creative, with no additional costs incurred.

Website Hosting Migration Update

Following the move to a new website hosting provider on 13 May 2024, the service has remained stable and reliable. The provider has been helpful and responsive when support has been needed, including assisting with page updates and resolving occasional service interruptions.

Mapet Enriquez
Webmaster

CLAS Festival - Donna Deeks and Janice McClelland

CLAS Festival 2026

The directors are pleased to report that preparations for Festival 2026 are well in hand. We will be joined by Suzie Beringer (USA), Josie Brown (UK), Gaynor Goffe (UK), Judith Porch (UK) and Loredana Zega (SI) as tutors, and eight of the ten workshops on offer have already sold out.

We currently have 82 registrations, including 17 first-time Festival delegates. The Radcliffe Conference Centre at the University of Warwick will host our event—we have been moved from the Scarman Centre due to building works—and we look forward to welcoming both familiar and new faces in August.

CLAS Festival 2027

Preparations for Festival 2027 have begun well: tutors and the venue have been booked, and CLAS Fellow Helen Scholes has begun the brochure design. The Festival 2027 brochure will be included in the October 2026 issue of *The Edge*, and online registrations will open on October 16th

Donna Deeks and Janice McClelland
CLAS Festival Directors

Report from the AGM Coordinator – Sarah Walker

The AGM 2025 was held on 8th March 2025 at Regent's University London and saw a record attendance of 229 registered participants, surpassing previous years (217 in 2024, 178 in 2023, and 135 in 2022). The action-packed programme created an exciting and thoroughly enjoyable day. Glorious sunshine added to the atmosphere, allowing attendees to make the most of networking opportunities in the gardens.

Doors opened at 09:30, with guests welcomed by complimentary tea, coffee, and biscuits. Following the AGM, the programme moved into full swing with Tessie Cooling and Jen Thompson demonstrating their specialist calligraphy skills and exhibiting their fabulous work. Cherrell Avery FCLAS, the Fellow in Residence, showcased her digital lettering techniques using an Apple Pencil and iPad.

The Fireside Chat with Eleanor Winters, titled *"Where I Have Been, Where I Am Going... My Journey as a Calligrapher"*, was very well attended. Eleanor also brought a selection of her beautiful mini books, which were displayed in the Knapp Gallery.

The afternoon lecture by Susie Leiper, *"All About the Book: from Editor to Scribe to Maker"*, was equally engaging and highly successful.

Throughout the day, attendees had time to view the physical and digital Art and the Letter exhibitions, as well as the Fellow exhibition featuring a wonderful display of artwork. Participants also enjoyed shopping for CLAS-branded items, calligraphy materials, and books from the 'Take and Donate' table and the various pop-up shops.

Report from The Art & the Letter Coordinator – Sarah Walker

The 4th Art and The Letter hybrid exhibition was held this year, with a positive outcome and increased participation compared to last year.

We had a total of 53 entries with 51 physical exhibits and 49 digital exhibits (in 2024 - 33 physical exhibits and 31 digital exhibits) comprising of entries from a variety of locations across the UK, Ireland, France, Turkey and Ukraine.

Categories this year included:

1. LET THE LIGHT POUR IN by Lemn Sissay – Most Popular
2. THE ART OF CELTIC CALLIGRAPHY – third most popular
3. COLOUR OF THE YEAR FOR 2025 – 'Future Dusk' – Second most popular
4. MUSICAL CALLIGRAPHY – The Rhythm of the Pen – Least popular

Prize Winners

- Members Choice Winner of the Digital Art and the Letter Exhibition 2025 – Tetiana Hneniuk
- Members Choice Winner of the Physical Art and the Letter Exhibition 2025 – Jan Sambell
- Most Promising Beginner – Cathy Jenkins
- Most Promising Beginner Runner-up – Andrew Eastwood
- Most Technically Skilled – Carole Thomann
- Most Creative – Ingrid Hill
- Highly Commended – David Simons and Elaine Gillingham
- Brian G. Walker Prize – Vanessa Peters

Sarah Walker
AGM and A&TL Co-ordinator

Archivist's Report – Alison Allan

Regular updating of records such as certificate and diploma results and indexing the Edge has continued, as has the cataloguing of other physical and digital items, and responding to enquiries, including on particular past events and developments as needed to inform Management Committee discussions.

Treasurer – Jenny Wholley

Financial Report 2025

In my final year as Treasurer, I am glad to see in-year surplus of £15,015 for 2025, a significant increase from last year. Receipts were £88,047 compared to £70,621 in the previous year, an increase of £17,426. Payments for the year were £73,032 a decrease of £3,897 from 2024. The in-year position for 2025 of a surplus of £15,015 is significant increase from the in-year position in 2024

The total resources as at 31 Dec 2025 are £100,474. This will enable CLAS to continue to meet its charitable objectives and allow for fluctuations in receipts and payments.

Summary Position	2025 £	2024 £	Change £
Receipts	88,047	70,621	17,426
Payments	73,032	76,929	3,897
Surplus/loss	15,015	6,308	21,323

Funds available as at 31 December 2025 are £100,474 an increase of £15,015 being the in-year surplus

Funds Available	2025 £	2024 £	Change £
Bal b/fwd	85,459	91,767	-6,308
In-year	15,015	-6,308	21,323
Bal c/fwd	100,474	85,459	15,015

Balance Sheet	2025 £	2024 £	Change £
Cash at Bank			
Current accounts	28,333	15,542	12,791
Deposit accounts	70,115	67,241	2,874
	98,448	82,783	15,665
Paypal	327	550	-223
Total Cash	98,775	83,333	15,442
Stock	1,699	2,125	-426
Total Assets	100,474	85,459	15,015
Net Assets	100,474	85,459	15,015

Receipts & payments for the year are shown in Appendix A

The in-year surplus is largely due to LiveOnline having a better up take and along with Festival 2025 covering more costs. New paying members have offset non-renewals by a gain of 33, boosting membership fees. Expenditure has decreased due to a reduction of the cost of producing & posting The Edge as we drop from 4 issues to 3 a year, reassessment of

Diploma, Certificates and LiveOnline has resulted in more costs being met by income. Festival 2025 costs were almost covered by receipts.

Income Variance	2025 vs 2024	Main Driver:
Voluntary Income (Membership Fees & Donations)	1,002	Increased Membership
Balance Payments for 2025 Festival	14,564	No Festival in 2024
Festival Deposits	£1,667	Increased early bookings for 2026 Festival
Festival Payments	-18,701	No Festival in 2024
Exhibition 2024 Net	5,838	No Exhibition in 2025
Member Services	10,030	Increased LiveOnline Bookings and no new course development fees
Bank charges/Fees/Investment		
Income (interest)	1,896	Increased Charges, Reduced Interest Rates
Edge	4,823	Reduce from 4 to 3 publications
CLAS Creative/AGM	1,578	Slight cost reduction
Other	-1,375	Several smaller variances
	£21,322	

Our accounts package Xero continues to work well with GoCardless Direct debit payments syncing automatically.

A 'Pay Now' link on membership reminder emails has made it a lot easier for members to pay by card through PayPal, (Members do not need a PayPal account to do this). New members and renewing members can pay via the website along with Festival, CLAS Creative, LiveOnline and Certificate payments. I hope cheque paying members will consider using this option. Trying to find a bank to pay cheques in or queuing for ages in a Post office is very time consuming and the bank charges very costly. Direct debit or bank transfer remain our preferred payment option over cheques.

The SumUp card payment machine has continued to increase sales at the CLAS Creative and at Festival.

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. Padlet continues to be a great asset to the Online courses.

We would like to thank Jo Sheehan who continues to be our Independent Examiner.

A summary of the balance sheet, payments and receipts will be submitted to the Charity Commission.

Jenny Wholley

Treasurer

Calligraphy & Lettering Arts Society (CLAS)
Receipts and Payment Accounts with prior year comparison
Year ended 31 December 2025

RECEIPTS	Notes	Jan - Dec 25	Jan - Dec 24
A Voluntary income			
Subscriptions			
Non Gift Aided		14,855	14,725
Gift Aided		18,690	17,678
Gift Aid Tax Credit	1	<u>4,433</u>	<u>4,208</u>
		37,978	36,611
Donations			
Non Gift Aided		10	366
Gift Aided		0	<u>10</u>
		<u>10</u>	<u>376</u>
Total Voluntary Income		<u>37,988</u>	<u>36,987</u>
B Charitable Activities			
Festivals			
Fest' of Calligraphy 25	2	14,564	4,397
Fest' of Calligraphy 26		6,064	
		20,628	4,397
AGMs			
AGM 24		0	2,655
CLAS Creative 25	10	3,780	540
CLAS Creative 26		775	0
		4,555	3,195
EXHIBITION			
Exhibition 2024	3	348	8,424
		348	8,424
Member Sevices			
Art & The Letter		48	5
Specialist Skills		1,515	2,915
Certificate fees	4	1,500	2,305
Diploma fees	5	993	1,003
Liveonline Courses	6	13,964	5,085
Tutor Accred' fees		25	25
		18,045	<u>11,338</u>
Total Charitable Activities		<u>43,576</u>	<u>27,354</u>
C Fund generating activities			
Affiliated Groups' PLI	7	1,969	1,811
Sale of goods		1,258	360
Total Fund generating activities		3,227	<u>2,171</u>
D Investment income			
CAF interest		382	244
CC Interest		0	805
COIF interest		2,874	<u>3,060</u>
Total Investment income		3,256	<u>4,109</u>
Total Receipts for the year		<u>88,047</u>	<u>70,621</u>
Payments for the year		73,032	76,928
Net of receipts /(payments)		15,015	<u>-6,307</u>

Calligraphy & Lettering Arts Society (CLAS)
Receipts and Payment Accounts with prior year comparison
Year ended 31 December 2025

PAYMENTS	Notes	Jan - Dec 25	Jan - Dec 24
A Charitable activities			
Art & The Letter		246	502
CLAS Academic Standards Board		96	0
Certificate fees		2,504	2,137
Specialist Skills		950	1,920
Copying & printing		34	181
Depreciation		0	0
Diploma		1,202	1,934
Edge		11,164	13,093
Edge postage		9,299	12,194
Fest' of Callig 23		0	245
Fest' of Callig 25		19,268	567
Fest' of Callig 26		573	
Exhibition 2024		259	14,173
Free calligraphy courses	8	225	75
CLAS Course Development		0	3,815
Liveonline Courses		7,230	5,500
PLI (CLAS) insurance		711	711
Regional Day		0	0
Stationery		38	50
General Expenses		0	1,518
RAG Bursaries		0	100
Total Charitable activities		53,799	<u>58,713</u>
B Fundraising costs			
Goods for resale		426	25
Affiliated Groups' PLI premiums		1,949	1,878
Total Fundraising costs		<u>2,375</u>	<u>1,903</u>
C Costs of generating voluntary income			
Bank charges & Fees			
CAF		89	75
PayPal, Sumup & GoCardless		1,022	845
Evenbrite Fees		<u>1,156</u>	<u>303</u>
		2,267	1,223
Internet, Postage etc			
Internet - Other	9	1,672	2,145
Postage		917	664
Presentations		308	<u>372</u>
		<u>2,897</u>	<u>3,181</u>
Total Cost of generating vol income		5,164	<u>4,404</u>
D Governance costs			
AGM 24 exp		0	8,431
AGM 25 exp	11	7,978	3,477
AGM 26 exp	12	3,716	0
Management Committee mtgs			<u>0</u>
Total Governance costs		11,694	<u>11,908</u>
Total Payments		<u>73,032</u>	<u>76,928</u>
Receipts for the year		88,047	70,621
Net of receipts/(payments)		15,015	<u>-6,308</u>

Calligraphy & Lettering Arts Society
Balance Sheet with prior year comparison
As at 31 December 2025

	Notes	Jan - Dec 25		Jan - Dec 24	
ASSETS					
A	Cash at bank and in hand				
	CAF Current Account	13	3,495		7,094
	CAF Gold		24,706		8,332
	Revolut Prepaid card		100		0
	Float		32		<u>116</u>
				28,333	15,542
	COIF charities deposit account	14	66,140		63,266
	Sponsorship for beginners' class	15	3,975		<u>3,975</u>
				70,115	67,241
	PayPal		327	327	550
					<u>550</u>
	Total Cash at bank and in hand			98,775	83,333
B Other Current Assets					
	Stock of Good for Sale		1,699	1,699	2,125
					<u>2,125</u>
	Total Current Assets			100,474	85,459
LIABILITIES					
C	Creditors			0	0
	Total Value of Assets			100,474	<u>85,459</u>
CAPITAL RESERVES					
	Opening balance of funds		85,459		91,767
	Net inflow / outflow of funds for the year		15,015		<u>-6,308</u>
	Closing balance of funds			100,474	<u>85,459</u>
	Value of funds at year end			100,474	85,459

NOTES TO ACCOUNTS

Year ended 31 December 2025

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. For the year ending 31 December 2025 total receipts were £88,047 and total payments £73,032, giving an in-year surplus of £15,015. In the year 2024, the position for the year was a deficit of £6,308, so a movement of £21,323. Funds available as at 31 December 2025 are £100,474.

Statement of Receipts

1. Gift-aid tax credit claim is made annually in January each year to HM Revenue and Customs for the accounting year ended in the previous December. 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.
2. For Festival 2025 income received was £4,397 in 2024 and £14,564 in 2025 a total of £18,961. Related outgoings were £567 in 2024 and £19,268 in 2025 a total of £19,835. The final position was a deficit of £874.
3. For Exhibition 2024 income received was £348 from delayed payment of sales from Dean Clough.
4. Fees for Certificate accreditation assessment of £1500 were received from candidates, with related outgoings of £2,504
5. Fees for Diploma accreditation assessment of £993 were received from candidates, with related outgoings of £1,202
6. Receipts of £13,964 have been received for The Liveonline Calligraphy & Teaching courses and £7,230 has been paid to tutors and hosts along with setting up Padlet and course admin.
7. Affiliated Groups PLI (Public Liability Insurance) of £1,969 represents the contributions from regional groups affiliated to CLAS towards the insurance premium borne by the Society.

Statement of Payments

8. Free calligraphy courses were run this year at a cost of £225
9. 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. Zoom also is used for the quarterly Management Committee meetings. Along with Mailchimp for the emails and Padlet for LiveOnline classes.
11. CLAS Creative 2025 income received of £3,780 with related outgoings of £7,978 in 2025. The total cost of the CLAS Creative 2025 was £11,456 with receipts of £4,320, giving a final cost of £7,136
12. CLAS Creative 26 expenses of £3,716 represent the deposit and travel and subsistence costs for the management committee, helpers and speakers for the AGM gathering and deposit for the venue, Regent's Conferences & Events, Hyde Park

Balance Sheet

13. CAF Accounts are historically the main operating and savings accounts for CLAS.
14. COIF deposit account is the main account for holding funds due to slightly higher rate of interest earned on the deposits compared to holding funds with the CAF accounts.
15. CLAS sponsorship for beginners of £3,975 represents the balance after sponsorship of free courses of £375 were taken up in 2021. The fund is set up to assist beginners in taking part in calligraphy courses.

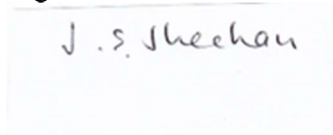
Independent Examiner's Statement

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 rectangular box containing a handwritten signature in dark ink that reads "J. S. Sheehan".

