

SOCIETY OF GENEALOGISTS

(A company limited by guarantee)

Report and Financial Statements



Year ended 31 December 2002

Charity no. 233701
Company no. 115703

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2002

The trustees (collectively referred to herein as the Executive Committee) are pleased to present their report together with the financial statements for the charity for the year ended 31 December 2002 comprising three sections:

- Review of activities and future developments
- Statements by the Executive Committee
- Legal and administrative information

The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities, 2000.

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CHAIRMAN'S OVERVIEW

This has been a challenging year, and the Executive Committee has tried to meet that challenge. I think that the primary event to record is that your Committee in conjunction with the senior staff started work on drawing up a Business Plan. This has built on the work done in previous years when we had looked hard at what the Society should be doing to meet the objectives set out in the Articles of Association.

We had previously established our view of what the Society should aim to do - basically to be the best genealogical society in the country, with a wide range of courses, lectures and publications. It was also felt essential that we should attempt to provide better facilities for those members who do not live within easy reach of London. The work during this year was directed at defining what we should be doing to meet the objectives, but with one important proviso, namely that whatever we did should be directed at improving the financial state of the Society.

By the end of 2002 we reached the stage where we had run a series of workshops with staff and committee members to get ideas, and these are now being worked up into costed plans, with timescales, that can go into the overall Business Plan covering the next three years. I should say here that the range of ideas we received were very broad-ranging, and the staff contributed greatly to the discussions. The real problem was to decide which suggestions should receive further investigation. Some of the ideas require little expenditure of either money or effort, and are being implemented in 2003.

We continue to receive favourable comments from users of the Library about the much improved facilities, especially in the Lower Library, where the extra film and fiche readers along with the computers have added to the material available for use. During the closed week in 2002, some furniture moves were made to improve access around the ends of the shelving, with the loss of a few seats in the Middle and Upper Libraries. Apart from that, no significant items needed changing following the refurbishment.

The income from the Origins website continues to support the Society's projects. We need to get more material such as indexes onto the site, particularly where hard copy can be provided for a fee.

Despite the general economic situation, the use of the Library continues to be at a good level, with some days where seats are at a premium, particularly in the Middle Library. On most days there are people using the Library for the first time, and the work of the staff and members running the enquiry counters provides a great deal of assistance both to find material and to guide visitors research. Those members who assist in answering queries are not only supporting our Society and helping the visitors, but they are also gaining themselves because they are finding out more about the material that we hold in the collection.

Our grateful thanks go to all the staff, who have worked hard to keep the work going throughout the year, and who have supplied their thoughts for how the Society could be improved for the benefit of the members. Secondly, and by no means least, we appreciate the work done by many members, in many varied ways, to keep the many activities of the Society running smoothly.

Frank Hardy

REVIEW OF ACTIVITIES AND FUTURE DEVELOPMENTS

PREMISES

The Society's administration department at Dallington Street (accounts, membership and publishing) was relocated back to Charterhouse Buildings. This meant some reorganization of office space to accommodate the extra staff. Reception counters were moved to create extra rooms and the staff/volunteer dining area was refitted as an office. Thanks are due to staff and volunteers who assisted with the move and helped with work on new computer systems and networks. Thanks are also due to staff at Charterhouse who moved to other office areas.

Some minor re-arrangements were made in the library moving parts of the collection to other floors and returning closed access items to open shelves.

After a review of opening hours it was concluded that it was not possible to continue to offer the late night opening of Wednesdays and hence the library closes at 6pm except for Thursdays.

ELECTRONIC PUBLISHING

The Society's partnership with Origins.net continues. Over the year the names of brides and grooms from more counties of Boyd's marriage index were added to the English Origins web site: Cumberland, Derbyshire, Devon, Durham, Gloucestershire, Lancashire, Northumberland, Shropshire, Somerset and Yorkshire. This took the number of names indexed from approximately 1.5 million entries at the end of 2001 up to about 4 million at the end of 2002. The digitisation of the Yorkshire volumes brought an additional bonus since the names of the brides were not indexed before and now they are accessible for the first time. Also added to English Origins were the names of testators of wills proved by the Prerogative Court of Canterbury 1750-1800 (208,000 names).

The above data can be accessed on site free of charge in the Society's library or by payment of a fee on the Internet. Members have a free access session once every quarter of the year. The Society of Genealogists provides "hard copy" printouts from some of the sources and these can be ordered from the site.

STRATEGIC REVIEW

The Society has concentrated hard over the last year at securing the future of the Society and returning to a sound financial position. A major part of this process has been the development of a business plan. As part of the process the Acting Director met with many groups of people to gain input and ideas for development, a survey was also undertaken with the Members. Everyone's input was greatly appreciated and by gaining a cross section of views it enabled a much more informed document to be produced. This plan will be utilized to add focused direction to our work to meet the Society's and Member's needs.

The major risk management exercise carried out last year was appraised for the second year. This helps identify any areas that may represent a risk to the Society, to categorise them in terms of likelihood and to propose counter measures to reduce the risks. The report is continually being monitored and actions carried out as recommended. It is an extremely useful exercise, which covers both operational and strategic areas.

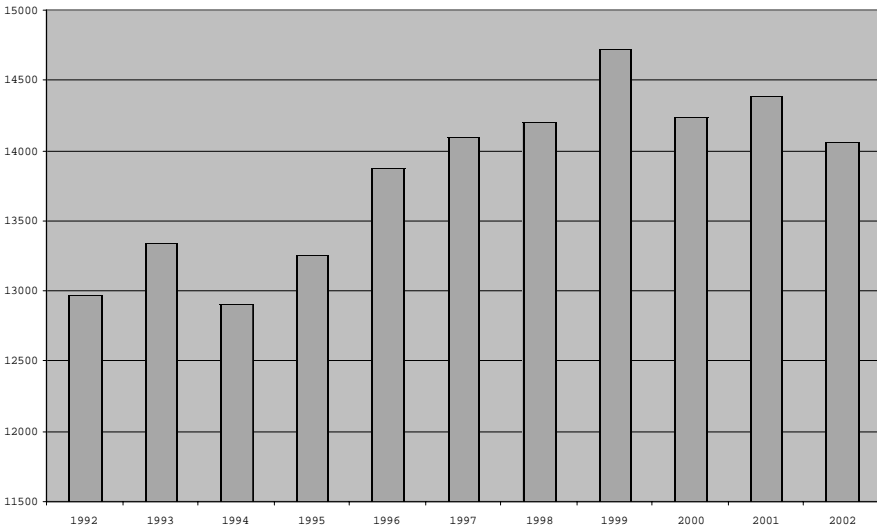
MEMBERSHIP

At the end of 2002 membership stood at 14,051 (14,382 - 2001). The membership campaign added 200 new members.

It was agreed at last year's AGM to increase the subscription to a basic rate of £43 for new members for 2003. Subscriptions had not risen significantly for many years.

The graph shows our membership numbers over the last 10 years.

Number of Members



Day Search fees were increased by 10% as they had been held for some time. The fees for 2002 were £3.30 for one hour, £8.80 for four hours and £13.20 for a day. Day visitors have been dropping in numbers. There has been a significant drop in overseas visits as is reflected throughout the economy.

FELLOWSHIPS and AWARDS

Members of at least five years' standing are eligible for election by the Fellows in recognition of distinguished services to the Society or to genealogy. Similarly, non-members may be elected as Honorary Fellows for very distinguished service to genealogy.

The election of three new Fellows was announced at the AGM in 2002. The new Fellows were Mr Colin Allen, Mrs Yvonne Jeanne Bunting and Mr James Willerton. A full list of Fellows is given at page 15.

The Executive Committee is able to recognise the contribution of members, non-members and allied organisations through the award of a Certificate of Appreciation. HRH Prince Michael of Kent has graciously agreed that a special award may be made from time to time bearing his name. The committee acts on the advice of an Awards Panel consisting of not more than five Fellows - currently Morris Bierbrier, Michael Gandy, Frank Hardy and Richard Moore.

In 2002, the Prince Michael Award was not made; Certificates of Appreciation were awarded to eight volunteers who played a major part in volunteering for the Society and aiding Genealogy in general. The recipients were Janet Gould, Michael Mason, Alan Merryweather, Sophie Piggot, Alison Ross, Adrienne Thirkell, Thomas Wood and Dave Woolven.

VOLUNTEERS and STAFF

The activities of the Society are reliant upon the hard work of volunteers and the paid staff. Despite another extremely busy year (working with less resources) the staff worked hard together in supporting the Society. The Executive Committee is grateful to all for their continued support.

The year saw four changes to the paid staff.

In July Helen Marsh the Membership Secretary left and was replaced by Jayshree Neghandi.

In August Jackie Kelly, retail assistant left and was replaced by Mathew Tinsley.

September saw the departure of Janet Evans, general assistant; the role was slightly changed for her replacement Kam Sangha.

Finally in October Julia English left and David Walsh took her place as the Events Co-ordinator.

June Perrin continued as Acting Director assisted by the management team of Else Churchill, Genealogy Officer and Sue Gibbons, Librarian.

The Society continues to be indebted to the many members who volunteer their time to help out on the enquiry counters, work on archive and indexing projects etc. In particular the following volunteers who work at the Society one or more times every week: Colin Allen, Ernest Angell, Nova Atkinson, Katrina Baxandall, Jean Boothby, Jean Bryan, Di Bouglas, Doreen Clayton, Helen Cohen, Alan Dell, Kathy Elam, Elaine Eldridge, Brian Evans, Nancy Furlong, Colin Gibbons, Janet Gould, Elizabeth Grey, Bill Griffiths-Jones, Marina Hall, Don Halliday, Frank Hardy, David Horwill, Beth Iegge, Michael Isherwood, Chris and Pat Loveridge, Elisabeth

McDougall, Deirdre MacGillivray, Dick Mynott, Nick Newington-Irving, Andrew Nichol, Anita Nicholls, Daphne Palmer, Judy Panter-Brick, Eve Perry, Gill Pickup, Sophie Pigott, Judy Rood, Alison Ross, Beryl Schumer, Mark Seymour-Taylor, Nick Spence, Michael Snook, Adrienne Thirkell, Barbara Westmuckett, Ann Wilkie and other volunteers. John Addis-Smith, Chris Broomfield, our webmaster and John Hanson, worked hard to ensure that the Society's web site, computers and local area network were kept up to date and ran smoothly. Thanks to all those who also work at home.

The SoG Enterprises Bookshop outreach volunteers Mick Mason and Tom Wood attended many Family History Fairs and conferences across England and Wales during 2002. Places they took the mobile bookshop to included Scarborough, Manchester, Bracknell and Coventry to name but a few.

A volunteers' tea party was held on Saturday 15 June and a Christmas party on 17 December to thank members for their work for the Society.

THE LIBRARY

Library budgets were held in maintenance mode, however additions to the library during the year (figures for 2001 in brackets) comprised 645 purchases (2975), 1513 donations (2912), 131 sponsored purchases (43), 171 donations for review (60), Total acquisitions - 2460 (5990). Of this total 417 (1,400) were individual transcripts or copies of church registers and 193 (523) were transcripts of monumental or tombstone inscriptions.

Thanks to John Titford who priced up the duplicate and unwanted stock from the Library and to the staff and volunteers who manned the second-hand books stalls at the two SoG fairs, the Library made almost £3,000 to add to its budget.