Name: Joanna Sheehan

Relevant professional qualification or membership of professional bodies: IPFA

Address: 23 Loweswater Road, Cheltenham, Gloucestershire, GL51 3AZ

Date: 12 January 2026

Accounts



ANNUAL GENERAL MEETING

Saturday 8th March 2025 9.30am - 4.30pm
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

PROGRAMME

09:30	Doors open for the CLAS CREATIVE! Enjoy a welcome coffee and biscuits, the exhibitions and more
10:15	CLAS AGM commences. Please kindly be on time – the Agenda is shown on page 2*
12:00	Fireside chat with Eleanor Winters
15:00	Presentations/Announcement of the Brian G. Walker Prize winner
15:15	Afternoon Lecture by Susie Leiper
16:30	End of Event

**The AGM morning session is limited to members only. Registered non-members and friends are invited to attend the other exciting activities throughout the day.*

ACTIVITIES AT A GLANCE

- **Demonstrators:** Tessie Cooling will demonstrate how she marries highly detailed illustration with gilded lettering. Jen Thompson will display and demonstrate the wonderful aspects of book making.
- **Fellow in Residence:** Cherrell Avery, FCLAS, will demonstrate her digital lettering skills with an Apple pencil and iPad, and display some of her fabulous work.
- **Fire Side Chat with Eleanor Winters** - 'Where I Have Been, Where I am Going... My Journey as a Calligrapher'
- **Afternoon Lecture with Susie Leiper** - 'All About the Book: from Editor to Scribe to Maker'
- **Art & the Letter 29th Hybrid Exhibition:** Physical and digital entries will be on display.
- **CLAS Fellows' Exhibition:** A display of work by our accredited CLAS Fellows.
- **CLAS Help Desks:** Seek advice on our academic activities, tutoring and available support.
- **Take and Donate Table:** Sale of some second-hand calligraphy material, books and magazines. A selection of brand-new back issues of The Edge will also be available for purchase.
- **Pop-up Shops:** Shepherds Bookbinders - Paper sales. Penman Direct - Sale of calligraphy and art materials. Calligraphity - Calligraphy and lettering book sale.

CLAS AGM - BUSINESS MEETING AGENDA

10:15am Tuke Hall

1. Housekeeping
2. Minutes of AGM held 2nd March 2024 (*vote for approval*)
3. Matters Arising
4. Annual Reports
 - a. Chairman
 - b. Treasurer, including Statement and Adoption of Accounts (*vote for approval*)
 - c. CLAS Academic Standards Board Report
5. Proposals (*vote for approval*)
6. Election of Officers
7. Any other Business

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 OF AGM HELD 2ND MARCH 2024 (VOTE FOR APPROVAL)

A copy of the Minutes of the AGM held on 2ND MARCH 2024 are shown in Appendix A

A vote will be taken for the Approval of these Minutes

3 MATTERS ARISING FROM THE MINUTES OF THE AGM HELD ON 2ND MARCH 2024

4 MANAGEMENT COMMITTEE ANNUAL REPORT

Copies of the Chairman's and Officers' Annual Reports are shown on pages 4 to 16 of this document. The Chairman, Treasurer and CLAS Academic Standards Board Chair will feedback to the meeting.

5 PROPOSALS

6 ELECTION OF OFFICERS

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

Nomination for Trustees from AGM 2025

- | | |
|---|-----------------|
| 1. Chair | Sue Hodgkinson |
| 2. Treasurer | Jenny Wholley |
| 3. CLAS Academic Standards Board (CASB) | Josie Brown |
| 4. Festival Director | Donna Deeks |
| 5. AGM Coordinator | Sarah Walker |
| 6. Exhibition Officer | Jeffrey Bailey |
| 7. Membership | Meg Chapman |
| 8. Affiliated Groups Officer | Barbara Alldred |
| 9. Administrator | Dave Cowan |
| 10. Archivist | Alison Allan |
| 11. Webmaster | Mapet Enriquez |

Co-options

- | | |
|-------------------|----------------|
| 1. The Edge | Claire Tomlins |
| 2. Social Media 1 | Lenka Snook |
| 3. Social Media 2 | TBC |
| 4. TBC | TBC |

Ex-officio Officers / Other Management Committee specific roles

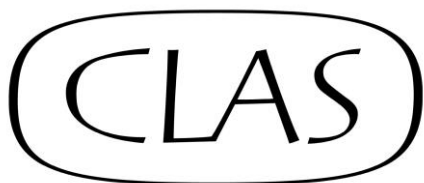
- | | |
|-------------------------------|---------------|
| 1. Art & The Letter Organiser | Julie Tallant |
|-------------------------------|---------------|

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

7 ANY OTHER BUSINESS

AFTER THE AGM, DELEGATES AND GUESTS ARE ENCOURAGED TO JOIN THE ACTIVITIES FOR THE REST OF THE DAY. THE FIRESIDE CHAT WITH ELEANOR WINTERS WILL TAKE PLACE IN THE AUDITORIUM AT 12NOON – PLEASE ARRIVE BY 11.55AM

- **PRESENTATIONS WILL BE MADE AFTER LUNCH, AGAIN IN THE AUDITORIUM FROM 2PM (PLEASE TAKE YOUR SEAT BY 1.55PM).**
- **THE AFTERNOON LECTURE WITH SUSIE LEIPER WILL COMMENCE AFTER THE PRESENTATIONS HAVE CONCLUDED.**



CHAIRMAN'S AND OFFICERS' ANNUAL REPORTS 2024

The following were Trustees / Committee Members in 2024:

Management Committee

Chairman	Susan Hodgkinson	Trustee 1
Treasurer	Jenny Wholley	Trustee 2
Membership Secretary	Meg Chapman	Trustee 3
Exhibition Officer	Jeffrey Bailey	Trustee 4
Festival Director	Donna Deeks	Trustee 5
CLAS Affiliated Groups Officer	Barbara Alldred	Trustee 6
AGM Coordinator	Sarah Walker	Trustee 7
CASB Chair	Josie Brown	Trustee 8
Administrative Secretary	Dave Cowan	Trustee 9
Archivist	Alison Allan	Trustee 10
Webmaster	Mapet Enriquez	Trustee 11
Social Media	Lenka Snook	Co-opted 1
Assistant Festival Director	Janice McClelland	Co-opted 2
Editorial Board	Claire Tomlins	Co-opted 3
Art & The Letter Officers	Julie Tallant	Ex officio

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 2024/25 Management Committee was made up of 11 Trustees, plus 3 co-options, all given specific roles and an additional ex-officio member with the specific Art and the Letter remit.

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.

See Appendix C for a full list of members with specific roles for 2024. 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 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 in the Editorial Team for a Copy Editor as Annie Jackson is stepping down from her position - Annie will provide training and mentoring through the production of the summer edition of 'the Edge'.

We are still looking for a volunteer to take over CLASnews from Jan Sambell.

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 or via our website www.clas.co.uk/volunteering

Management Committee Reports

CLAS Chairman – Sue Hodgkinson

Thank you for joining us at Regent's University for 2025 CLAS Creative. This is where we showcase our creative side, while managing to briefly present reports and accounts, vote on any constitutional changes, and appoint our trustees at an AGM. The CLAS AGM packs with these reports were sent out by email. Printed packs are available to members who do not have email addresses. Committee members are here, please take the chance to chat with us.

One of my highlights in 2024 was visiting our touring exhibition 'Letters Hand Made' in all four venues – London, Wells, Shrewsbury, and Halifax. I hope that you join me in admiration and thanks to the exhibition committee who organised, set up and took down four times. Their report gives us sensible recommendations about what went well (a lot) and how to avoid some pitfalls. This has been such a solid experience for them all and what they did is well-documented to help another group in future.

CLAS Creative is where you can catch up with fellow letterers, get inspiration from all the displays, and browse the wonderful calligraphy supplies to buy. Don't forget our Take and Donate table. And do go to see the work done by those taking part in our CLAS educational programme. This is the heart of our work and CASB administers all those courses that help you achieve Certificates of Calligraphy, Specialist Skills Awards and Diplomas. Josie will report on that later.

The Art & the Letter 29th Hybrid Exhibition is open all day – but don't forget to vote in time before all the presentations after lunch. We are having a Fireside chat at noon with Eleanor Winters discussing 'Where I Have Been, Where I am Going... My Journey as a Calligrapher'. An excellent chance to get to know Eleanor who is one of our tutors at Warwick in August. Our Demonstrators are Tessie Cooling – on gilded lettering, and Jen Thompson - on book making. Our Fellow in Residence is Cherrell Avery, FCLAS, on digital lettering. The afternoon ends with a lecture by Susie Leiper, FCLAS, 'All About the Book: from Editor to Scribe to Maker'.

It is a pleasure to welcome the Little Book Special Interest Group, joining as an affiliated group, our second SIG. Some of our groups continue to be part of CLAS by changing status to micro group – we can offer discounts to support you. Please reach out to Barbara if you need advice or would like to find a mentor to help if you are interested in volunteering in a society.

Tim Noad's commemorative piece honouring 30 years for CLAS is back on display, partly because we have not yet finished being 30. Stretching the birthday celebrations, August sees us back at Warwick for our 30th Festival. We are delighted to be there again after a gap last year. Some classes are already sold out, some have spaces.

Looking at Tim's work reminds us to reflect on what we have done in 2024 and thank again all those who have worked so hard for CLAS over the years, particularly to remember Sue Cavendish who died in January 2025. From the beginning, her skills and organisational knowledge were a driving force. Sue worked as the administrator of CLAS and later as the editor of the *Edge* until her retirement in 2018. She helped set the foundations of what we are today. We would like those who knew her to send in their memories of her for an article in the *Edge*.

And that brings me to the *Edge*. We are faced with ever-increasing postage costs that soak up membership fees. We could keep putting fees up but we must also face the fact that producing four magazines a year is a relentless schedule for our volunteer editorial team. We have concluded that, to continue offering articles that inspire and teach you about so many aspects of calligraphy, we must reduce the number of magazines to three per year, in June, October and February. The emailed CLASnews will provide updates on courses and other matters.

Our webmaster and social media officer work closely together to help us promote CLAS and calligraphy in general. Their expertise and guidance this year has put us on a strong footing to communicate effectively what we are doing. We are also exploring taking part in a podcast series 'The Life of Letters' – our guest speaker Susie Leiper will feature in the first series from March 2025. CLAS is planning to join in during a later series in the autumn.

This completes my first year as Chair, and for many of the committee who are new to their roles. I must say they have settled in wonderfully. CLAS would not be moving forward without them and everyone else who does so much to support what we do. But remember we need volunteers to continue that work. Thank you to all of you in the management committee, CASB members, subcommittees, volunteers, tutors, Fellows, and members.

Treasurer – Jenny Wholley

Finance Report 2024

The in-year position for 2024 was a loss of £6,308, a marginal increase from last year. Receipts were £70,621 compared to £68,915 in the previous year, an increase of £1,706. Payments for the year were £76,929 an increase of £1,769 from 2023.

The in-year position for 2024 of a loss of £6,308 is in line with the in-year position in 2023.

Summary Position			
	2024	2023	Change
	£	£	£
Receipts	70,621	68,915 -	1,706
Payments	76,929	75,160 -	1,769
Surplus/Loss	- 6,308 -	6,245	63

Funds available as at 31 December 2024 are £85,459 a decrease of £6,308, this being the in-year loss.

Funds Available			
	2024	2023	Change
	£	£	£
Bal b/fwd	91,767	98,012 -	6,245
Current Year	- 6,308 -	6,245	63
Bal c/fwd	85,459	91,767	6,308
Capital and Reserves			

Balance Sheet			
	2024	2023	Change
	£	£	£
Cash at Bank			
Current Accounts	15,542	36,714	21,172
Deposit Accounts	67,241	53,182 -	14,060
	82,783	89,895	7,112
PayPal	550	1,423	873
Total Cash	83,333	91,318	7,985
Stock	2,125	539 -	1,586
Total Assets	85,459	91,857	6,398
Less Creditors	0 -	90 -	90
Net Assets	85,459	91,767	6,308

The detail and notes are shown in Appendix B

Despite costs continuing to increase across the board especially postage overseas, we remain in a good place financially. A balance of £82k will support a full year of expenditure and allow for fluctuating receipts.

Our 30th Anniversary Exhibition was a great success, and we fell well within the £10k budget that was ring-fenced with net expenditure totalling £6162 taking into account invoices and bills from 2022 to 2025, the remainder has been put back into general funds.

An analysis of each venue of the Exhibition including online sales and expenses is shown below.

Venue	Cost	Income	Profit/loss
Gallery 101	£1,362	£2,245	£883
Wells	£1,117	£918	-£199
Shrewsbury	£2,696	£485	-£2,211
DC	£2,197	£1,186	-£1,011
	£7,372	£4,834	-£2,538
General Transactions	£8,328	£4,704	-£3624
	£15,700	£9,538	-£6,162

Income & costs include Hire, set up, mileage, parking, PV & transport pertinent to that venue. The sales would have been a lot greater at Shrewsbury, given the visitor numbers, had we had local support to sell the Catalogues and Postcards.

Our accounts package Xero continues to work well with GoCardless Direct debit payments syncing automatically.

The revamp of our website has made paying by card through PayPal so much easier, (Members do not need a PayPal account to do this). New members and renewing members can pay via the website along with Festival, CLAS Creative, LiveOnline and Certificate payments. I hope cheque paying members will consider using this option. Trying to find a bank to pay cheques in or queuing for ages in a Post office is very time consuming and the bank charges very costly. Direct debit or bank transfer remain our preferred payment option over cheques.

The SumUp card payment machine helped increase sales at the AGM and the Exhibition.

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. Padlet is another great asset to the Online courses.

We would like to thank Jo Sheehan who continues to be our Independent Examiner.

A summary of the balance sheet, payments and receipts will be submitted to the Charity Commission.

Membership – Meg Chapman

Current membership 842 including 31 Free Members.

The constant updating by the Social Media and Website officers has made a huge impact on bringing in new members and the current upward trend is exciting. The enthusiasm of new members is both delightful and heartening and all are encouraged to join local societies if they do not already belong which is beneficial to both parties.

We try to maintain a helpful and amiable relationship with new members with frequent correspondence which can only enhance the friendliness of CLAS and promote their appreciation of all our efforts.

CLAS Academic Standards Board – Josie Brown

Tutors and Talkers - Ann Mason

- The online interactive map and the Tutors and Talkers List are both up to date.

Accredited Tutors – Liz Barrow

- Congratulations to Jane Jenkins who achieved Accredited Tutor status in May last year – she has received her certificate.
- There has been a great deal of updating of relevant documents, with the development of proformas to streamline the application process for assessors, the administrator, and applicants as well. At the time of reporting – these are being prepared for putting on the website (and may well be there by the AGM).
- The requirement to carry out an observation of tutors is being reinstated to the Accredited Tutor application process – but only for those who do not have a teaching qualification. This is in addition to the Teaching Practice Study and is felt to be necessary to ensure the quality of CLAS Accredited Tutors' teaching. The method of observation will take various forms, whether in-person, via Zoom or a video – depending on the circumstances of the tutor/assessor.

Certificate of Calligraphy – Angela Banks

- CLAS members who have successfully attained the Certificate of Calligraphy are now being listed in the Edge. It is a deserved acknowledgement of their hard work and achievement.
- Since the previous AGM – there have been a total of 56 entries, with Italic Minuscles and Copperplate as the most popular scripts. The standard has been high with a total of 39 Distinctions and one entry achieved the full 100%, as the assessor couldn't find anything to criticise, and the standard was well above that of Certificate level.
- All packages between the Administrator/Assessors and returns are now sent tracked and signed-for to avoid problems that have arisen in the past.
- Fees were increased to cover the cost of the higher postal charges, but this will have to be monitored closely. The new rates have been put on the website.
- An updated leaflet with more detailed guidance is now available, but no fees are stated – entrants need to refer to the website for the current rates.
- David Price, who has assessed the Copperplate Certificate entries for over 20 years, is now stepping down and Joy Daniels will be taking up this role. CASB and CLAS wish to thank David for his unstinting support and expertise. He has received a thank you from us all.