The Society is especially grateful for the generosity of family history societies and individuals who donate material to the Library or who "sponsor" the purchase of items by paying 50% or more of the cost. Additionally, just over £5,900 was given by Members for the purchase of specific or general acquisitions for the Library. Notable additions during 2002 - showing, where appropriate, the name of the donor - are given on page 17.

During the year 307 items (of which 140 were register copies) were borrowed from the Library by members. £1,914 (£2,355) donated by members for the purpose was spent on conserving and binding existing and new stock.

Camera operatives from the Genealogical Society of Utah finished filming the Great Card Index, the Dwelly, Fawcett, Glencross, Whitehead and India indexes.

Volunteer projects. Work on the indexing of the Civil Service evidences of age documents under the supervision of Dick Mynott was completed. Indexing of the Great Western Railway probate (stock transfer) registers was continued by Frank Hardy and David Horwill. The results of both of these projects will, in time, be available in electronic form (see Electronic publishing).

PUBLICATIONS

The Society's publishing programme continues to flourish. This year the Society published some twenty-two titles (doubling last year's total) bringing the total number of Society publications to 162. Five updated editions of the *My Ancestors...* series appeared and a completely new title *My Ancestors was a Coalminer* was prepared, for publication in Spring 2003. Two new volumes in Cliff Webb's *London City Livery Company Apprentice Registers* were published. Anthony Wilcox produced three of the year's five published volumes in the *National Index of Parish Register* series. Neville Taylor and his team produced more in the *County Guides* lists of sources at the Society and these continue to be published on the Society's website. The editors of the various series, Cliff Webb (NIPR), Roy Stockdill (*My Ancestors ...*) and Neville Taylor (*County SoG Library Guides*) continue to work with the members of the Publications Committee. Rob Thompson has joined the committee this year and will work on the editorship of other library guides. The Society is pleased to see that Frank Leeson has been kept busy in his retirement as editor by producing a subject index to the *Genealogists' Magazine* (with Cliff Webb) and to go on to revise his Directory of *British Peerages*. After a gap, John Addis-Smith took on Chairmanship of the Publications Committee with Sue Lumas as Vice-Chairman. Michael Gandy continues to edit the *Genealogists' Magazine* and Sean Brady edits *Computers in Genealogy*.

LECTURES and COURSES

This year saw an increased number of events, study days and courses at the Society's premises or visits elsewhere as the lecture room was available for use throughout the whole year. The room was again fully booked at weekends either for the Society's own events or hired to outside organizations and the Society continues to offer mid week lectures on Wednesday afternoons. Although much better equipped and more pleasant to use, the lecture room has a smaller capacity since the refurbishment but it was gratifying to see the number of attendees (1,518) is slightly up on last year (1,482), though the Society would endeavour to increase the average numbers attending events in future. A full list of all the Society's events is given on page 18.

The 10th annual Family History Fair was again held successfully at the Royal Horticultural Hall in Westminster on the 4th & 5th May. The event will be repeated at the same venue on 3rd and 4th May 2003.

The Society hosted a third outreach event, the Family History Experience attempting to reach more people from the Midlands, Wales and North of England. The Family History Experience was held on 28 and 29 September at a new and less expensive venue, the NAC Stoneleigh Park, near Coventry. Over 1,500 people attended and the Society was pleased to welcome Carl Chinn who broadcast his local history interest radio show for BBC West Midlands from the hall on the Sunday.

This year also saw the launch of the Society's small Summer School "*Routes to Roots*" during two weeks of August. Working closely with other London repositories and offering more personal tuition this event was a profitable beginning.

COMMUNICATION

The Society's Website (www.sog.org.uk) continues to attract over 40,000 users per month and the annual growth of usage over the previous year remains in excess of 20%.

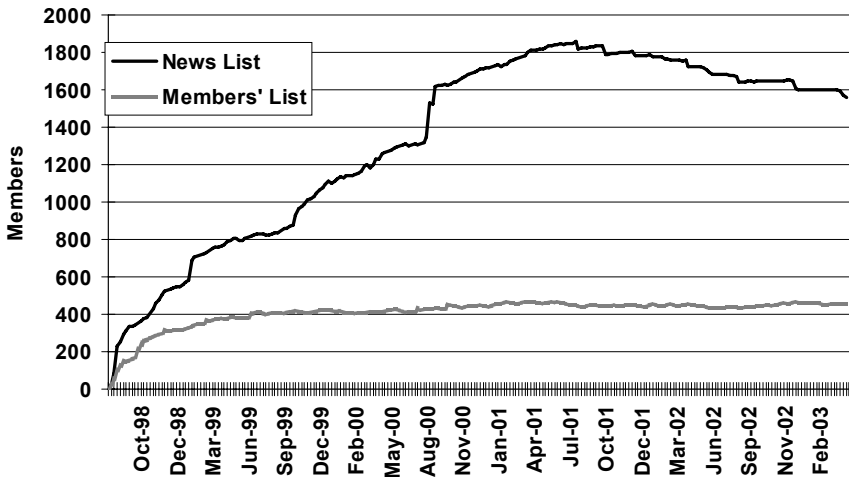
Use by members and visitors to the Library of the Internet access computers, donated by Ancestry.com, has become a major resource with access to a rapidly increasing number of websites. Approximately 10 Gigabytes of data have been downloaded during the year. Strict access controls are in place so that the Society's Computer Acceptable Use Policy is not compromised. During the year relocation of staff and the increase in on-line images of primary records resulted in creating two access networks using existing equipment and Internet Service Provider facilities.

The IT and telephone systems have been rationalised now the Society is located in one building with substantial cost savings.

The Library has an extensive collection of CD-ROMs, which in the past required significant staff resources to manage their use in the Lower Library. An installation of one of the major resources on a networked PC has been very successful and provides access from PCs located on each Library floor. Plans are in hand to expand the range of sources on CD-ROM which can be accessed this way.

The Society offers two email mailing lists managed by Geoffrey Stone. The first is a Members' discussion group with 460 subscribers (about 3% of the Society's membership), and the second list is used for Society news or announcements and has 1,560 subscribers.

Membership of SoG Lists



EXTERNAL LIAISON & MEDIA

As a result of the scheduled release of the 1901 census on the Internet (and its rapid crash), the Librarian and Genealogy Officer gave numerous interviews on the subject to the media including local, national and overseas newspapers, magazines, radio and television programmes. The interest shown in the on-line census index and its subsequent re-launch saw several spin-off articles on family history in the popular press and magazines. Articles featuring the Society of Genealogists appeared throughout the year in *The Independent*, *The Independent Magazine*, *The Daily Telegraph*, *Evening Standard*, *The Clerkenwell Guide*, *Woman's Weekly* and the *New Scientist*.

The Society continues to be an active participant in the genealogical and historical community with representation on the Federation of Family History Societies, British Genealogical Record Users Committee, Family Record Centre User Group, 1901 census advisory panel (which became the PRO's Online Projects Advisory Committee), Probate Users Group Friends of the Public Record Office, London Research Libraries in History and British Record Society.

In addition to representations through these bodies, the Society made formal responses to discussion papers and continues to lobby on behalf of its Members and the genealogical community as a whole. This has been a busy year for the genealogical community as many of the key organisations are seeking to change their practices relating to genealogical records. Formal responses were made to the General Register Office Consultation Paper on Registration Review; the PRO's Draft Operational Selection Policy concerning overseas records of births, marriage and deaths and to the Court Service Review of Probate Business Consultation paper

The Society continues to take part in outreach activities both at home and abroad, as outlined below:

In March the Genealogy Officer took part in Colchester Library's Family History Day.

In April the Society contributed to background research for the published Radio Four Programme "Shop Talk" which discussed professional genealogy.

The Society of Genealogists is keen to continue its connections with the academic research community. To that end it advised on an East of London University MSc Project researching the effect of computers on genealogy. The Society was consulted for two Economic and Social Research Council grant application by the Cambridge Group for Population Studies and for the Roehampton Institute. The Science Museum sought advice on potential use by family historians on its proposed image based web site. Portsmouth University sought advice concerning its British historical gazetteer and place name thesaurus.

In June the Genealogy Officer was invited to Stockholm to participate in a pedigree workshop hosted by a Swedish pharmaceutical company working on rare genetic disorders. In July she presented eight lectures at the British Isles Family History Group's Conference in Los Angeles.

The Genealogy Officer, Librarian and volunteers, gave a number of lectures on the Society and its library to family history societies and other organisations around the country, including the FRC. In addition the Genealogy Officer spoke on various subjects to local societies throughout the year. She also wrote an article for the PRO's Ancestors magazine which included a readers' voucher for discount on the new members' joining fees.

The Acting Director and Genealogy Officer attended meetings about the BBC's forthcoming Remembrance Internet project for the First and Second World Wars.

Members of the Executive Committee and the Management team represented the Society of Genealogists at a reception to mark the 60th birthday of the Society's President HRH Prince Michael of Kent.

Open days for prospective members were held on 23 June and 13 October. Regular Library tours were given on alternate Saturdays during the year. 24 other groups were also given talks or tours of the library including parties from Birmingham, Alabama, New Zealand and New England and individual representatives of the Church of Jesus Christ of Latter Day Saints in Salt Lake City and of Chicago University.

FINANCE

Financially in 2002 the Society has had another difficult year, but there is light at the end of the tunnel. At the time of writing it is not possible to accurately forecast how much the total income will be in 2003 and how much the increase in subscriptions will affect renewals.

Throughout the year the Executive Committee has been looking at all aspects of expenditure and has reduced costs where possible without reducing service to members as far as is possible. Shop stocktaking and accounting activities which caused delays at the beginning of the year have been looked at and the processes reviewed. The stocktaking exercise for the end of the year ran very smoothly thanks to the efforts of staff and volunteers.

The Dallington Street premises were vacated and staff brought back into Charterhouse Buildings where space was found for them, thanks partly to the staff agreeing to give up the recently allocated staff common room. Efforts to sub-let are continuing.

STATEMENTS BY THE EXECUTIVE COMMITTEE

Objects of the charity

The objects of the charity are to promote, encourage and foster the study, science and knowledge of genealogy. The principal activities continue to relate to the education. To achieve this the Society of Genealogists:

- maintains a specialist library
- provides a comprehensive programme of lectures, tutorials and courses
- publishes genealogical material and books
- maintains co-operative relationships with allied organisations
- makes representations to government and other interested agencies

Organisation

A board of Trustees (known as the Executive Committee) of up to 16 elected members, an Honorary Treasurer and an Honorary Solicitor, administers the charity. The trustees receive no emoluments.

The Executive Committee appoints other committees as it considers expedient from time to time. There are currently three committees – Lectures, Library & Records and Publications – and the Executive Committee itself. A full list of all members of all committees for the 2002 to 2003 year is given on page 13.

A Director is appointed by the trustees to manage the day-to-day operations of the charity.

Investment powers

Under the memorandum and articles of association, the charity has the power to make any investment which the trustees see fit.

Trading subsidiary

The charity's wholly-owned trading subsidiary, Society of Genealogists Enterprises Limited, undertook its third year of operating the commercial trading activities of the Society. The subsidiary has gift aided its profits to the charity, these additional funds are generated to meet our charitable objectives.

Strategic review, reserves policy and risk management

As mentioned on page 2, the Executive Committee continued its Strategic review during 2002. Whilst it was not completed more progress has been made.