LiveOnline – Alejandra Gonaldi

- The LiveOnline webpage has been revamped, and the courses are listed under the categories – "Learn", "Develop" and "Refine", with an aim to make it clearer for visitors to select an appropriate course. The courses listing includes images and full descriptions of the scripts and techniques offered, to help beginners with little previous knowledge of traditional hands to identify which they would like to learn.
- Two courses for calligraphers interested in teaching were offered. The Basic Teaching Skills course ran successfully with 10 people attending, plus a waiting list of another 10 people interested. Unfortunately, when a second run was scheduled, there were insufficient enrolments for it to be financially viable. CASB hopes to run this again soon though. The Teaching Online course ran with 9 students who completed the course. Again, with sufficient interest, CASB hopes to repeat this in the future.
- Under the LiveOnline scheme, CASB has introduced further subjects of interest, which include scripts not covered by the Certificate of Calligraphy and other related aspects like layout and design, using colour, collage, etc. As part of LiveOnline, but under the SSA Administrator, some of the Specialist Skills Awards courses are now offered online as well. CASB will continue to widen the scope of LiveOnline courses in this manner to, hopefully, increase our audience.
- LiveOnline had a total of 95 students studying the courses. Eight courses on different scripts were run successfully. These were longer courses, with four 2-hour sessions, enabling students to consolidate their learning more effectively. Two shorter courses, of two 2-hour sessions, about techniques and decorative skills were trialled but, sadly, only one attracted sufficient interest. CASB will continue to try different subjects to expand its reach.
- Padlet boards have been raised for each of the 4-session courses to enable participants to interact between sessions, to showcase their work in progress and to receive feedback. These have been

very well received by students and tutors and are available for two months after courses have finished, then archived for future reference by CASB.

- Two instruction videos were made to show students how to post and comment on the Padlet boards.
- Eventbrite has been used as a booking system to lighten the workload for the Administrator, and to attract attention from the general public as Eventbrite has its own listing of courses for the public to access. So far this has proved to be financially viable. CASB will continue to monitor this.

Specialist Skills Awards – Ann Mason

- SSA Design with Margaret Morgan for SLLA is complete - certificates to be presented at the AGM.
- SSA Italics with Gaynor Goffe for Sussex Scribes is complete – certificates to be presented at the AGM
- LiveOnline SSA Colour and Texture with Jan Mehigan and Mary Noble is complete – certificates to be presented at the AGM
- LiveOnline SSA Alternative Tools with Rachel Yallop is currently running and will be complete later this year.
- There are plans to run at least another two SSAs in 2025/6 and the Colour and Texture with Jan and Mary will be running at this year's Festival.
- The MC has agreed to CASB initiating a new Bookbinding SSA, as it will support the new Little Books Special Interest Group, those working towards the Diploma and because it is a popular associated skill for members. Two tutors have been approached to write proposals but neither have capacity now, so CASB will continue in this effort.

National Diploma – Yvonne Holmes

- Yvonne Holmes has kindly taken on the role of Diploma Administrator and attended last year's assessment day to shadow the previous officer.
- 2024 assessment day was held in London and Michela Antonello kindly received all the submissions and also found a suitable venue.
- In 2024 five Foundation level, one Intermediate level and one Advanced level full submissions were all successful, with 3 Distinctions, 2 Merits and 2 Passes. Modular entries amounted to 2 at Foundation level, 2 at Intermediate level and 7 at Advanced level.
- There was one appeal which went through the standard process and was resolved appropriately.
- The Diploma Officer returned to India almost immediately after the assessment day, and there was an issue with two packages being returned from Ireland to the sender, but this has finally been resolved and further guidance on sending overseas packages is being added to the Manual.
- An example of the most recent Customs Declaration form and how to fill it out now appears on the website
- CASB is aware of the loss of £900 in running the Diploma last year, even though the fees were raised. Contributing factors included a more expensive venue (geographically closer to the Administrator and person receiving the submissions – to reduce costs); attendance by the incoming Administrator as well as the existing one, and Assessor travel costs. Another aspect is that candidates who pay for modular assessment, do so in the first year they register, but completion can take place from 3 to 5 years later, so the income is skewed because assessment is carried out several years after payment (postage and other expenses increase over time). Nevertheless, CASB will make every effort to reduce costs and manage with fewer assessors in future.
- The issue of assessors being anonymous, as is the case with other similar national qualifications, was discussed by CASB and the MC, with a final agreement that in future they would remain anonymous. The Diploma team will keep appropriate records to ensure efficient tracking by a paper trail.
- Submissions for 2025 are all modular at present: 3 at Foundation level, 3 at Intermediate level and 3 at Advanced level, but this is likely to change before the deadline at the end of March.
- The Diploma Process Manual is being updated with the latest improvements, including streamlining the assessment day paperwork.

Fellowship – Rachel Yallop

- A display of Fellows' works has been arranged for the CLAS Creative.
- One person has completed the mentor stage of the Fellowship process and arrangements are being made for the assessment to be carried out.
- Another person is undergoing the mentor stage.

- Fellows and their work are going to be spotlighted by Lenka on social media throughout the coming year.
- To further raise the profile of our valued Fellows, several videos are being made of informal chats with those willing to take part. These will be accessed through the website and will enable members to get to know the Fellows, to hear what the advantages have been and what they are busy creating now.

Charitable Activities

- The charitably subsidised Basic Teaching Skills online course ran with full capacity, with 10 people on the waiting list. However, in scheduling a second run, it only attracted 3 enrolments, so a further run was not financially viable. Whether this was due to the lack of subsidy, is in question. Another run will be scheduled in future, when sufficient enquiries have been received.
- Regrettably there has been no further movement on the new ideas for charitable activities, due to lack of time and capacity for the volunteers involved.

Designer – Nadia Chin

- The Certificate of Calligraphy leaflet has been updated, with printed versions available from the Administrator and digital copies can be downloaded from the website.

CLAS Affiliated Groups – Barbara Alldred

Affiliated Groups (AG)

There are 36 CLAS Affiliated Groups

- Type A (with Public Liability Insurance) 27
- Type B (without PLI) 9

5 Affiliated Groups are Micro Groups ie they have 12 members or less in their group.

Special Interest Groups (SIG)

There are two Special Interest Groups :

- The Copperplate Special Interest Group
- The Little Book Special Interest Group

The Little Book Special Interest Group is our newest group and is led by Jean Gray a longstanding member of NWCA and a passionate bookmaker who has volunteered to run this online group . To date there are 29 members of the group. There will be two book swaps each year and the first book swap will take place in April.

7 groups have taken advantage of a 50% discount to groups who have 50% of their members also members of CLAS

Groups continue to share Newsletters, Exhibition Information, Courses and useful information for me to circulate.

The new interactive map has made it easier for anyone looking for a local calligraphy group to attend and our Social Media Officer continues to promote our Affiliated Groups and Special Interest Groups.

During 2024 four of our Affiliated Groups, South London Lettering Association, Mendip Calligraphy Group, Shropshire Scribes and Calderdale Calligraphers volunteered for their group to host the CLAS 30th Anniversary Exhibition. The groups varied in size of membership from small to those with a healthy membership. All put in a huge amount of effort especially in promoting the Exhibition and stewarding which is an essential part of any Exhibition and this help and support was greatly appreciated by the

Exhibition committee. Visitors to the Exhibition particularly appreciated the work of the stewards as seen in the comments in the Visitors Book.

Editorial Board – Claire Tomlins

During 2024/2025 Jane John was the commissioning editor with Claire Tomlins taking on this role for the February 2025 issue. At the same time the designer changed from Helen Scholes to Nadi Chin.

Four issues of *the Edge* were delivered to members during the year. Jane commissioned 3 editions which included articles in:

- May 2024, Tom Kemp on *Writing without letters*,
- August 2024, Stephanie Gill wrote about *the coronation Roll of King Charles*,
- November 2024 *an interview with Jurgen Vercaemst*.

Thank you, Jane and Helen for all your hard work in organising and enabling the publication of *the Edge*. All editions are an interesting read.

Although the Editor and Designer changed, fortunately Annie Jackson (Copy Editor) and proofreaders Susan Healy and Doug Adams continued with their roles. This teamwork and shadowing of Jane for the editing role, enabled the learning curves to be overcome and the February 2025 issue to be published on time. This issue is aiming to increase the range of membership readers. Articles include: a new calligraphers online search for calligraphy teachers and her resultant approach to calligraphy drills; the renowned calligrapher Ann Hechle's Figure of Speech website; and nibs, fountain pens and calligraphy.

It always takes time to search for new articles, so we welcome you prompting us for new relevant and interesting articles. Please email editor@clas.co.uk to discuss your article idea further.

Social Media – Lenka Snook

As the new Social Media Officer for CLAS, I am pleased to present this report covering the period from March 2024 to March 2025. It has been an incredibly dynamic year for our social media platforms, reflecting the creativity of our calligraphy and lettering arts community. This report outlines our achievements, the challenges we've faced, and our plans for continued growth.

Achievements and Activities

Over the past year, CLAS has experienced an active and engaging presence across our social media channels (Facebook & Instagram). We successfully highlighted various events, exhibitions, workshops, and member contributions, ensuring that our platforms remained informative, inspiring, and connected to our wider community.

Key highlights include:

- **Event Promotions:** We highlighted CLAS events, from local workshops to national travelling exhibitions, sharing real-time updates and post-event highlights to keep our community engaged.
- **Member Spotlights:** Showcasing the wonderful work of our members has not only celebrated individual achievements but also inspired our broader audience.
- **Community Engagement:** Our consistent efforts led to increased follower interactions, more shares, and higher engagement rates, building a sense of connection that reaches beyond physical spaces.

The Importance of Social Media

In today's digital world, social media is more than just a communication tool; it's a gateway to global engagement.

For CLAS, social media allows us to:

- **Expand Our Reach:** We connect with calligraphy enthusiasts worldwide, attracting new members and participants to our events.
- **Educate and Inspire:** Through well-researched posts, we provide valuable content that educates our audience, preserving and promoting the art of calligraphy.
- **Strengthen Our Community:** Social media creates a space where members can share their work, exchange ideas, and feel part of a supportive network.

Publishing well-researched posts is crucial because:

- **Credibility:** Accurate, thoughtful content reinforces CLAS's reputation as a trusted authority in calligraphy and lettering arts.
- **Engagement:** High-quality content encourages likes, shares, and discussions, increasing our visibility.
- **Educational Value:** Our audience relies on us not just for inspiration but also for reliable information and resources.

Collaborations with Committee Members

Our social media success is a team effort, made possible through close collaboration with the CLAS committee. Each member plays a key role, offering insights and guidance that have been especially valuable during my initial months in this position. Their support has helped shape our content, making sure it stays relevant, engaging, and aligned with CLAS's mission.

Future Goals

Looking ahead, our focus is on enhancing the quality and diversity of our content. To achieve this, we are actively seeking a video/photo editor to join our team. This role is essential for:

- **Creating High-Quality Visuals:** Professional videos and photos will elevate our content, making it more engaging and shareable.
- **Educational Content:** Dynamic visual content can better demonstrate calligraphy techniques, making learning more accessible for our audience.
- **Expanding Reach:** High-quality multimedia content tends to perform better on social platforms, increasing our visibility and attracting new followers.

The past year has demonstrated the power of social media in connecting, educating, and inspiring our calligraphy community. As we move forward, our goal is to continue this momentum, enhancing our content, growing our audience, and supporting the CLAS mission. Thank you to all committee members, volunteers and artists who have contributed to our social media efforts. Your support and collaboration have been key to our success, and I'm genuinely grateful for the dedication and effort each of you has shown.

Website – Mapet Enriquez

Website Redesign

The objective of the website redesign project was to develop a modern, user-friendly platform that effectively communicates CLAS's mission, highlights opportunities for skill development through the Learning and Teaching programmes, and encourages both individual and affiliated group memberships.

The website now features a user-centric design with an intuitive interface and easy navigation, enabling visitors to quickly access information on membership, workshops, events, and resources. The design incorporates CLAS's established branding, ensuring consistency and familiarity for users. Clear navigation menus have been implemented, allowing users to easily find relevant content.

Additionally, the website is fully responsive, providing a seamless experience across all devices, from desktops and laptops to tablets and smartphones.

The redesign was successfully completed in time for the transition to a new website hosting provider.

Website Hosting Migration

The purpose of the website hosting migration was to secure a reliable, scalable, and cost-effective solution that accommodates current and future requirements while addressing the limitations of the previous hosting arrangement.

The migration to a new hosting provider was successfully completed on 13 May 2024.

Other Website Improvements

- Interactive Maps: Updated for Affiliated Groups, Commissions, Tutors and Talkers
- Membership Applications: Enhanced the application process for new members
- LiveOnline: Redesigned in line with CASB's requirements

Acknowledgements

A heartfelt thank you to Anne-Marie Delaney for her invaluable contributions to the website and her support in ensuring a smooth transition. Sincere appreciation is also extended to everyone who contributed to information gathering, provided feedback, and shared kind words during the website redesign and host migration process, as well as after the website was launched. Your input and support have played a valuable role in the project's success.

CLAS Festival - Donna Deeks and Janice McClelland

CLAS Festival 2025

The directors are pleased to report that preparations for Festival 2025 are well in hand. We will be joined by Mark L'Argent, Jan Mehigan, Mary Noble and Toni Watts (UK), Eleanor Williams (USA) and Carry Wouters (BE) as tutors, and three of the ten workshops on offer have already sold out.

With the help of Lenka Snook, whose social media posts have reached a greater audience than we have before now, Mapet Enriquez, who designed a fresh and streamlined web page and registration process and Nadia Chin, who created an eye-catching brochure, our registrations are running ahead of Festival 2023's at this point—including 14 first-time Festival delegates.

The Scarman Conference Centre at the University of Warwick will again host our event, and we are looking forward to welcoming both familiar and new faces in August.

CLAS Festival 2026

Preparations for Festival 2026 have begun well: tutors and the venue have been booked, and the brochure design process has begun.

Report from the AGM Coordinator – Sarah Walker

The AGM 2024 was held on 3 March 2024 at Regents University in London. There were 217 registered participants in total (an increase from 178 in 2023 and 135 in 2022) and the feedback received was extremely positive, all members seemed to have thoroughly enjoyed the day and the 30 Year anniversary celebrations.

Positive feedback was received all round regarding the action-packed programme and the organisation. Attendees particularly appreciated the supply of tea & coffee, not to mention the anniversary cake. The additional 'Royal Room' fireside chat with Tim Noad and Ewan Clayton was a huge success. Nicky Garforth's sessions on 'protecting the tools of your trade' also received a lot of interest.

The morning business meeting commenced with a flash video of CLAS achievements over the past 30 years. Following the AGM, participants were able to visit the CLAS Help Desks and seek advice on CLAS academic activities, tutoring and more.

Joy Daniels and Janet Smith demonstrated their specialised calligraphy skills, and Cathy Stables, FCLAS, was the Fellow in Residence.

Attendees also had time to view both the physical and digital Art and the Letter exhibitions, and the Fellow exhibition with a display of wonderful artwork celebrating the 30 Years of CLAS. Participants also had time to shop for CLAS branded items and other calligraphy materials and books from our 'Take and Donate' table and the various pop-up shops.

CLAS members also shared special memories on cards of their years with CLAS in this special anniversary edition.

To conclude the day, Paul Antonio gave an engaging demonstrative lecture on '3500 Years of the Western Alphabet' In addition, Paul demonstrated 'Fraktur' throughout the afternoon.

Report from The Art & the Letter Coordinator – Sarah Walker

The 28th Art and the Letter exhibition was held on 2 March 2024, during the AGM 2024. It was the third hybrid exhibition to be held, with a positive outcome, although there were fewer participants compared to last year's 45 entries. It was concluded that this was probably due to the slight clash with the 30th Anniversary exhibition.

30 pieces were received for the physical exhibition and 31 pieces for the digital exhibition. Most entries were from the UK, with 2 entries from Ireland, 1 from France and 1 from Switzerland.

The only negative feedback received was that the artwork should be displayed higher up on the display boards. Additional display boards have been purchased to accommodate this request.

Categories 2024

- Springtime – The Art and the Letter in Bloom – Most popular
- Classic and Timeless – Second favourite
- Celebrating 30 Years of CLAS – Third favourite
- Calligraffiti – Abstract Expressionism – Least popular

Prize Winners

- Members Choice Winner of the Digital Art and the Letter Exhibition 2024 – Tessie Cooling
- Members Choice Winner of the Physical Art and the Letter Exhibition 2024 - Tessie Cooling
- Most Promising Beginner - Mel Sharp
- Most Promising Beginner Runner-up - Clare Taylor
- Most Technically Skilled - Tessie Cooling and Liz Barrow
- Most Creative - David Treagust and Jenny Wholley
- Highly Commended - Sunita Auger and Alma Swan
- Brian G. Walker Prize – Clare Taylor

Archive – Alison Allan

Regular updating of records such as certificate and diploma results and indexing the Edge has continued, as has the cataloguing of other physical and digital items, and preparation of paper items for

digitising. Work is also being undertaken on cataloguing and preserving archive material from the late Peter Halliday, the first Chair of CLAS.

LETTERS HAND MADE: The celebration of CLAS's first 30 years – Jeff Bailey

Our Letters Hand Made travelling exhibition was successfully undertaken between April and November 2024. We visited four venues (London, Wells, Shrewsbury and Halifax) and several thousand people – including many CLAS members – came to see it.

If you were not able to come along you can still buy the catalogue (which shows all the exhibits) and two sets of postcards (which have a selection of the works on them) through the CLAS website as well as at the AGM itself.

The exhibition showcased the wonderful and varied talents of many CLAS members and the exhibits (a number of which were sold) were a delight to see. Any exhibition on this scale involves a lot of planning and organising, and a great deal of work for the organising team comprising Jeff Bailey, Barbara and Bob Alldred, Gwyneth Hibbett, Janice McClelland, Mary Noble and Jenny Wholley.; it was at times challenging but also a lot of fun, and the many lovely and supportive comments in our Visitors' Book and the way in which the exhibition was received by the visitors generally made it all worthwhile.



APPENDIX A
Minutes of the CLAS AGM meeting held on 2nd
March 2024
Registered Charity No: 1046526

**Minutes of the Annual General Meeting of the Calligraphy and Lettering Arts Society
held at Regent's University, London on Saturday 2nd March 2024 at 10.15am**

The Chair welcomed delegates to the 2024 CLAS AGM and officially opened the meeting at 10.20am.

A video was shown at the beginning of the meeting highlighting the work and membership of CLAS over 30 years and as an introduction to the forthcoming travelling exhibition.

1. Housekeeping

Present :

Chair
Treasurer

Tony J Woodhams
Jenny Wholley

Members of the Management Committee and Members of the Society.

Apologies for absence were received from Ruth Sutherland and Freddie Quartley.

217 member delegates were recorded in the register.

Tony introduced the order of the meeting and events available to delegates after the business part of the meeting.

2. Minutes of 2023 AGM

There were two corrections to the names listed in the Presentation section of the 2023 AGM minutes.

There being no further amendments and following the proposal by Mary Noble, seconded by Gail Mitchell, a vote was taken by show of hands with the vast majority in favour of accepting the minutes of the last AGM held on 4th March 2023 and were agreed as a true and correct record of the meeting.

3. Matters Arising

No questions were raised and there were no matters arising from the previous AGM minutes.

4. CLAS Chairman and Officers' Annual Reports

A full version of the Chairman and Officers' Reports for 2023 had been previously circulated to all members by email (using the Mailchimp service). Additional copies were available from the front of the lecture hall.

a. CLAS Chairman's Report

Tony read the Structure, Governance and Management of the Society from pages 6 & 7 of the AGM pack. Tony highlighted some of the key points from the Officers' Reports.

Tony's term as CLAS Chair will end after the AGM and he will be succeeded in the role by Susan Hodgkinson. Susan will take the Chair for the afternoon session.

No questions for the Chair were raised.

b. Treasurer's Report, Statement of Accounts & Financial Report : Jenny Wholley

The accounts had been circulated to members in the AGM booklet prior to the meeting. No questions were raised by the audience and following the proposal by Gwyneth Hibbett, seconded by Alejandra Gonaldi, a vote was taken by show of hands with the majority accepting the accounts as published and no objections. Jenny recorded her thanks to Jo Sheehan in her role as the Independent Examiner,

For Membership Fees, Jenny encouraged members to consider the use of electronic payment methods (direct debit, bank transfer or credit/debit cards through the PayPal account) rather than by cheque wherever possible.

No questions for the Treasurer were raised.

c. CASB: Josie Brown

Josie highlighted the following points from the published report:

Accredited Tutors – Josie introduced Liz Barrow as the new Accredited Tutors Officer.

Specialist Skills Award – the new hybrid Colour and Texture SSA, with Jan Mehigan and Mary Noble, is now incorporated in the course schedule. The course will start in March 2024 with assessment in September 2024.

National Diploma – Josie welcomed Satvik Garg as the new Diploma Administrator.

Marketing / Social Media – Josie is trying to recruit an experienced volunteer to help in this area - to spread the message to those who don't already know about or engage with CLAS and calligraphy.

New courses for Teaching Skills – 'Basic Teaching Skills' and 'Teaching Online' are proving to be popular and are available to book via the website.

No questions for the Josie (CASB) were raised.

Management Committee Report

Full copies of the Management Committee reports were available in the AGM booklet.

5. Proposals

There were no proposals for the membership to consider.

6. Election of Trustees and Officers

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

Following the proposal by Rachel Yallop and seconded by Michelle Goulder, the following were voted in "en-masse" as Trustees of the Society by a unanimous vote of hands. The Trustees along with co-opted and ex-officio officers form the CLAS Management Committee. The co-options will take place at the first Management Committee meeting after the AGM.

Trustees	
Chairman	Susan Hodgkinson
Treasurer	Jenny Wholley
Membership	Meg Chapman
Exhibition Officer	Jeff Bailey
Festival Director	Donna Deeks
CLAS Affiliated Groups Officer	Barbara Alldred
AGM Co-ordinator	Sarah Walker
Webmaster	Mapet Enriquez

Archivist	Alison Allan
CLAS Academic Standards Board (CASB)	Josie Brown
Administrative Secretary	Dave Cowan

Co-opted and ex-officio members of the Management Committee as well as sub-committees are voted in by the Trustees.

7. Any Other Business

Tony invited items for 'Any Other Business' from the panel and audience. None were recorded.

Tony recorded his thanks on behalf of everyone involved in organising and attending the AGM.

There being no further business, the Chairman closed the business meeting at 10.25am.

2024 Programme Highlights

The programme continued in the auditorium at 12noon with Tim Noad and Ewan Clayton. Tony hosted 'The Royal Room' chat with Tim and Ewan who shared their experience in designing the royal cyphers.

Tony also asked delegates and visitors to return to the auditorium and be seated by 1.55pm for the afternoon session to re-commence at 2pm – for the presentations and the afternoon lecture by Paul Antonio.

2024 Presentations

Susan Hodgkinson welcomed delegates back to the auditorium and opened the afternoon session, at 2pm, in her role of Chair and asked Josie Brown to proceed with the presentations.

Josie invited Tony Woodhams to the stage and a presentation was made to him on behalf of the Management Committee to recognise the end of his term of office as Chair of CLAS.

CASB – Accredited Tutor

- Josie Brown acknowledged Adele Dark's achievement of Accredited Tutor Status, in her absence.

CASB – Heraldry SSA

- Tim Noad presented Heraldry SSA certificates to
 - Eva Driskell
 - Susan Shocket
 - Rod Waters
 - Certificates for completing the course will also be forwarded to Stephen Eades and Wendy Ingle.

Art and the Letter

Presentations for the Art and the Letter submissions were made as follows:

- Members Choice Winner of the Digital Art and the Letter Exhibition 2024 – Tessie Cooling
- Members Choice Winner of the Physical Art and the Letter Exhibition 2024 - Tessie Cooling
- Most Promising Beginner - Mel Sharp
- Most Promising Beginner Runner-up - Clare Taylor
- Most Technically Skilled - Tessie Cooling and Liz Barrow
- Most Creative - David Treagust and Jenny Wholley

- Highly Commended - Sunita Auger and Alma Swan

The Brian G Walker Prize

The Brian G. Walker Prize was awarded to Clare Taylor.

2024 Afternoon Lecture

Susan introduced and welcomed Paul Antonio to the stage to deliver the afternoon lecture on the subject of '3500 Years of the Western Alphabet' In addition, Paul demonstrated 'Fraktur' throughout the afternoon.

Following the engaging presentation, Susan thanked Paul on behalf of the members and guests.

There being no further business, Susan closed the AGM at 3.30pm.



APPENDIX B
Receipts and Payment Accounts with Prior Year
Comparison
Year Ending 31st December 2024

NOTES TO ACCOUNTS Year ended 31 December 2024

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.

Prior Year Adjustments

In 2023 an adjustment was made in respect of subscriptions paid early. However, the consequences of making this adjustment caused a discrepancy in the funds available and the brought forward balances. The 2023 position as shown in these Financial Statements now records the correct values. The closing balance of funds in 2023 is £91,767, whereas it was reported to be £91,942, a difference of £175. This is not material.

Statement of Receipts

1. Gift-aid tax credit claim is made annually in January to HM Revenue and Customs for the previous reporting period. 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.
2. For Festival 2025 income received was £4,397 with related outgoings of £567. There was no Festival in 2024.
3. For Exhibition 2024 income received was £8,424 with related outgoings of £14,173. See treasurers report for total Exhibition spend which shows us well under £10K budget. The remaining ring-fenced funds transferred to general funds.
4. Fees for Certificate accreditation assessment of £2,305 were received from candidates, with related outgoings of £2,137.
5. Fees for Diploma accreditation assessment of £1,003 were received from candidates, with related outgoings of £1,934. A new venue for the assessments had to be in London which incurred more costs. A review of Diploma income vs costs is underway.
6. Receipts of £5,085 have been received for The Liveonline Calligraphy & Teaching courses and £5,500 has been paid to tutors, hosts along with setting up Padlet and course admin.
7. Affiliated Groups PLI (Public Liability Insurance) of £1,811 represents the contributions from regional groups affiliated to CLAS towards the insurance premium borne by the Society.

Statement of Payments

8. Festival 2023. There were late additional costs of £245.
9. Free calligraphy courses were run this year at a cost of £75
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. Zoom also is used for the quarterly Management Committee meetings. Along with Mailchimp for the emails and Padlet for LiveOnline classes.
11. AGM 24 income received of £2,655 with related outgoings of £8,431
12. AGM 25 expenses of £3,477 represent the deposit and travel and subsistence costs for the management committee, helpers and speakers for the AGM gathering and deposit for the venue, Regent's Conferences & Events, Hyde Park

Balance Sheet

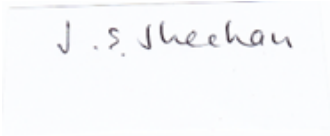
13. CAF Accounts are historically the main operating and savings accounts for CLAS.
14. CC Bank Fixed term deposit account was closed as their rules had changed due to Trustees residing out of the UK, it was reinvested in the COIF & Gold accounts.
15. COIF deposit account is the main account for holding funds due to slightly higher rate of interest earned on the deposits compared to holding funds with the CAF accounts. Attempts to find better interest rates still come to nothing.
16. CLAS sponsorship for beginners of £3,975 represents the balance after sponsorship of free courses of £375 were taken up in 2021. The fund is set up to assist beginners in taking part in calligraphy courses.

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 to enable a proper understanding of the accounts to be reached.



Name: Joanna Sheehan

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

Address: Silver Howe Marlborough Grove Ilkley LS29 8QE

Date: 22 January 2024

Calligraphy & Lettering Arts Society (CLAS)
Receipts and Payment Accounts with prior year comparison
Year ended 31 December 2024

RECEIPTS	Notes	Jan - Dec 24	Jan - Dec 23
A Voluntary income			
Subscriptions			
Non Gift Aided		14,725	15,096
Gift Aided		17,678	16,790
Gift Aid Tax Credit	1	4,208	4,401
		36,611	36,287
Donations			
Non Gift Aided		366	330
Gift Aided		10	24
		376	354
Total Voluntary Income		36,987	36,641
B Charitable Activities			
Festivals			
Fest' of Calligraphy 23		-	16,630
Fest' of Calligraphy 25	2	4,397	
		4,397	16,630
AGMs			
AGM 23		-	2,075
AGM 24	10	2,655	390
AGM 25		540	
		3,195	2,465
EXHIBITION			
Exhibition 2024	3	8,424	765
		8,424	765
Member Services			
Art & The Letter		5	745
Specilalist Skills		2,915	-
Certificate fees	4	2,305	2,100
Diploma fees	5	1,003	1,252
Liveonline Courses	6	5,085	2,815
Tutor Accred' fees		25	
		11,338	6,913
Total Charitable Activities		27,354	26,773
C Fund generating activities			
Affiliated Groups' PLI	7	1,811	1,789
Sale of goods		360	606
Total Fund generating activities		2,171	2,395
D Investment income			
CAF interest		244	614
CC Interest		805	233
COIF interest		3,060	2,259
Total Investment income		4,109	3,106
Total Receipts for the year		70,621	68,915
Payments for the year		76,928	75,160
Net of receipts I/(payments)		- 6,308	- 6,245

Calligraphy & Lettering Arts Society (CLAS)
Receipts and Payment Accounts with prior year comparison
Year ended 31 December 2024

PAYMENTS	Notes	Jan - Dec 24	Jan - Dec 23
A Charitable activities			
Art & The Letter		502	443
CLAS Academic Standards Board		-	-
Certificate fees		2,137	1,773
Specialist Skills		1,920	2,629
Copying & printing		181	383
Depreciation		-	-
Diploma		1,934	1,920
Edge		13,093	14,450
Edge postage		12,194	10,009
Fest' of Callig 22		-	2,080
Fest' of Callig 23	8	245	20,197
Fest' of Callig 25		567	
Exhibition 2024		14,173	1,138
Free calligraphy courses	9	75	-
CLAS Course Development		3,815	
Liveonline Courses		5,500	1,250
PLI (CLAS) insurance		711	682
Regional Day		-	-
Stationery		50	46
General Expenses		1,518	1,347
RAG Bursaries		100	634
Total Charitable activities		58,713	57,712
B Fundraising costs			
Goods for resale		25	255
Affiliated Groups' PLI premiums		1,878	1,861
Total Fundraising costs		1,903	2,116
C Costs of generating voluntary income			
Bank charges & Fees			
CAF		75	109
PayPal, Sumup & GoCardless		845	642
Evenbrite Fees	*	303	-
		1,223	752
Internet, Postage etc			
Internet - Other	10	2,145	1,980
Postage		664	915
Presentations		372	419
		3,181	3,315
Total Cost of generating vol income		4,404	4,066
D Governance costs			
AGM 22 exp		-	83
AGM 23 exp		-	7,786
AGM 24 exp	11	8,431	3,398
AGM 25 exp	12	3,477	
Management Committee mtgs		-	-
Total Governance costs		11,908	11,266
Total Payments		76,928	75,160
Receipts for the year		70,621	69,005
Net of receipts/(payments)		- 6,308	- 6,245

Calligraphy & Lettering Arts Society
Balance Sheet with prior year comparison
As at 31 December 2024

	Notes	Jan - Dec 24		Jan - Dec 23	
ASSETS					
A Cash at bank and in hand					
CAF Current Account	13	7,094		3,543	
CAF Gold		8,332		12,645	
CC Bank	14	-		20,465	
Revolut Prepaid card		116		61	
			15,542		36,714
COIF charities deposit account	15	63,266		40,345	
Exhibition Fund	3	-		8,862	
Sponsorship for beginners' class	16	3,975		3,975	
			67,241		53,182
PayPal		550	550	1,423	1,423
Total Cash at bank and in hand			83,333		91,318
B Other Current Assets					
Stock of Good for Sale		2,125	2,125	539	539
Total Current Assets			85,459		91,857
LIABILITIES					
C Creditors					
Membership over/prepayments				-	90
Total Value of Assets			85,459		91,767
CAPITAL RESERVES					
Opening balance of funds		91,767		98,012	
Net inflow / outflow of funds for the year		- 6,308		- 6,245	
Closing balance of funds			85,459		91,767
Value of funds at year end			85,459		91,767