As part of the strategic review, the trustees continued the risk management strategy, which comprises

- an annual review of the risks which the charity may face
- the establishment of systems and procedures to mitigate those risks identified in the plan, and
- the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

This exercise as well as being beneficial also complies with the requirements of the Statement of Recommended Practice – Accounting and Reporting by Charities, 2000, which the Charity abides by.

The Trustees are required to forecast the level of free reserves (that is those funds not tied up in fixed assets, and designated and restricted funds) the charity will require to sustain its operations and make appropriate adjustments should there be a material reduction in the charity's income. The trustees consider that the most appropriate level of free reserves is a sum equivalent to six months of the charity's running costs. This level of reserves was not achieved by 31 December 2002.

Trustees' responsibilities in relation to financial statements

Company law requires the trustees to prepare financial statements that give a true and fair view of the statement of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

A resolution will be proposed at the Annual General Meeting that FW Stephens & Co be re-appointed as auditors to the charity for the ensuing year.

LEGAL and ADMINISTRATIVE INFORMATION

Constitution

The Society of Genealogists is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Charity number: 233701. Company number: 115703.

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purposes of charity law and collectively comprise the charity's Executive Committee. As set out in the Articles of Association the trustees are elected by the charity's members, serving for a term of four years and for a maximum of two successive terms. These trustees have the power to appoint an honorary treasurer and an honorary solicitor who *ex officio* serve as members of the Executive Committee. No honorary solicitor has been appointed for many years. The trustees also have power to elect any eligible Member of the Society to the Executive Committee to fill any casual vacancy occurring between one Annual General Meeting and another but any person so elected shall retire at the Annual General Meeting next following his election but shall be eligible for re-election.

The trustees serving during the year 2002 –2003 were as follows:

John V Addis-Smith, FSG	did not stand for re-election 25 June 2002, filled casual vacancy from 28 January 2003
Chris Broomfield	
Mrs Y Jeanne Bunting, FSG	resigned 26 November 2002
John Hanson	
Frank C Hardy, FSG, <i>Chairman from June 2002</i>	
Sharon Hintze	elected 25 June 2002
Susan B Lumas, FSG	did not stand for re-election 25 June 2002
Mrs Marjorie Moore FSG	elected 25 June 2002, resigned 10 September 2002
Nicholas J Newington-Irving, FSG	
John Price	resigned 9 July 2002
Roy Stockdill	elected 25 June 2002
Geoffrey T Stone, <i>Honorary Treasurer</i>	
John S Titford	did not stand for re-election 25 June 2002
Jim Willerton, FSG, <i>Chairman to June 2002</i>	
Michael Williamson	filled casual vacancy from 25 February 2003
William Michael Wood	elected 25 June 2002

Secretary

June M Perrin

Registered Office

14 Charterhouse Buildings, Goswell Road, London EC1M 7BA

Auditors

FW Stephens & Co, 10 Charterhouse Square, London EC1M 6LQ

Bankers

HSBC, 74 Goswell Road, London EC1V 7DA

Solicitors

Field Fisher Waterhouse, 35 Vine Street, London EC3N 2AA

By order of the trustees

Frank Hardy (Chairman) 30 April 2003

WHO'S WHO AT THE SoG: GOVERNANCE

President:

HRH Prince Michael of Kent, KCVO

Vice Presidents:

(at 31 December 2002)

The Rt Rev John Kingsmill Cavell, MA

Patric Dickinson, MA, FSG, *Richmond Herald*

President Boyd K Packer, BS, MS, EdD, *Quorum of the Twelve*

Dr Peter Spufford, MA, PhD, LittD, FRHistS, FSA, FSG, FBA

Robin Blair, LVO, WS, *Lord Lyon King of Arms*

Fergus Gillespie, MA, *Deputy Chief Herald of Ireland*

Dr Elizabeth Hallam Smith, FSA, FRSA, FRHistS

Members of the Executive and Standing Committees:

Name	Executive ¹	Lectures	Library	Publications
John Addis-Smith FSG	² X - 7		X	Chairman
Colin Allen FSG		X		
Chris Broomfield	X - 8			X
Jeanne Bunting FSG	² X - 5	X		
Ros Dunning			X	
Kathy Elam		X		
Michael Gandy FSG	Ex officio			Ex officio
Jan Goodwin			X	
John Hanson	X - 8	Chairman		
Frank Hardy FSG	Chairman - 8	Ex officio	Ex officio	Ex officio
Mark Herber			X	
Sharon Hintze	X - 8			X
Michael Isherwood			X	
Dominic Johnson		X		
Susan Lumas FSG			X	Vice-Chairman
Marjorie Moore FSG	² X - 2			
Nicholas Newington-Irving FSG	V-Chair - 8		Vice-Chairman	
John Price	² X - 1			
Roy Stockdill	X - 8			X
Geoff Stone	Hon. Treas. - 8	Ex officio	X	Ex officio
Dr Geoff Swinfield		Vice-Chairman		
Rob Thompson				X
John Titford				X
Alec Tritton		X		
Diane Waters		X		
Cliff Webb FSG			X	Ex officio
Anthony Wilcox FSG				X
Jim Willerton FSG	X - 4		Chairman	
Michael Williamson	² X - 2			
William Michael Wood	X - 8	X		X

NOTES:

- (1) The Executive Committee met eight times between the AGMs in 2002 and the Annual Report preparation 2003 (March 2003). The number shown is the number of meetings attended by the Member out of the eight meetings.
- (2) John Addis-Smith FSG was a member for seven meetings, Jeanne Bunting FSG was a member for five meetings, Marjorie Moore FSG and Michael Williamson were members for two meetings and John Price was a member for one meeting.