APPENDIX C

CLAS COMMITTEE MEMBERSHIP

Management Committee Team Members 2025/6

Chair	Sue Hodgkinson	Trustee 1
Treasurer	Jenny Wholley	Trustee 2
CASB Chair	Josie Brown	Trustee 3
Festival Director	Donna Deeks	Trustee 4
AGM Co-ordinator	Sarah Walker	Trustee 5
Exhibition Officer	Jeff Bailey	Trustee 6
Membership Secretary	Meg Chapman	Trustee 7
Affiliated Groups Officer	Barbara Alldred	Trustee 8
Administrative Secretary	Dave Cowan	Trustee 9
Archivist	Alison Allan	Trustee 10
Webmaster	Mapet Enriquez	Trustee 11
The Edge	Claire Tomlins	Co-opted 1
Social Media	Lenka Snook	Co-opted 2
TBC	TBC	Co-opted 3
Art & the Letter Organiser	Julie Tallant	Ex-officio

CLAS Academic Standards Board (CASB)

Chair & Representative on MC	Josie Brown
CASB Admin Secretary	Wendy Harris
Diploma Chief Assessor	Josie Brown
Accredited Tutors Officer	Liz Barrow
Live Online Administrator	Alejandra Gonaldi
Diploma Administration Officer	Yvie Holmes
Certificate of Calligraphy Officer	Angela Banks
Fellowship Application Officer	Rachel Yallop
Specialist Skills Award Officer	Ann Mason
Tutors & Talkers Officer	Ann Mason
Standardisation Officer	Gaynor Goffe
Designer	Nadia Chin

Editorial Board

Commissioning Editor, <i>the Edge</i>	Claire Tomlins
Designer, <i>the Edge</i>	Nadia Chin
Copy Editor, <i>the Edge</i>	<i>impending vacancy</i>
Proof-reader, <i>the Edge</i>	Susan Healy, Doug Adams
Printer Liaison	<i>impending vacancy</i>
CLASnews	<i>impending vacancy</i>

Accounts



CHAIRMAN'S ANNUAL REPORT 2023/4

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

The following were Trustees / Committee Members in 2023/4:

Management Committee

Chairman	Tony Woodhams	Trustee 1
Treasurer	Jenny Wholley	Trustee 2
Membership Secretary	Meg Chapman	Trustee 3
Exhibition Officer	Jeffrey Bailey	Trustee 4
CSIG Representative	Alejandra Gonaldi	Trustee 5
Social Media Officer	Satvinder Nandhra	Trustee 6
AGM Coordinator	Sarah Walker	Trustee 7
Webmaster	Anne-Marie Delaney	Trustee 8
Regional Affiliated Group Officer	Barbara Alldred	Trustee 9
Administrative Secretary	Dave Cowan	Trustee 10
CASB Chair	Josie Brown	Trustee 11
Editorial Board Representative	Jane John	Trustee 12
Archivist	Alison Allan	Co-opted 1
Festival Director	Lou Goolnik	Co-opted 2
Festival Administrator	Charm Brown	Co-opted 3
Festival Director 2025	Donna Deeks	Co-opted 4
Art & The Letter Officers	Julie Tallant & Nicky Walker	Ex officio

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 2023/24 Management Committee was made up of 12 Trustees, plus 4 co-options, all given specific roles 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.

See Appendix B for a full list of members with specific roles for 2024/5. 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 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

At the time of writing, there are two vacancies for social media and marketing. These would be co-opted roles. There will be upcoming vacancies for the Edge later this year. Please contact Jane or look for details in the next Edge. 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 or via our website www.clas.co.uk/volunteering

CLAS Chairman – Tony Woodhams

Thank you all for joining us at Regent's University for our 2024 Annual General Meeting and celebrating thirty years of CLAS. Our AGM serves several purposes; from an administrative stance, we are required to present our reports and accounts, vote on any constitutional changes, and appoint our trustees. For the past few years CLAS have sent out AGM packs with these reports and propositions by email, and so you will have had a chance to read through these in advance of the meeting. Printed packs are still available to any members who do not have email addresses.

Aside from the administrative side, our AGM is a chance to showcase the work of our members and Fellows, through Art & The Letter and our Fellow's exhibition, through the demonstrations and presentations, through displays of work from our educational programmes of the Certificates of Calligraphy, Specialist Skills Awards and Diplomas. It is an opportunity to catch up with fellow lettering aficionados, to get inspiration, and to purchase books and supplies in person rather than just online. It allows us to showcase our activities and for our members to talk to our committee members.

This year we are hosting a "Royal Room" with Tim Noad FCLAS and Ewan Clayton FCLAS, and our keynote speaker after lunch is Paul Antonio Attong on 3500 years of the Western Alphabet. Our demonstrators are Joy Daniels and Janet Smith, focusing on copperplate and family trees, respectively, and our Fellow in Residence is Cathy Stables FCLAS.

I would like to highlight a few areas from the committee reports, and Josie will later provide an overview of CASB's activities.

Looking back on the past 12 months, a few more regional groups have unfortunately closed. Where possible, we have offered help and support to affiliated groups, including matching mentors who can help and guide volunteers and organisers. And we realise that calligraphy groups are evolving, with some meeting exclusively online or not having a regional focus, and others which may be classed as 'micro' groups or not having a regular committee. To this end, we have recently reclassified "Regional Affiliated Groups" to be "CLAS Affiliated Groups", which we hope will strengthen our offering and reach more calligraphers. Should anyone wish to start a specialist group which could fall under this wider scope, or reform an old society, or would like to find a mentor if you're considering volunteering for a society and would like some advice, please do reach out to Barbara.

The Copperplate Special Interest Group will be stepping away from CLAS' Management Committee. The SIG has its own membership, accounts, newsletter, and programmes, and with the reclassification of CLAS' Affiliated Groups, it felt the right time for this change. They have been a great asset and highly skilled at promoting Copperplate, and we will continue to support each other. Copperplate is now an intrinsic part of our offerings, with the option to submit work for the Certificate of Calligraphy, a dedicated Specialist Skills Award, LiveOnline, and inclusion in the National Diploma for Calligraphy.

Our Festival was another success, with such variety of work produced, which you will have seen in the Edge. Although there will be no Festival in 2024, this allows plenty of time to prepare for 2025, with much of this already underway.

Our touring exhibition, Letters Hand Made starts in London next month, before moving to Wells in Somerset, Shrewsbury, and finally Halifax in the Autumn.

The Edge continues to offer interesting, inspiring, and educational articles, highlighting the work of many different styles of calligraphy and lettering arts; and updates on other activities through our email CLASNews. Our website continues to provide a useful resource of information about 'all things CLAS', and social media allows us to interact with a wider base, promoting CLAS and calligraphy in general.

This is a special year for CLAS and as a committee we offer our gratitude to all those who have gone before us; in particular those with the vision and ability to set up our society 30 years ago, those who have served on the various committees or volunteered and promoted CLAS for the past three decades. I was not around at the start, but some of you were here in the early days and know that you are all appreciated. We have commissioned Tim Noad to produce a commemorative work honouring 30 years of CLAS, which you can see here today.

On a personal note, I would like to offer my sincere thanks to everyone who contributes to the success of this amazing society; the management committee, CASB members, subcommittees, volunteers, tutors, Fellows, and members. It has been a pleasure working with you over the past 3 years.

I hope that everyone continues to support the organisation for many years yet and wish the incoming Chair and committee all the very best for a successful tenure.

Treasurer – Jenny Wholley

Receipts & payments for the year are shown in Appendix A, the position shows a net in year deficit of £6155. Despite 2023 being a year of increased cost across the board we remain in a good place financially. A balance of funds of £91k will support a full year of expenditure and allow for fluctuating receipts.

Our accounts package Xero continues to work well and the GoCardless Direct debit payments now sync automatically.

The introduction of Card payment to be implemented for membership renewals as the year goes on, through PayPal straight from the renewal email. (Members do not need a PayPal account to do this). I hope cheque paying members will consider using this option. Trying to find a bank to pay cheques in or queuing for ages in a Post office is very time consuming and the bank charges costly. Direct debit or bank transfer remain our preferred payment options.

The introduction of a card payment machine helped increase sales at the AGM and was also useful at Festival. It will now travel the country with the Exhibition.

The collection of the accommodation fees by festival venue leaving us just the course fees to process has continued work well. Despite a good festival, it still ran at a loss.

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 would like to thank Jo Sheehan who has kindly stepped up to be our Independent Examiner.

A summary of the balance sheet, payments and receipts will be submitted to the Charity Commission.

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.

Nomination for Trustees from AGM 2024

1. Chair	Sue Hodgkinson
2. Treasurer	Jenny Wholley
3. CLAS Academic Standards Board (CASB)	Josie Brown
4. Festival Director	Donna Deeks
5. Assistant Festival Director	Janice McLelland
6. AGM Coordinator	Sarah Walker
7. Exhibition Officer	Jeffrey Bailey
8. Membership	Meg Chapman
9. Affiliated Groups Officer	Barbara Alldred
10. Administrator	Dave Cowan
11. Archivist	Alison Allan
12. Webmaster	Mapet Enriquez

Co-options

- | | |
|-------------------|-----------|
| 1. The Edge | Jane John |
| 2. Social Media 1 | TBC |
| 3. Social Media 2 | TBC |
| 4. TBC | TBC |

Ex-officio Officers / Other Management Committee specific roles

- | | |
|--------------------------------|------------------------------|
| 1. Art & The Letter Organisers | Julie Tallant & Nicky Walker |
|--------------------------------|------------------------------|

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



Receipts and Payment Accounts with Prior Year Comparison
Year Ending 31st December 2023

Calligraphy & Lettering Arts Society (CLAS) Receipts and Payment Accounts with prior year comparison Year ended 31 December 2023			
RECEIPTS	Notes	Jan - Dec 23	Jan - Dec 22
A Voluntary income			
Subscriptions			
Non Gift Aided		15,186	16,058
Gift Aided		16,790	17,010
Gift Aid Tax Credit	1	4,401	4,364
		36,377	37,432
Donations			
Non Gift Aided		330	679
Gift Aided		24	74
		354	753
Total Voluntary Income		36,731	38,185
B Charitable Activities			
Festivals			
Fest' of Calligraphy 22		-	10,094
Fest' of Calligraphy 23	2	16,630	3,220
		16,630	13,314
AGMs			
AGM 22		-	1,895
AGM 23		2,075	270
AGM 24		390	
		2,465	
EXHIBITION			
Exhibition 2024		765	
		765	
			2,165
Member Services			
Art & The Letter		745	-
Specialist Skills		-	150
Certificate fees	3	2,100	2,105
Diploma fees	4	1,252	1,236
Liveonline Courses	5	2,815	3,160
Tutor Accred' fees			
Unidentified Misc income			
		6,913	6,651
Total Charitable Activities		26,773	22,130
C Fund generating activities			
Affiliated Groups' PLI	6	1,789	1,968
Sale of goods		606	2,121
Total Fund generating activities		2,395	4,089
D Investment income			
CAF interest		614	45
CC Interest		233	232
COIF interest		2,259	585
Total Investment income		3,106	862
Total Receipts for the year		69,005	65,266
Payments for the year		75,160	71,083
Net of receipts /(payments)		(6,155)	(5,816)

Calligraphy & Lettering Arts Society (CLAS)
Receipts and Payment Accounts with prior year comparison
Year ended 31 December 2023

PAYMENTS	Notes	Jan - Dec 23	Jan - Dec 22
A Charitable activities			
Art & The Letter		443	141
CLAS Academic Standards Board		-	230
Certificate fees	3	1,773	1,054
Specialist Skills		2,629	
Copying & printing		383	252
Depreciation		-	
Diploma	4	1,920	1,792
Edge		14,450	13,456
Edge postage		10,009	8,147
Fest' of Callig 21		-	1,546
Fest' of Callig 22	7	2,080	17,997
Fest' of Callig 23	2	20,197	582
Exhibition 2024		1,138	139
Free calligraphy courses	8	-	-
Liveonline Courses	5	1,250	2,124
PLI (CLAS) insurance		682	648
Regional Day		-	
Stationery		46	85
General Expenses		1,347	
RAG Bursaries returned	-	634	7,000
Total Charitable activities		57,712	55,192
B Fundraising costs			
Goods for resale		255	279
Affiliated Groups' PLI premiums		1,861	1,967
Total Fundraising costs		2,116	2,246
C Costs of generating voluntary income			
Bank charges & Fees			
CAF		109	272
PayPal, Sumup & GoCardless		642	581
		752	853
Internet, Postage etc			
Internet - Other	9	1,980	2,130
Postage		915	1,337
Presentations		419	261
		3,315	3,727
Total Cost of generating vol income		4,066	4,580
D Governance costs			
AGM 22 exp	10	83	5,935
AGM 23 exp	11	7,786	3,130
AGM 24 exp	12	3,398	
Management Committee mtgs		-	-
Total Governance costs		11,266	9,064
Total Payments		75,160	71,083
Receipts for the year		69,005	65,266
Net of receipts/(payments)		(6,155)	(5,816)

Calligraphy & Lettering Arts Society
Balance Sheet with prior year comparison
As at 31 December 2023

	Notes	Jan - Dec 23		Jan - Dec 22	
ASSETS					
A Cash at bank and in hand					
CAF Current Account	13	3,543		6,682	
set aside bursary fund		-	3,543	2,500	9,182
CAF Gold		12,645		6,387	
CC Bank	14	20,465		<u>20,232</u>	
Revolut Prepaid card		<u>61</u>			
			36,714		35,800
COIF charities deposit account	15	40,345		46,604	
Exhibition Fund	16	8,862		10,000	
Sponsorship for beginners' class	17	<u>3,975</u>		<u>3,975</u>	
			53,182		60,579
PayPal		1,423	<u>1,423</u>		<u>923</u>
Total Cash at bank and in hand			91,318		97,303
B Other Current Assets					
Stock of Good for Sale		539	<u>539</u>		<u>794</u>
Total Current Assets			91,857		98,097
Total Value of Assets			<u>91,857</u>		<u>98,097</u>
CAPITAL RESERVES					
Opening balance of funds		98,097		103,913	
Net inflow / outflow of funds for the year		<u>(6,155)</u>		<u>(5,816)</u>	
Closing balance of funds			<u>91,942</u>		<u>98,097</u>
Value of funds at year end			<u>91,942</u>		<u>98,097</u>

NOTES TO ACCOUNTS

Year ended 31 December 2023

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. For the year ending 31 December 2023 total receipts were £69,005 and total payments £75,160, giving an in-year deficit of £6,155. In the year 2022, the position for the year was a deficit of £5,816. Funds available as at 31 December 2023 are £91,942.

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.
2. For Festival 2023 income received of £16,630 with related outgoings of £20,197.
3. Fees for Certificate accreditation assessment of £2,100 were received from candidates, with related outgoings of £1,773.
4. Fees for Diploma accreditation assessment of £1,252 were received from candidates, with related outgoings of £1,920. The loss is due to new videos where expenses were paid.
5. Receipts of £2,815 have been received for The LiveOnline Certificate of Calligraphy courses and £1,250 has been paid to tutors.
6. Affiliated Groups PLI (Public Liability Insurance) of £1,789 represents the contributions from regional groups affiliated to CLAS towards the insurance premium borne by the Society.

Statement of Payments

7. Festival 2022. There were additional costs of £2,080.
8. No free calligraphy courses were run this year.
9. 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. Zoom also is used for the quarterly Management Committee meetings.
10. AGM 22 late expenditure outgoings of £83.
11. AGM 23 income received of £2,075 with related outgoings of £7,786.
12. AGM 23 expenses of £3,398 represent the deposit and travel and subsistence costs for the management committee, helpers and speakers for the AGM gathering and deposit for the venue, Regent's Conferences & Events, Hyde Park.

Balance Sheet

13. CAF Accounts are historically the main operating and savings accounts for CLAS.
14. CC Bank Fixed term deposit account was reinvested at Maturity date 29/08/2023 for another 2 years. Expected Interest over Account Term: £2,100.56. This was opened to ensure all banks accounts were under the £85k FSCS limit and to get a better rate of interest.
15. COIF deposit account is the main account for holding funds due to slightly higher rate of interest earned on the deposits compared to holding funds with the CAF accounts. Attempts to find better interest rates came to nothing.
16. £8862 is left set aside for the 30th Anniversary Exhibition 2024. Expenses of £1,138 have already incurred.
17. CLAS sponsorship for beginners of £3,975 represents the balance after sponsorship of free courses of £375 were taken up in 2021. The fund is set up to assist beginners in taking part in calligraphy courses.

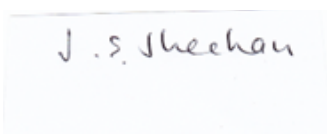
Independent Examiner's Statement

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: Joanna Sheehan

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

Address: Silver Howe Marlborough Grove Ilkley LS29 8QE

Date: 22 January 2024

Accounts



ANNUAL GENERAL MEETING

Saturday 4th March 2023 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 5th March 2022 (*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

12:00	Meet and chat with members of the Committee
12:15	Lunch break
14:00	Presentations
14:25	Afternoon Lecture by Dr Colleen Curran
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 (2022)



Registered Charity No: 1046526

Minutes of the Annual General Meeting of the Calligraphy and Lettering Arts Society
held at Regent's University, London on Saturday 5th March 2022 at 10.15am

The Chair welcomed delegates to the 2022 CLAS AGM and officially opened the meeting at 10.56am following one-minute of silence in respect of the humanitarian crisis in Ukraine.

1. Housekeeping

Present :

Chair	<i>Tony J Woodhams</i>
Treasurer	<i>Jenny Wholley</i>

Members of the Management Committee and Members of the Society.

Apologies for absence were received from:
Gail Mitchell, Janet Smith, Eunice Preston, Louise Goolnik

107 member delegates were recorded in the register.

Tony introduced the order of the meeting and events available to delegates after the business part of the meeting.

2. Minutes of 2021 AGM

Following the proposal by Mary Noble, seconded by David Bywater, a vote was taken by show of hands with the vast majority in favour of accepting the minutes of the last AGM held on 6th March 2021 and were agreed as a true and correct record of the meeting. There were no objections.

3. Matters Arising

No questions were raised and there were no matters arising from the previous AGM minutes.

4. CLAS Chairman and Officers' Annual Reports

A full version of the Chairman and Officers' Reports for 2021 had been previously circulated to all members in the AGM booklet sent out together with the February 2022 Edition of the *Edge*. Additional copies were available from the front of the lecture hall

a. CLAS Chairman Report

Tony read the Structure, Governance and Management of the Society from pages 5 & 6 of the AGM pack and highlighted some of the key points from the Officers' Reports. No questions for the Chair were raised.

b. Treasurer's Report, Statement of Accounts & Financial Report : Jenny Wholley

The accounts had been circulated to members in the AGM booklet. No questions were raised by the audience and following the proposal by Meg Chapman, seconded by Barbara Alldred, a vote was taken by show of hands with the majority accepting the accounts as published and no objections.

Jenny further stated her thanks on behalf of CLAS to 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

c. Management Committee Report Summary

Full copies of the Management Committee reports were available in the AGM booklet.

d. CASB: Josie Brown

Josie highlighted the following points from the published report:

National Diploma - a list 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.

Fellowship – Various small changes have been made to the Fellowship application process; Fellows will be able to organise and be invited to attend an annual meeting to enjoy topics of their choice. This is to increase the fellowship of the Fellows. A new Fellows' logo has been designed by Tom Perkins and will be sent to each Fellow for their use subject to continued membership. 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. A revised leaflet has been written and designed by Attilio Medda.

Charitable Activities – Hampshire Calligraphers were presented with a thank you card by Josie Brown for their work in producing the CLAS Calligraphy Colouring Book, which is a free, downloadable resource for use by anyone provided there is no commercial gain.

5. Proposals

i. Membership subscription rates

Whilst 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 proposed 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.

A vote by show of hands was taken following the formal proposal on subscription rates by Mary Noble, seconded by Mariette Hardman; the result was unanimous in favour with no objections.

6. Election of Trustees and Officers

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

Following nomination by Jan Pickett and seconded by Bob Alldred, the following were voted in "en-masse" as Trustees of the Society by a unanimous vote of hands. The Trustees along with co-opted and ex-officio officers form the CLAS Management Committee.

Trustees	
Chairman	Tony J Woodhams
Treasurer	Jenny Wholley
Membership	Meg Chapman

Festival Director	Lou Goolnik
Copperplate Special Interest Group	Alejandra Gonaldi
Social Media	Jane John
AGM Co-ordinator	Sarah Walker
Webmaster	Anne-Marie Delaney
Regional Affiliated Groups (RAG) Officer	Barbara Alldred
CLAS Academic Standards Board (CASB)	Josie Brown
Editorial Board Representative	Janet Smith
Administrative Secretary	Dave Cowan

Co-opted and ex-officio members of the Management Committee as well as sub-committees are voted in by the Trustees

7. Any Other Business

Tony invited items for 'Any Other Business' from the panel and audience. None were recorded. Mary Noble proposed a vote of thanks to the Management Committee.

Tony recorded his thanks on behalf of everyone involved in organising and attending the AGM.

There being no further business, the Chairman closed the business meeting at 11.25am.

The event would be followed in the afternoon with presentation and a lecture by Ewan Clayton and Ann Hechle.

Non-business items of interest

Presentations

Tony welcomed delegates back to the auditorium at 2pm.

CASB

- Josie Brown presented Sharon Shaw with her Certificate of Accredited Tutor Status

Art & The letter

The awards were made for the Art & The Letter submissions in the following categories. The results were taken from the online member votes.

- | | |
|----------------------------|-------------------|
| • Most Promising Beginner | Christina Freeman |
| • Most Technically Skilled | David Simons |
| • Most Creative | Jennifer Thompson |
| • Highly commended | Kate Gravestock |
| • Members Choice Digital | Jan Sambell |
| • Members Choice Physical | Jennifer Thompson |

The Brian G Walker Prize

The prize in the name their late father was presented by Sarah, Julie and Nicky Walker to David Simons. David received a £100 prize and a print from the Brian G Walker 'Transformation Collection'.

Afternoon Lecture

Tony introduced Ewan Clayton to the stage to present his lecture about Irene Wellington, the Irene Wellington Educational Trust and 'Findings in the Calligraphic Work and Teachings of Irene Wellington 1904-1984'.

Following the engaging presentation, Tony thanked Ewan on behalf of the members.

There being no further business, Tony closed the AGM at 4pm.



CHAIRMAN'S ANNUAL REPORT 2023

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

Trustees / Committee as follows (subject to change):

Management Committee

Chairman	Tony Woodhams	Trustee 1
Treasurer	Jenny Wholley	Trustee 2
Membership Secretary	Meg Chapman	Trustee 3
Exhibition Officer	Jeffrey Bailey	Trustee 4
CSIG Representative	Alejandra Gonaldi	Trustee 5
Social Media Officer	Satvinder Nandhra	Trustee 6
AGM Coordinator	Sarah Walker	Trustee 7
Webmaster	Anne-Marie Delaney	Trustee 8
Regional Affiliated Group Officer	Barbara Alldred	Trustee 9
Administrative Secretary	Dave Cowan	Trustee 10
CASB Chair	Josie Brown	Trustee 11
Editorial Board Representative	Jane John	Trustee 12
Archivist	Alison Allan	Co-opted 1
Festival Director	Lou Goolnik	Co-opted
Festival Administrator	Charm Brown	Co-opted 3
Art & The Letter Officers	Julie Tallant & Nicky Walker	Ex officio

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 2022/23 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

Dear all, thank you for joining us here at Regent's University for our 2023 Annual General Meeting. I hope that you have enjoyed your day so far and look forward to this afternoon's keynote speech and the other activities on offer.

I offer my gratitude to everyone who does so much for the organisation we love; we cannot maintain standards, develop new ventures, or evolve without your help. I am extremely proud of our offerings and the standard of all that we do; we take feedback onboard and make changes where we can, to continue to fulfil our charitable goals. Rather than repeat what can be read in the reports of my CLAS colleagues, I will pull out just a few points

This is a final plea for volunteers to take on the 2024 CLAS Festival of Calligraphy. For the past year we have been asking and approaching people, but if no one steps forward there will be no Festival in our 30th year, which would be a terrible loss to our community. We have a venue booked and some tutors have expressed interest, but our cut off is in July to avoid losing our deposit in August as have to pay this a year in advance.

The closure of some of our Regional Affiliated Groups in the past year is a loss to our community, and we hope that those members affected are able to find a new home, whether that is an alternative RAG or other group.

At the end of 2022, we lost Peter Halliday. Peter was integral in the formation of CLAS and our first Chairman; he was a friend to many, a mentor, and of course a great calligrapher who inspired so many of us. I remember with fondness the kind and supportive message he sent me when I took on this role in 2021.

And finally, as my second of a three-year tenure as Chair comes to a close, the search for a new Chair begins. It could be you! If you would like more information, or an informal chat about what is involved, please do come and find me today, or drop me an email and we can chat over Zoom or Teams over the coming months. The position would be from March 2024; our anniversary and exhibition year, so it promises to be exciting. I have found it an enjoyable and rewarding experience, and I am sure you would too!

Treasurer – Jenny Wholley

The financial statements for the year ending 31 December 2022 are shown in Appendix A. Total receipts have decreased this year from £76,644 to £65,266 and payments have similarly decreased from £96,631 to £71,082. The year ending with a deficit of £5,816 compared to a deficit last year of £19,987. The value of funds as at 31 December 2022 was £98,097.

2022 has been a tough year with added costs and the impact of Covid still being felt. Despite this we remain in a good place financially. £10k has been ring fenced to celebrate our 30th Anniversary with a travelling Exhibition and a further £50K for a year's worth of expenses should income drastically fall.

The take up for regional group grants went well with £17.5k being paid out to 35 groups, The remaining £2.5k is being reserved to help with the formation of any new groups.

Our accounts package Xero continues to work well and the GoCardless Direct debit payments now sync automatically.

Members can now pay for their membership by Credit/Debit card via our website using our PayPal account. (Members do not need a PayPal account to do this). I hope cheque paying members will consider using this option. Trying to find a bank to pay cheques in or queuing for ages in a Post office is very time consuming and the bank charges costly. Direct debit or bank transfer remain our preferred payment options.

Sadly, the postal costs to the EU have increased and as of the beginning of this year EU member will now pay the same membership fee as the rest of the world which is £50 as tabled in the 2022 AGM.

The collection of the accommodation fees by festival venue leaving us just the course fees to process has worked well. Despite a good festival, it still ran at a loss but not as much as last year.

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 would like to thank Jo Sheehan who has kindly stepped up to be our Independent Examiner.

A summary of the balance sheet, payments and receipts will be submitted to the Charity Commission.

See Appendix A for Accounts and External Examiner's Report

Membership – Meg Chapman

Current membership is 836 including 31 free members.

Although new members continue to join, overall numbers are on a slight downward trend. People leave for a variety of reasons of course but the majority have declared the economic climate that has been throwing us all into disarray and having to examine their priorities. Ill health and the general age of our membership also take their toll.

Nevertheless, we remain positive that we will ride the storm especially with the Festival back on track with face-to-face contact and I am encouraged by the number of compliments received on the handwritten envelopes people receive which I feel makes us more personable.

CLAS Academic Standards Board – Josie Brown

Tutors and Talkers - Ann Mason

Both the interactive map and the Tutors and Talkers List are fully updated now and can be accessed on the website. There is the addition of Els Van Den Steen who has recently become an Accredited Tutor

Accredited Tutors - Josie Brown

There has been one successful application for Tutor Accreditation by Els Van Den Steen who will be awarded her Certificate at this AGM.

Certificate of Calligraphy - Angela Banks

There was a total of 56 entries for assessment this year from Turkey, China, Hong Kong, Singapore, Poland, Germany, Iran and the UK. Entries included all seven of the scripts available for assessment.

Overall, the standard has been high and marks achieved ranged from 64 – 98%. A moderation took place in January this year, when none of the assessors' decisions were refuted.

There have been some issues with returning non-UK entries – the complete loss of two from Turkey (duplicate assessment forms and certificates have been sent) and a package being held at Customs, unknown to CLAS or the sender, awaiting a significant duty payment due to an inaccurate description on the Customs Declaration form. An image of a Customs Declaration form with example wording is now on the website to avoid this problem in future. Due to these issues, it was decided to return entries using tracked and signed-for postage. This will increase the cost for entrants, but the security is felt to be worthwhile. The new costs will be clearly stated on the website and the leaflet.

There has been a review of the assessment criteria and leaflet which is now complete and the new version is with the Designer in preparation for printing and putting onto the website.

LiveOnline – Alejandra Gonaldi

Six LiveOnline courses have run between September and October 2022, and January and February 2023 – each with a different tutor. The most popular hands were Italic, followed by Copperplate and Roman Capitals.

Attendance has been lower than the previous year but, as of January 2023, students fees amounted to £2960 which covered the tutor fees of £2400.

The newer 4-session courses have received feedback confirming a preference for longer courses. A new schedule of courses will be planned for the autumn and following Spring, and this will be put onto the website giving the opportunity to plan for them.

The LiveOnline administrator is wishing to step down, so CASB is looking for someone to take this role on. The current administrator is willing to arrange a long handover period.

Specialist Skills Awards (previously known as Certificates of Skills) – Ann Mason

The decision was made to change the name of Certificates of Skills to Specialist Skills Awards because there has been a longstanding confusion between these and Certificates of Calligraphy. CASB considers that this new title better reflects the amount and depth of work carried out at this level. Most of the SSA courses will soon be available to be delivered online, in-person or as hybrid delivery (partly online/partly in-person) so although a Regional group might raise the requirement for a course, if it's online then people from other geographical areas will now find it to be accessible. CASB hopes this will increase the viability and uptake of these highly respected courses.

Two courses: Heraldry for SLLA and Copperplate for Sussex Scribes have both been completed and work is displayed at this AGM. South London Lettering Association's Heraldry course with Tim Noad is in progress, Sussex Scribes are starting Italic with Gaynor Goffe via Zoom in June 2023

The new Design with Margaret Morgan is currently on hold.

The leaflets and certificates are being redesigned and an updated list of courses with mode of delivery details is to be uploaded to the website.

The Colour and Texture course has been updated and re-written. This can be offered as an entirely in-person course or one where the first session is face to face and the rest of the course is online.

National Diploma - Rebecca Osborne

The assessment day took place at Chichester College in August. There were 2 people who submitted modules at Foundation level and the marks were high. Four people entered full submissions at Foundation level, achieving one Pass, one Merit and two Distinctions. Two people achieved a Distinction and one achieved a Pass at Intermediate level. There were 4 modules submitted at Advanced level – all achieving the equivalent to Distinction.

There has been one enrolment, so far, for the Diploma in 2023 (from Japan). CASB is hoping for more as we near the 30 March deadline because, apart from continuing modular and deferred entries, we only have one other 2024 enrolment at this time.

From March 2023 candidates will pay an enrolment fee but not the return postage at this stage. They are expected to post their portfolio to reach CLAS, but the Diploma Administrator will weigh each parcel after it has been assessed, to ascertain the cost of return postage. Candidates will be invoiced for the cost of return postage which will be tracked and signed for, and their package posted once that payment has been received. This amended system will ensure all postage costs are covered accurately.

Each of the Diploma handbooks and the CLAS website have yet to be updated with recent amendments. This will be carried out as soon as possible and the new versions put onto the website and a number of handbooks will be printed. All the Diploma support material is now on the website: a gallery of works at all three levels and each of the pass categories; a list of mentors and their contact details; five informative videos; and a list of current courses with content supporting elements asked for in the Diploma. Posts on social media highlight these support mechanisms at fairly regular intervals.

The Diploma assessment day will be held in June 2023 at Chichester College – the number of assessors will be decided upon when all enrolments have been received.

Fellowship – Rachel Yallop

One member is in the process of working towards Fellowship. All the updates from last year have been put in place and the new leaflet is available.

There is a display of Fellows' works at this AGM.

Charitable Activities

At present, a big problem facing CLAS is the fact that several long-established Regional groups are having to close through lack of support – in terms of volunteers as committee members as well as insufficient numbers attending workshops, making them non-viable financially.

Regional group numbers are decreasing rapidly due to Covid, the fraught economy and age! The main obstacle to rectifying this is making CLAS known to those who wish to learn calligraphy and having sufficient tutors to teach in areas where there are no classes at the moment. CASB is seeking a volunteer to take on the role of Education Liaison Officer – to help promote what CLAS offers, educationally, to Adult Education and Art Centres, as well as Graphics courses in colleges and universities.