EXECUTIVE COMMITTEE MEMBERS' PROFILES

Profiles of the executive committee as at 31 December 2002

John Addis-Smith, 57, member since 1978. Former business analyst (computers), former chair of FFHS computer committee. Technical adviser to the Society's Library Cataloguing Project. Elected to the Executive Committee in 1998 for a second term.

Chris Broomfield MIEE, CEng, 61, member since 1996. Researching family since 1992 including One-Name and One-Place Studies. Employed in the Telecommunications Industry for over 35 years on the development of computer communication network for business. Elected to the Executive Committee in 2001.

John Hanson, 55, member since 1993. A retired systems specialist. Lecturer on Family History and also a committee member of the Guild of One-Name Studies. Elected to the Executive Committee in 2000.

Frank Hardy, 62, member since 1981. Railway Civil Engineer. Elected to the Executive Committee in 1990 (Chairman 2002-3).

Sharon Hintze, 58, member since 1998. Holder of diploma in genealogy. Director of Hyde Park Family History Centre for the Church of Jesus Christ of Latter-Day Saints. Non-executive director of HSBC Holdings plc and Safeway plc. Former COO Barilla Spa. Former senior vice president with Nestlé and Mars Incorporated. Elected to the Executive Committee in 2002.

FLT. LT. Nicholas J N Newington-Irving, FSG, MInstAM, RAF (Retd) 65, has been a member since 1970 and an Executive Committee Member since 2000. He has worked in the Library for nearly 20 years mainly in producing guides. He is a former Civil Servant.

Roy Stockdill, 62, member since 1990. He is on the Executive Committees of the Guild of One-Name Studies and the Federation of Family History Societies, and is Editor of the Journal of One-Name Studies. He is a former national newspaper journalist. Elected to the Executive Committee in 2002.

Geoffrey T Stone, age 61, member since 1997. Formerly a Computer Projects Manager in the Financial Services Industry. He is running two one-name Studies and has organised the two Society email lists since their inception. Elected to the Executive Committee in 2000.

Jim Willerton, 72, member since 1981. He became a library counter volunteer on his retirement in 1991. A keen one-namer, he has also served as a lecturer and assisted in several large projects. Elected to the Executive Committee in 1995 (Chairman 2000-2).

Michael Williamson, 58, member since 1970. Computer Consultant. Treasurer of British Motorecyclists Federation and also a church organist. Co-opted to the Executive Committee in 2002.

William Michael Wood, FInstSMM, aged 65, member since 1999. Member also of several family history societies. Over 30 years' senior management experience in sales and marketing. Elected to the Executive Committee in 2002.

FELLOWS OF THE SOCIETY

The Articles of Association of the Society prescribes three ‘classes’ of members. They are Ordinary Members, Fellows and Honorary Fellows. The constitution sets a maximum of 100 Fellows and just 10 Honorary Fellows. Those proposed for Honorary Fellowship do not need to be members of the Society at the time of their nomination, but those put forward for Fellowship must have been members for at least five consecutive years.

Candidates for either honour must be proposed by not fewer than four Fellows and a secret ballot is then held among all the Fellows. Successful nominees must secure a two-thirds majority. In weighing their vote, Fellows must judge whether those proposed for Fellowship have rendered ‘distinguished services to the Society or to genealogy’ and whether they wish to honour those proposed for Honorary Fellowship for their ‘very distinguished services to genealogy’.

At 31 December 2002 there were three Honorary Fellows.

Anthony Camp, MBE

Jeremy Gibson

Donald Whyte

There were eighty-three Fellows.

John Addis-Smith

Paul Gorry

Prof Brian Randell

Colin Allen

Stephen Hale

Richard Ratcliffe

Mrs Norma Allum

Frank Hardy

Dr Colin Rogers

Michael Armstrong

John Harnden

Alan Rolfe

Jack Baxter

David Hawgood

John Rowlands

Dr Morris Bierbrier

Cecil Humphery-Smith

Mrs Sheila Rowlands

Paul Blake

Kingsley Ireland

Malcolm Sainty

John Blight

Keith Johnson

Mrs Pauline Saul

Brian Brooks

Dr Anthony Joseph

Dr Michael Siddons

Mrs Yvonne Jeanne Bunting

Miss Patricia Kirkland

Mrs Elizabeth Simpson

Michael Burchall

J M Kitzmiller II

Paul Floyd Smart

Dr Barbara Carter, JP

Frank Leeson

Dr Peter Spufford

Dr Colin Chapman

Brian Loomes

David Squire

Mrs Isabelle Charlton

Mrs Susan Lumas

Don Steel

Peter Christian

Michael Maclagan, CVO

Miss Monnica Stevens

Dr W E Church

Miss Hilary Marshall

Hon Guy Strutt

Peter Wilson Coldham

Miss E McDougall, MBE

Col Iain Swinnerton, TD DL JP

Major R M Collins

Sir Mervyn Medlycott, Bt

Dr Andrea Tanner

Miss Stella Colwell

Mrs Marjorie Moore

Neville Taylor

Harold Culling

Richard Moore

Rt Hon the Lord Teviot

Alan Dell

Mrs Joy Wade Moulton

Dr Neil Thompson

Patric Dickinson

Dick Mynott

Mrs Jean Tooke

L W Lawson Edwards

Nicholas Newington-Irving

Dr Chris Watts

F J Fone

Derek Palgrave

Cliff Webb

Brian Frith, MBE

Peter Park

Anthony Wilcox

Vic Gale

Malcolm Pinhorn

James Willerton

Michael Gandy

Eric Probert

David Williamson

David Gardner

Mrs Doris E Pullen

WHO'S WHO AT THE SoG : STAFF

Staff Team as at 31 December 2002

MANAGEMENT TEAM

Acting Director
Librarian
Genealogy Officer

June Perrin
Sue Gibbons, BA (Hons), MCLIP
Else Churchill, BA, DipLib

LIBRARY

Librarian
Genealogy Officer
Library Assistant
Library Assistant
Library Assistant
Professional Secretary
Cataloguer (part-time)
General Assistant (part-time)