CASB will use some of the CLAS funds ringfenced for charitable activities to initiate a course which will offer an introduction to teaching skills, especially covering how to teach online – in an endeavour to support more tutors in wider areas. The course is to be written and then promoted at the Festival, in CLASnews, via social media and through the new Liaison person – hopefully increasing the number of tutors and, therefore, the availability of classes around the country.

Much of the information from the February issue of *the Edge* will be used to create an A4 publication explaining the educational opportunities that CLAS offers – to be sent to appropriate colleges and centres – targeting a younger audience.

Regional Affiliated Groups – Barbara Alldred

We have a total of 36 groups. Of these groups 30 are Type A with PLI and 5 are Affiliation only. Birmingham Calligraphy Society decided not to reaffiliate this year.

Newsletters continue to be shared and also some Workshop Programmes which is very useful to Programme Organisers looking for inspiration. As many groups are now running online workshops as well as in person workshops this opens up the possibility of members of other groups joining a workshop via Zoom in a neighbouring or even further afield workshop irrespective of where they live. With numbers attending in person workshops still on the low side for some groups, sharing programmes opens up the opportunity to attend in person at neighbouring groups.

All groups seem to be experiencing difficulties attracting their members back to in person workshops and to take up roles on the committees. If you are a member of a Regional Group, please support the hard work of your committee in providing varied and interesting workshops by attending if and when possible and also consider taking a role on the committee and if not a committee role then to offer to take on a non-committee job to free up committee members.

Many groups paid for their renewal and PLI by Bank Transfer which is the preferred method but we are still able to accept and bank cheques for those groups who require this.

Thank you to all the groups who suggested venues and offered help for the CLAS 30th Anniversary Exhibition to be held in 2024. We greatly appreciate this commitment as it will help to ensure the smooth running of the Exhibition.

Copperplate Special Interest Group – Alejandra Gonaldi

Membership The number of members stands at 139. The membership renewal for 2023 will be in March when we hope to keep up with that number. The membership cost will be the same as last year, £13 for members in the UK and £21 for overseas members.

Schemes There is a change in the CSIG team. Ann Jamieson stepped down from organising the Envelope Exchange and we had accepted a volunteer to cover the position among our members. The Mentoring scheme by Heather McCombie and the Envelope Exchange, now by Joanne Taylor are still working very well and are an essential part of the group's success.

Bank account The group has enough to pay the printer for the following 2 CSIG newsletters and cover post charges.

Calendar Joy Daniels put together, sent to print and started to post the 2023 calendars to members. This year, its cover was a collaboration between David Simon and Anna Poponina.

At the moment of this report, the orders are still coming and fulfilled by Joy Daniels.

Printed Newsletter We have received collaborations, articles and works from our members, organisations and well know Copperplate scribes as Eleanor Winters. That made possible to start editing the next two issues, Spring 2023 and Summer 2023.

Other activities

- The CSIG will be represented at CLAS AGM 2023 with an information desk for renewal and new memberships and the sale of past and current printed newsletters and calendars.
- The CSIG was invited and confirmed that we will be present for demos on Copperplate at the SSI Capital Letters Day event on 17th June 2023 at Goodenough College, London.

Editorial Board

the Edge : Four issues have been delivered to members in 2022/3, including (November) a guest issue from Denis Brown / David McGrail, and (February) an issue updating everyone on the work of CASB, reminding us of the rich educational offer from CLAS. Although we ask often, we receive little feedback on the articles/issues; several people made positive comments about the excellent article (August) from Tim Sokell about the designing of logos.

The team of Janet (Commissioning Editor), Gail Mitchell (Copy Editor) Helen Scholes (Designer) and our proof-readers Susan Healy and Alison Catchpole have worked well, with changes to the software used for design and some slight changes to print timescales being absorbed with no impact on the end product. The Commissioning Editor role is to be handed from Janet to Jane John in the coming months.

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 help to maintain and grow the CLAS profile by building an awareness and engaging with our members and wider audience of followers. They provide an important resource for communicating and attracting an international calligraphic community. Social media has also proved invaluable for publicising our LiveOnline courses to a new audience. Last year's AGM and Festival postings created a real buzz and a platform for people to post their own comments ranging from the "How I wish I could be there" to "CLAS Festival is always brilliant - great tutors, a week of inspiring calligraphy shared with friends and lots of laughter!"

Website – Anne Marie Delaney

The 2022 monthly average 'unique visitor' numbers to the website was 3800 - which is significantly up from the 3000 visitors per month average for 2021. The most frequently searched topics were the Foundation Diploma Handbook, Certificate of Calligraphy, Festival, GDPR and Fellowship. Visitors Searches averaged 5 pages and the total number of website 'hits' for the year was well over 1.2million, underlying the Importance of the website for providing information to members and searchers alike.

Festival 2022 and 2023 – Lou Goolnik & Charm Brown

The Directors are very happy to report that CLAS Festival 2022 was another great success. We returned to our usual format of both UK and international tutors and delegates which made the event seem like we are back on familiar ground.

Four of our tutors were rolled over from 2020 and we were so glad their diaries allowed that to be possible. So, our line-up was Amity Parks, Andrea Wunderlich, Vivien Lunniss and Susan Moor from 2020 and we added in Julia Baxter. Sadly, shortly before the event, Susan Moor passed away. This was a great shock and left us in rather a tricky position for our delegates. We were lucky that Lieve Cornil from Belgium immediately filled the gap, agreeing to teach Susan's sessions. We were also very lucky that those delegates in her classes were happy to remain in those sessions, making life much easier for the organisation of the festival.

We returned to our fantastic venue at Warwick University, Scarman Conference Centre, which didn't let us down on the luxury front. It was wonderful to meet up with old friends from home and abroad and to make new ones. We had a record number of first-time festival goers which is a step in the right direction.

We had the "Sale of the Century" at CLAS Sales. It was Bob's last year in charge of this and we thank him very much for his sterling work on this front. He will be missed.

Now to CLAS Festival 2023. We have another great line-up including two roll-over tutors from 2021 who couldn't make it because of the pandemic. We have Marina Soria teaching for the first time in the UK from Argentina; Monica Dengo from Italy; Gemma Black from Australia and Josie Brown from Herefordshire. Added to that we have Lieve Cornil who was already booked for 2023 when she helped us complete our quintet for last year. Our thanks go to her in particular.

So onward and upwards to August 13th to 19th 2023. There are still places available, please go to www.clas.co.uk/festival for more information.

Liaison – Gwyneth Hibbett

Discussions last year about public projects that reflect CLAS's charitable status lead to the production of the free calligraphy Colouring book being produced by Hampshire Calligraphers, available to download from the website. Investigative work is ongoing into future educational and charitable ideas.

Some time was spent liaising with a media company who was interested in producing a TV pilot focussing on calligraphy skills. Regardless of the outcome, these discussions threw into focus how CLAS wishes to uphold high standards and communicate the value of calligraphic education with the public.

Report from the AGM Coordinator – Sarah Walker

The AGM 2022 was held on 5 March 2022 at Regents University in London. There were 135 registered participants in total and the feedback received was extremely positive, all members seemed to have thoroughly enjoyed the day. Following the morning business meeting, participants were able to visit the CLAS Help Desks and seek advice on CLAS academic activities, tutoring and more. Toni Watts and Sylvie Gokulsing demonstrated their calligraphy and illumination skills, and Barbara Alldred, FCLAS, was the Fellow in Residence.

The Walker family set up a display of artwork by the late Brian G. Walker, which generated a lot of interest. CLAS Fellows also displayed a selection of their work.

Attendees also had time to view both the physical and digital Art and The letter exhibitions, and to shop for CLAS branded items and other calligraphy materials and books at the various pop up shops.

To conclude the day, Ewan Clayton gave a fabulous lecture where he discussed his collaboration with Ann Hechle on the Irene Wellington Educational Trust's latest publication.

It was agreed with the CLAS Committee to ask participants attending the AGM in 2023 to complete a short survey with the objective of making the AGM more attractive in the future, increasing presence – particularly new potential members/beginners, and further promoting CLAS.

Report from The Art & the Letter Coordinator – Sarah Walker

The 26th Art and The Letter exhibition was held on 5 March 2022 during the AGM 2022. It was the very first hybrid exhibition to be held, with a positive outcome.

31 pieces were received in total for the physical exhibition and 28 pieces for the digital exhibition. Most entries were from the UK, with 2 entries from Ireland and 1 from Hong Kong.

'The Beauty of Nature' was the most popular chosen category. Other categories included: The Elegance of The Pointed Pen, The Art and The Letter Inspired by a Great Artist and Aesop's Fables.

The exhibition was judged remotely by Michela Antonello, Julia Baxter and Jan Sambell. It was agreed that the judging in 2023 will be done in person.

Archive – Alison Allan

Regular updating of records such as certificate and diploma results and indexing *the Edge* has continued. More digital items, such as photographs for events such as the CLAS Festival and revised versions of various CLAS documents, have been added to the archive. Cataloguing of these physical and digital holdings is continuing. Support has also been provided to the Management Board in updating job descriptions for the various officer roles and for the members of the CLAS Academic Standards Board.

30th Anniversary Exhibition – Jeff Bailey

Work continues apace on the planning of our exhibition in 2024 to mark CLAS' 30th Anniversary. The exhibition sub-committee (comprising Barbara and Bob Alldred, Jeff Bailey, Gwyneth Hibbett, Janice McClelland, Mary Noble, Helen Scholes and Jenny Wholley) have been busy planning the locations for the exhibition which will open in London and then travel to venues in Wells, Shrewsbury and Halifax. The logo competition provided a winning design which was published in the February issue of *the Edge* and we hope that details for entries for the exhibition will be circulated with the May issue. Information about the exhibition will start appearing on our social media shortly.

5 – PROPOSALS

- i. None received.

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.

Nomination for Trustees from AGM 2023

1. Chairman	Tony Woodhams
2. Treasurer	Jenny Wholley
3. Membership	Meg Chapman
4. Exhibition Officer	Jeffrey Bailey
5. Copperplate Special Interest Group (CSIG)	Alejandra Gonaldi
6. Social Media	Satvinder Nandhra
7. AGM Coordinator	Sarah Walker
8. Webmaster	Anne Marie Delaney
9. Regional Affiliated Group (RAG) Officer	Barbara Alldred
10. CLAS Academic Standards Board (CASB)	Josie Brown
11. Editorial Board Representative	Jane John
12. Administrator	Dave Cowan

Co-options

1. Archivist	Alison Allan
2. Festival Director (2023)	Lou Goolnik
3. Festival Administrator (2023)	Charm Brown

Ex-officio Officers / Other Management Committee specific roles

1. Art & The Letter Organisers	Julie Tallant & Nicky Walker
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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 2022

Calligraphy & Lettering Arts Society (CLAS)					
Receipts and Payment Accounts with prior year comparison					
Year ended 31 December 2022					
RECEIPTS	Notes	Jan - Dec 22		Jan - Dec 21	
		£	£	£	£
A Voluntary income					
Subscriptions					
Non Gift Aided		16,058		15,643	
Gift Aided		17,010		17,749	
Gift Aid Tax Credit	1	4,364		4,341	
			37,432		37,733
Donations					
Non Gift Aided		679		309	
Gift Aided		74		73	
			753		382
Total Voluntary Income			38,185		38,115
B Charitable Activities					
Festivals					
Fest' of Calligraphy 20			-	70	
Fest' of Calligraphy 21				24,670	
Fest' of Calligraphy 22	2	10,094		1,497	
Fest' of Calligraphy 23	3	3,220			
			13,314		26,097
AGMs					
AGM 22		1,895		180	
AGM 23		270			
			2,165		180
Member Services					
Art & The Letter					
Certificate of Skills		150			
Certificate fees	4	2,105		1,845	
Diploma fees	5	1,236		552	
Liveonline Courses	6	3,160		4,432	
Tutor Accred' fees				25	
Unidentified Misc income				124	
			6,651		6,978
Total Charitable Activities			22,130		33,255
C Fund generating activities					
Affiliated Groups' PLI	7	1,968		2,042	
Sale of goods		2,121		3,220	
Total Fund generating activities			4,089		5,262
D Investment income					
CAF interest		45		1	
CC Interest		232			
COIF interest		585		11	
Total Investment income			862		12
Total Receipts for the year			65,266		76,644

Calligraphy & Lettering Arts Society (CLAS)
Receipts and Payment Accounts with prior year comparison
Year ended 31 December 2022

PAYMENTS	Notes	Jan - Dec 22		Jan - Dec 21	
		£	£	£	£
A Charitable activities					
Art & The Letter		141		-	
CLAS Academic Standards Board		230		1,217	
Certificate fees	4	1,054		1,446	
Certificate of Skills					
Copying & printing		252		2,177	
Depreciation					
Diploma	5	1,792		636	
Edge		13,456		11,863	
Edge postage		8,147		7,534	
Fest' of Callig 21		1,546		47,303	
Fest' of Callig 22	2	17,997		348	
Fest' of Callig 23	3	582			
Exhibition 2024		139			
Free calligraphy courses	8	-		375	
Liveonline Courses	6	2,124		3,200	
PLI (CLAS) insurance		648		954	
Regional Day				-	
Stationery		85		184	
RAG Bursaries		7,000		10,500	
Total Charitable activities			55,192		87,737
B Fundraising costs					
Goods for resale		279		1,173	
Affiliated Groups' PLI premiums		1,967		2,188	
Total Fundraising costs			2,246		3,361
C Costs of generating voluntary income					
Bank charges & Fees					
CAF		272		213	
PayPal & GoCardless		581		614	
			853		827
Internet, Postage etc					
Internet - Other	9	2,130		996	
Postage		1,337		1,998	
Presentations		261		1,516	
			3,727		4,510
Total Cost of generating vol income			4,581		5,337
D Governance costs					
AGM 22 exp	10	5,935		196	
AGM 23 exp	11	3,130			
Management Committee mtgs		-			
Total Governance costs			9,064		196
Total Payments			71,082		96,631
Receipts for the year			65,266		76,644
Net of receipts/(payments)			- 5,816		- 19,987

Calligraphy & Lettering Arts Society Balance Sheet with prior year comparison As at 31 December 2022					
	Notes	Jan - Dec 22		Jan - Dec 21	
ASSETS		£	£	£	£
A Cash at bank and in hand					
CAF Current Account	12	6,682		4,127	
set aside bursary fund	12	2,500	9,182	9,500	13,627
CAF Gold	12	6,387		8,348	
CC Bank	13	<u>20,232</u>		<u>20,000</u>	
			35,800		41,975
COIF charities deposit account	14	46,604		46,019	
Exhibition Fund	15	10,000		10,000	
Sponsorship for beginners' class	16	<u>3,975</u>		<u>3,975</u>	
			60,579		59,994
PayPal			<u>923</u>		<u>1,065</u>
Total Cash at bank and in hand			97,303		103,034
B Other Current Assets					
Stock of Good for Sale			<u>794</u>		<u>964</u>
Total Current Assets			98,097		103,998
LIABILITIES					
C Creditors					
Membership overpayments				-	85
Total Value of Assets			<u>98,097</u>		<u>103,913</u>
CAPITAL RESERVES					
Opening balance of funds		103,913		123,900	
Net inflow / outflow of funds for the year	-	5,816		<u>19,987</u>	
Closing balance of funds			98,097		103,913
Value of funds at year end			<u>98,097</u>		<u>103,913</u>

NOTES TO ACCOUNTS : Year ended 31 December 2022

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.

For the year ending 31 December 2022 total receipts were £65,266 and total payments £71,082, giving an in-year deficit of £5,816. In the year 2021, the position for the year was a deficit of £19,987. Funds available as at 31 December 2022 are £98,097.

Statement of Receipts and Payments

1. Gift-aid tax credit claim is made annually in January to HM Revenue and Customs for the accounting year ending in December of the previous year. 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.
2. Festival 2022. The net inflow of £11,591 is recorded as a receipt against Festival 2022. This is against an outflow of £17,997 which will increase when all expenses are paid.
3. For Festival 2023 deposits in the sum of £3,220 have been received in 2022, with £582 expenses for Brochure costs.
4. Fees for Certificate accreditation assessment of £2,105 were received from candidates, with related outgoings of £1,054.
5. Fees for Diploma accreditation assessment of £1,236 were received from candidates, with related outgoings of £1,792. The loss is due to increased overseas postage costs which has been addressed for the future as candidates will now be invoiced actual postage and work returned once invoice paid.

6. Receipts of £3,160 have been received for The Liveonline Certificate of Calligraphy courses and £2,124 has been paid to tutors.
7. Affiliated Groups PLI (Public Liability Insurance) of £1968 represents the contributions from regional groups affiliated to CLAS towards the insurance premium borne by the Society.
8. No free calligraphy courses were run this year.
9. 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. Zoom also is used for the quarterly Management Committee meetings.
10. AGM 22 income received in 2022 was £1,895, with related expenditure outgoings of £5,935
11. AGM 23 expenses of £3,130 represent the travel and subsistence costs for the management committee, helpers and speakers for the AGM gathering and deposit for the venue, Regent's Conferences & Events, Hyde Park.

Balance Sheet

12. CAF Accounts are historically the main operating and savings accounts for CLAS.
13. CC Bank Fixed 2 year term deposit account Maturity date 29/08/2023 Expected Interest Over Account Term: £464.56. This was opened to ensure all banks accounts were under the £85k FSCS limit and to get a better rate of interest.
14. COIF deposit account is the main account for holding funds due to slightly higher rate of interest earned on the deposits compared to holding funds with the CAF accounts. Attempts to find better interest rates were unsuccessful.
15. £10K has been set aside for the 30th Anniversary Exhibition 2024/25
16. CLAS sponsorship for beginners of £3,975 represents the balance after sponsorship of free courses of £375 were taken up in 2021. The fund is earmarked to assist beginners in taking part in calligraphy courses.

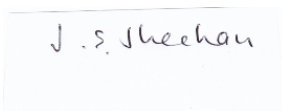
Independent Examiner's Statement

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:

Joanna Sheehan IPFA

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

Address: c/o Silver Howe Marlborough Grove Ilkley LS29 8QE

Date: 16 January 2023



APPENDIX B

Team Members 2023

Management Committee

Chairman	Tony Woodhams	Trustee 1
Treasurer	Jenny Wholley	Trustee 2
Membership Secretary	Meg Chapman	Trustee 3
Exhibition Officer	Jeff Bailey	Trustee 4
CPSIG Representative	Alejandra Gonaldi	Trustee 5
Social Media Officer	Satvinder Nandhra	Trustee 6
AGM Coordinator	Sarah Walker	Trustee 7
Webmaster	Anne-Marie Delaney	Trustee 8
Regional Affiliated Group Officer	Barbara Alldred	Trustee 9
Administrative Secretary	Dave Cowan	Trustee 10
CASB Chair	Josie Brown	Trustee 11
Editorial Board Representative	Jane John	Trustee 12
Archivist	Alison Allan	Co-opted 1
Festival Director (2023)	Lou Goolnik	Co-opted 2
Festival Administrator (2023)	Charm Brown	Co-opted 3
Art & The Letter Officers	Julie Tallant & Nicky Walker	Ex officio

CLAS Academic Standards Board (CASB)

Chair & Representative on MC	Josie Brown
CASB Admin Secretary	Sofia Merchant
Diploma Chief Assessor	Josie Brown
Accredited Tutors & Live Online	Josie Brown
Live Online Administrator	Alejandra Gonaldi
Diploma Administration Officer	Rebecca Osborne
Certificate of Calligraphy Officer	Angela Banks
Fellowship Application Officer	Rachel Yallop
Specialist Skills Award Officer	Ann Mason
Tutors & Talkers Officer	Ann Mason
Standardisation Officer	Gaynor Goffe
Designer	Nadia Chin
Education Liaison Officer	Vacancy

Editorial Board

Commissioning Editor, <i>the Edge</i>	Janet Smith / Jane John (from May)
Designer, <i>the Edge</i>	Helen Scholes
Copy Editor, <i>the Edge</i>	Gail Mitchell
Proof-reader, <i>the Edge</i>	Susan Healy, Alison Catchpole
Printer Liaison	Gail Mitchell
CLASnews & Commissions Contact	Jan Sambell

Copperplate Special Interest Group

Representative on MC, Newsletter Editor & Treasurer	Alejandra Gonaldi
Membership Secretary & proof-reader	Katy May
Envelope Exchange Coordinator	Joanne Taylor
Mentoring Scheme Organiser	Heather McCombie
Calendar Editor	Joy Daniels

30th Anniversary Exhibition Team

Representative on MC	Jeff Bailey
Other team members	Jenny Wholley, Bob & Barbara Alldred, Gwyneth Hibbett, Mary Noble, Janice McClelland



www.CLAS.co.uk

www.facebook.com/clas.co.uk/

<https://twitter.com/ClasArts>

[https://www.instagram.com/
clascalligraphyletteringarts/](https://www.instagram.com/clascalligraphyletteringarts/)

Accounts



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

- | | |
|-------|---|
| 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 firsttime 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.

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>
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 Jansen, '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	Editorial Board
Copperplate Special Interest Group	30 th 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. Shed 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 venuebased 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 (*retiring*)
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. 2. Liaison Officer Gwyneth Hibbett
3. Archivist Alison Allan
4. Festival Administrator Charm Brown (*Clare Ruck retired 2021*)
- Exhibition Officer Jeffrey Bailey

Ex-officio Officers / Other Management Committee specific roles

1. Sales Officer Vacancy
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

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
		Donations					
		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					
		Festivals					
		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
		AGMs					

Any other business raised at the meeting.



APPENDIX A

(1)

Receipts and Payment Accounts with Prior Year Comparison

Year Ending 31st December 2021

		AGM 20		0		1,938	
		AGM 21		0		0	
		AGM 22		<u>180</u>			
					180		1,938
		Member Services					
		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>			
					<u>6,978</u>		3,808
		Exhibition 2019				<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	<u>10,500</u>		<u>—'0</u>	
		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	<u>2,188</u>		<u>1,976</u>	
		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		<u>614</u>		<u>501</u>	
					827		603
		Internet, Postage etc					
		Internet - Other	10	996		1,046	

		Postage		1,998		991	
		Presentations	11	<u>1,516</u>		<u>1,008</u>	
					<u>4,510</u>		<u>3,045</u>
		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	<u>'0</u>		<u>615</u>	
		Total Governance costs			<u>196</u>		<u>4,347</u>

		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			<u>964</u>		<u>919</u>

			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****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



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

Management Committee			
Chairman	Tony Woodhams	Trustee 1	
Treasurer		Jenny Wholley	Trustee 2
Membership Secretary		Meg Chapman	Trustee 3
Festival Director		Lou Goolnik	Trustee 4
CSIG Representative		Alejandra Gonaldi	Trustee 5
Jane John		Trustee 6	
Sarah Walker		Trustee 7	
Anne Marie Delaney		Trustee 8	
Barbara Alldred		Trustee 9	
Bob Alldred (<i>retiring AGM 2022</i>)		Trustee 10*	
Vacancy		Ex-officio	
Dave Cowan		Trustee 10	
Josie Brown		Trustee 11	
Janet Smith		Trustee 12	
Gwyneth Hibbett		Co-opted 1	
Alison Allan		Co-opted 2	
Charm Brown		Co-opted 3	
Jeff Bailey		Co-opted 4	
Sofie Baker		Ex officio	
Julie & Nicky Walker		Ex officio	

CLAS Academic Standards Board (CASB)

Chair & Representative on MC	Josie Brown
CASB Admin Secretary	Sofia Merchant
Diploma Chief Assessor	Josie Brown
Accredited Tutors & Live Online	Josie Brown
Live Online Administrator	Alejandra Gonaldi

Diploma Administration Officer Rebecca Osborne Certificate of Calligraphy

Officer	Angela Banks
Fellowship Application Officer	Julia Baxter
Certificate of Skills Officer	Ann Mason Tutors & Talkers Officer

Ann Mason

Standardisation Officer	Gaynor Goffe
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Editorial Board

Commissioning Editor, the Edge	Janet Smith
Designer, the Edge	Helen Scholes
Copy Editor, the Edge	Gail Mitchell Proof-reader, the Edge
	Susan

Healy

Printer Liaison	Gail Mitchell
CLASnews & Commissions Contact	Jan Sambell

Copperplate Special Interest Group

Representative on MC,

Alejandra Gonaldi

Newsletter Editor & Treasurer

Membership Secretary,

Katy May proof-reader

Envelope Exchange Coordinator

Ann Jamieson

Mentoring Scheme Organiser

Heather McCombie

Calendar Editor

Joy Daniels

30th Anniversary Exhibition Team

Representative on MC

Jeff Bailey

Other team members

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

Accounts



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 design/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 Services				
	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			£57,045		£112,046
		Payments for the year		53,254		88,383	
		Net of Receipts /(payments)			£3,791		£23,663
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			40,573		69,984
	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			4,686		3,354
	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>

		Total Cost of generating vol income			3,648		5,261
	D	Governance costs					
		AGM 19 exp				5,816	
		AGM 20 exp	13	1,260		2,228	
		AGM 21 exp	14	2,472			
		Management Committee mtgs	15	<u>615</u>		<u>1,740</u>	
		Total Governance costs			4,347		9,784
		Total Payments			£53,254		£88,383
		Receipts for the year		57,045		112,046	
		Net of receipts/(payments)			£3,791		£23,663
			Notes	31-Dec-20		31-Dec-19	
	ASSETS						
	A	Cash at bank and in hand					
		CAF Current Account	16	6,636		5,092	
		CAF Gold	16	<u>348</u>		<u>347</u>	
					6,984		5,439
		COIF charities deposit account	17	110,632		103,345	
		Exhibition Fund				2,933	
		Sponsorship for beginners' class	18	<u>4,350</u>		<u>6,000</u>	
					114,982		112,278
		PayPal		<u>1,015</u>		<u>929</u>	
					<u>1,015</u>		<u>929</u>
		Total Cash at bank and in hand			122,982		118,646
	B	Other Current Assets					
		Stock of Good for Sale		<u>918</u>		<u>1,463</u>	
		Total Other Current Assets			918		1,463
	C	Equipment					
		Display screens		0		2,160	
		Cumulative depreciation charge		0		-2,160	
		Net book value			<u>0</u>		<u>0</u>
		Total Value of Assets			123,900		120,109
	LIABILITIES						
		Total Current Liabilities			0		0
	CAPITAL RESERVES						
		Opening balance of funds		120,109		96,446	
		Net inflow of funds for the year		<u>3,791</u>		<u>23,663</u>	
		Closing balance of funds			123,900		120,109
		Value of funds at year end			£123,900		£120,109



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.

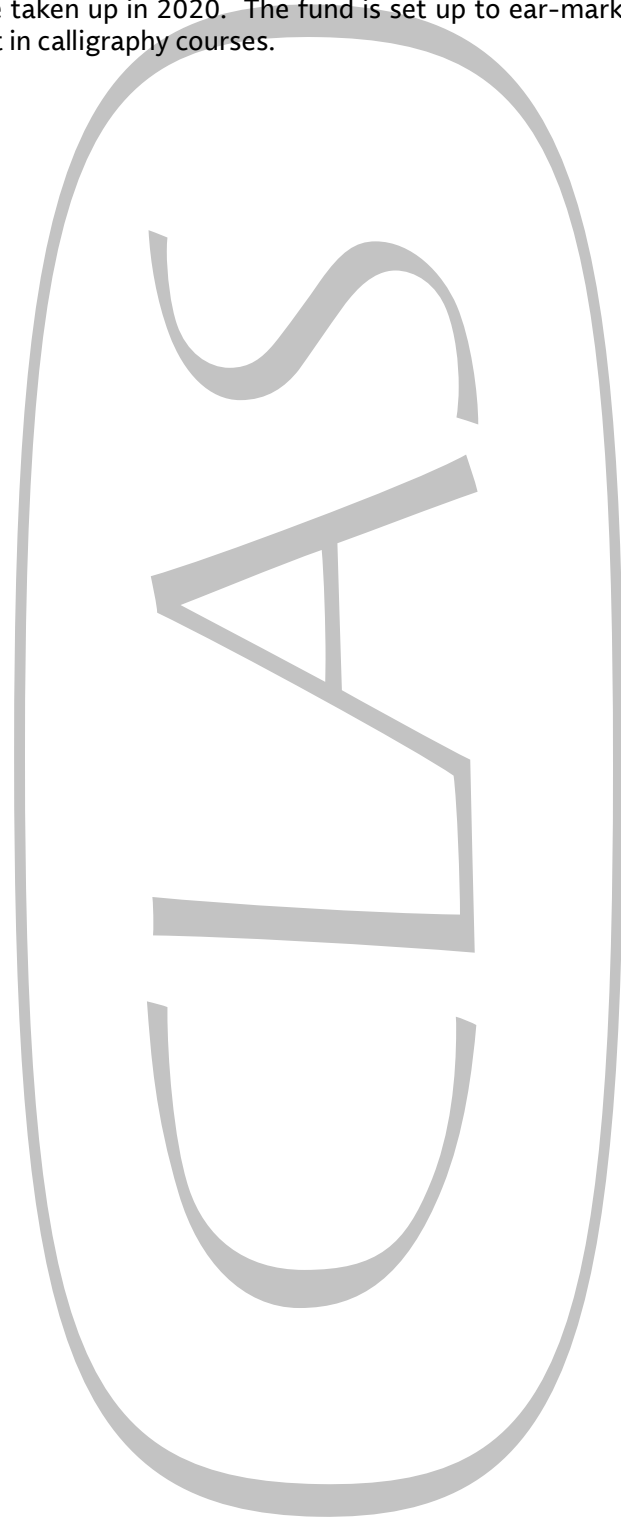
Statement of Payments

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:

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>)	Trustee 1
Treasurer	Tony Woodhams (<i>nominated at AGM 2021</i>)	Trustee 2
Membership Secretary	Charm Brown (<i>retiring at AGM 2021</i>)	Trustee 3
Festival Director	Jenny Wholley (<i>nominated at AGM 2021</i>)	Trustee 4
	Meg Chapman	Trustee 5
	Sue Hodgkinson (<i>retiring at AGM 2021</i>)	Trustee 6
	Lou Goolnik (<i>nominated at AGM 2021</i>)	Trustee 7
Festival Administrator	Ann Mason (<i>retiring at AGM 2021</i>)	Trustee 8
CSIG Rep	Maria Alejandra Gonaldi (<i>nominated at AGM 2021</i>)	Trustee 9
Social Media Officer	Jane John	Trustee 10
AGM Co-ordinator	Rosella Garavaglia (<i>retiring at AGM 2021</i>)	Trustee 11
	Sarah Walker (<i>nominated at AGM 2021</i>)	Trustee 12
	Anne Marie Delaney	Co-opted 1
Webmaster	Barbara Alldred	Co-opted 2
RAG Officer	Bob Alldred	Co-opted 3
Sales Officer	Josie Brown (<i>nominated at AGM 2021</i>)	Co-opted 4
CASB Chairman	Janet Smith (<i>nominated at AGM 2021</i>)	ex officio
Editorial Board Rep	Gail Mitchell (<i>retiring at AGM 2021</i>)	ex officio
Secretary (Minutes & Stationery)	Dave Cowan (<i>nominated at AGM 2021</i>)	
Admin Secretary "	Alison Allan	
Archivist	Gwyneth Hibbett	
Liaison Officer	Helen Scholes (<i>co-opted until AGM 2021</i>)	
Designer & Editor, the Edge	Clare Ruck (<i>co-opted from AGM 2021</i>)	
Festival Administrator	Sofie Baker	
Social Media Officer	Tony Woodhams (<i>retiring at AGM 2021</i>)	
Art & the Letter Exhibition Officers	Julie & Nicky Walker (<i>from AGM 2021</i>)	
	Doug Adams (<i>from AGM 2021</i>)	

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