Sue Gibbons, BA, ALA
Else Churchill, BA, DipLib
Claire Bullen, BA
Nick Fogg, MA, DipLib
Tim Lawrence, BA
Marie Hickey
Angela Thomson, BA, ALA
Lori Weinstein

ADMINISTRATION

Acting Director
Accounts Technician
Administrator
Membership Secretary
Events Co-ordinator
General Assistant/PA

June Perrin
Dayo Akinrele
Sheila Marshall, BA (Hons)
Jayshree Negandhi
David Walsh
Kam Sangha

SOCIETY OF GENEALOGISTS ENTERPRISES LIMITED

Acting Chief Executive
Shop Manager
Typographer
Accounting Assistant
Retail Assistant
Saturday Retail Assistant
Saturday Retail Assistant

June Perrin
Ken Divall
Rosie Miller, BA (Hons)
Catherine Martin
Mathew Tinsley, BA
Sheila Marshall, BA
Catherine Martin

NEW PUBLICATIONS

- London Apprentices volume 37, Feltmakers' Company *Cliff Webb*
London Apprentices volume 38, Painters - Stainers' Company *Cliff Webb*
- My Ancestors were Baptists *Geoffrey R Breed*
My Ancestors were Jewish *Anthony Joseph*
My Ancestors were Londoners *Cliff Webb*
My Ancestors were Manorial Tenants *Peter Park*
My Ancestor was a Merchant Seaman *Christopher T and Michael J Watts*
- County Sources at the Society of Genealogists *Neville Taylor*
Bedfordshire & Northamptonshire, Cornwall & Devon, Cheshire,
Lancashire & the Isle of Man, The City of London & Middlesex,
Dorset & Somerset, Suffolk (2nd edition), Yorkshire
- National Index of Parish Registers, Berkshire *Anthony Wilcox*
National Index of Parish Registers, Dorset *Anthony Wilcox*
National Index of Parish Registers, London & Middlesex *Cliff Webb*
National Index of Parish Registers, Norfolk *Anthony Wilcox*
National Index of Parish Registers, Shropshire *Sylvia Watts*
- A Directory of British Peerages (revised) *Frank Leeson*
- An Index of London Hospitals and their Records *Cliff Webb*
- Genealogists' Magazine Subject Index to Volumes 1-26 1925-2000 *Frank Leeson and Cliff Webb*

NOTABLE ADDITIONS TO THE LIBRARY

- National Roll of the Great War master name index
Faculty Office marriage allegations index 1701-1850 [Mfc.]
Index to Bank of England will extracts 1717-1807
UK-Info disk 2001 [CD-ROM]
Victoria County Histories. S: H Blakey, A Stiles & many others.
British Vital Records Index 1538-1888. 2nd edn. [CD-ROM]
Master name index to Bedfordshire registers pre-1813 [CD-ROM]
Cornish Forefathers register transcripts [CD-ROM]. S: M Stevens.
Gloucestershire monumental inscriptions index 2003 (on-going). D: Gloucestershire FHS
Gloucestershire 1851 census transcript & index [CD-ROM]. Review.
Nottinghamshire 1841 & Nottingham 1851 census transcript & index
Wiltshire 1851 census transcript & index
Exchequer rolls of Scotland (1264-1529). D: Kensington & Chelsea Libraries
Canadian 1881 census transcript & index [CD-ROM]
Vital Records Index for Mexico [CD-ROM]. D: Genealogical Society of Utah
Passenger & immigration lists index 2003(sic), parts 1 & 2
US 1880 census transcript & index [CD-ROM]
Pedigree Resource File discs 11-25 plus master index [CD-ROM]. D: Genealogical Society of Utah

LECTURES AND COURSES

(This table is referred to in the section headed Lectures and Courses on page 6)

Day	Title	Speaker	Mem	Non-Mem	Total
16-Jan	The London Diaspora: Records of the Jewish community in the LMA	Charlotte Shaw	8	13	21
19-Jan	The History and development of the GRO births, marriages & deaths indexes	Audrey Collins	13		13
19-Jan	Genealogy on the Macintosh	Geoff R Hobbs	10	3	13
23-Jan	Using the Society's OPAC	Sue Gibbons	33	2	35
24-Jan	Visit: Senate House Library and Institute of Historical Research	Visit	6		6
30-Jan	400 Million Names	Jeanne Bunting & John Hanson	23	4	27
7-Feb	Visit: British Library, Oriental & India Office Collections	Visit	16	2	18
13-Feb	Working Lives: Postal Workers	Katherine Byrne	23	6	29
16-Feb	Multimedia in Family History	Jeanne Bunting & John Hanson	9	2	11
20-Feb	Does it run in the Family? Genetics for genealogists	Dr Diane Brook	40	7	47
21-Feb	Visit: Hyde Park Family History Centre	Visit	15	1	16
23-Feb	Sources for the USA	John Kowalinka	23	4	27
27-Feb	Title maps & Apportionment	Paul Blake	20	3	23
2-Mar	The Great Courts	Michael Gandy	39	6	45
6-Mar	Using the Society's Library	Sue Gibbons	38	9	47
13-Mar	Scanning & enhancing photographs	Jeanne Bunting	28	10	38
14-Mar	Visit: John Rylands University Library, University of Manchester	Visit	4	2	6
16-Mar	Beginners' Course	Audrey Collins & Geoff Swinfield	15	3	18
20-Mar	The Charles Booth Archive	Sue Donnelly	30	9	39
27-Mar	Using English Origins Databases	Else Churchill	13	1	14
3-Apr	Cramming for Genealogy Exams?	Geoff Swinfield & Else Churchill	3	1	4
5-Apr	What's in it for me?	Various	8		8
6-Apr	The 1901 census online from the PRO	Barney Tyrwhitt-Drake	22	5	27
11-Apr	Family History Skills Course - First Stage Beginners	Various	15	7	22
18-Apr	Visit: Royal Commission on Historical Manuscripts	Visit	12		12
20-Apr	Merchant Seamen's Records - Recent releases and new discoveries at the PRO	Chris Watts	21	5	26
27-Apr	Internet for Genealogy	Various	17	3	20
1-May	Using Custodian Software	John Hanson	25	1	26
9-May	Visit: Bethlem Royal Hospital Museum & Archives	Visit	10	1	11
18-May	Family Tree Maker software for beginners	Jeanne Bunting	16	6	22
22-May	Irish Migration to 19th Century Britain: patterns and sources for family historians	Dr Graham Davis	33	6	39
23-May	Visit: National Maritime Museum Library & Archives	Visit	14	1	15
25-May	Using Generations for Beginners software	John Hanson	10	4	14
29-May	Imkeepers & Publicans - from the 16th century to modern times	Judith Hunter	40	9	49
5-Jun	Introducing non-conformity	Alan Ruston	10	3	13
8-Jun	Town Records	Joan Dilts	7	2	9
12-Jun	Records before the Tudors - What chance?	John Titterton	30	1	31
19-Jun	Searching for title deeds	Various	7	1	8
20-Jun	Visit: British Library Newspaper Library	Visit	18	2	20
22-Jun	LDS CD Resources	John Hanson	6		6
26-Jun	400 Million Names	Jeanne Bunting & John Hanson	16	2	18
29-Jun	Using Title Deeds	David Smith	10	2	12
3-Jul	Working Lives: 19th century shopworkers	Audrey Collins	9	3	12
13-Jul	Getting the best from the 1881 census index on CD Rom	John Hanson	15	3	18
20-Jul	Advanced use of Family Tree Maker software	Helen Williams	21	4	25
20-Jul	What else is in the parish chest	Jean Debney	18	4	22
27-Jul	Computer Programs for family historians	Various	18	5	23
5-Aug	Routes to Roots	Various	12	1	13
7-Aug	Using the Society's OPAC	Sue Gibbons	20	3	23
17-Aug	Using Family Origins Software	John Hanson	3	2	5
4-Sep	Using Generations software for advanced users	Tim Powys-Lybbe	20		20
5-Sep	Family History Skills Course Second Stage - Intermediate level	Various	22	6	28
7-Sep	Beginning Palaeography	Hilary Marshall	11	3	14
11-Sep	Using the Society's Library	Sue Gibbons	24	1	25
12-Sep	Visit: Hyde Park Family History Centre	Visit	13		13
14-Sep	I'm Stuck - sources & techniques for localising that missing ancestor	Geoff Swinfield	34	10	44
17-Sep	Visit: Public Record Office Induction Day	Visit	17	3	20
18-Sep	Mobile Computing	Jeanne Bunting & John Hanson	5		5
21-Sep	Reprinting old books on CD Rom, the Archive CD Books Project	Barney Tyrwhitt-Drake	6	1	7
5-Oct	Scanning & enhancing photographs	Jeanne Bunting	16	12	28
12-Oct	Extracting, converting & using computer data	John Hanson	10		10
16-Oct	Legacy Family Tree	Alec Tritton	13	3	16
19-Oct	Ancestors in the Kings Service	Michael Gandy	8	2	10
23-Oct	Using English Origins Databases	Else Churchill	12	1	13
26-Oct	Internet for Genealogy	Various	15	5	20
9-Nov	Advanced Palaeography	Hilary Marshall	11	1	12
13-Nov	Getting the best from the 1881 Census index on CD Rom	John Hanson	18	4	22
20-Nov	Working Lives: 19th & early 20th century domestic servants	Pamela Horn	22	8	30
21-Nov	Visit: British Library, Oriental & India Office Collections	Visit	16	1	17
27-Nov	Genealogy for Librarians & Archivists	Else Churchill	4	32	36
30-Nov	PCC Wills online from the PRO	Barney Tyrwhitt-Drake	19	4	23
30-Nov	Genealogy on the Internet	Peter Christian	12	11	23
7-Dec	Professor Pepper's Magic Lantern, A Victorian entertainment & social history	Nick Scabill	9	2	11
10-Dec	Visit: Public Record Office Induction Day	Visit	19	7	26
	TOTAL		1228	291	1519

REPORT OF THE AUDITORS

We have audited the financial statements on pages 21 to 34 which have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on page 24.

The report is made solely to the Charitable Group and the company's members, as a body, in accordance with Section 235 of the Companies Act 1985.

Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members, as a body, for our audit work for the report, or for the opinion we have formed.

Director's Responsibilities

Company law requires the Directors, who are members of the Executive Committee, to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business;

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and the group and to enable the Directors to ensure that the financial statements comply with the Companies Act 1985. The Directors are also responsible for safeguarding the assets of the company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Respective responsibilities of directors and auditors

The company's directors are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Trustees' Annual Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also included an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and whether the accounting policies are appropriate to the group's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we consider necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statement.

Opinion

In our opinion the financial statements give a true and fair view of the state of the affairs of the company and the group as at 31st December 2002 and of the group's incoming resources and application of resources, including income and expenditure of the the group for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

F W STEPHENS & CO
CHARTERED ACCOUNTANTS
REGISTERED AUDITORS
10 Charterhouse Square
London EC1M 6LQ

30 April 2003