

SOCIETY OF GENEALOGISTS

(A company limited by guarantee)

Report and Financial Statements



Year ended 31 December 2003

Charity no. 233701
Company no. 115703

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2003

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 2003 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

It is with some satisfaction that I can report that the Society has ended the year 2003 in considerably better condition than at the end of 2002. As the Treasurer's report will reveal, for the first time since 1999 Society income and expenditure have very nearly matched. This major success has not been achieved without some difficult decisions, notably in regrettable staff reductions and moving out of useful rented premises off-site from Charterhouse Buildings.

Good progress has been made in finalising and beginning to implement the Business Plan which was presented informally at the last Annual General Meeting. In particular, the Executive Committee is beginning to assume its proper role as the governing body of the Society, rather than being involved in daily operational details. An Operations Committee and an Information Technology Working Party are now functioning to help with short term matters. A review was conducted of our membership renewal process and improved process and control methods were prepared in the last quarter of the year enabling a much smoother start to 2004.

Our Society is unable to function fully without the active support of our many volunteers. The Business Plan also recognised the need for an improved support system for the volunteers. A Volunteer Working Party is now in operation, providing a discussion forum, news and information, training, and improved contact with the Executive Committee.

The Membership Survey that many of you completed some time ago has also been invaluable in helping your Committee recognise your need for contact with the Society outside of London. The presence of the Society at over thirty Family History Fairs around the country in 2003 has provided Member contact and feedback, while encouraging new people to become members. The sale of books and CDs at these fairs has increased significantly. Much of this is due to the efforts of our volunteers including Mr T Wood, Mr M Mason, Mr R Moore, Mrs M Moore, Mrs J Bunting and Mr J Hanson. We extend our thanks to them.

The Library has continued to be well used, especially the computer suite, reflecting the booming interest in internet genealogy. At the same time, use of our classic and valuable Library collection has not slowed. In many cases, there is no substitute for the wealth of materials we are fortunate enough to have at Charterhouse Buildings.

During the year, more unique Library materials have been placed on the English Origins website for the benefit of members living far from London. The pay-for-view version of the site provides a welcome financial contribution to the Society.

Your Society has also taken an active part in the consultation process to the proposed changes to General Registration in the UK. Our Genealogy Officer, Miss Else Churchill, has rendered great service not only to the Society in these matters, but also to the benefits of all family historians. This important contribution has not ended, as the wheels of government move through the various stages of resolution and implementation.

Finally, the whole staff of the Society under the leadership of Mrs J Perrin have worked very hard in the last year, maintaining standards with ever decreasing headcount. We thank them on your behalf.

William Michael Wood

REVIEW OF ACTIVITIES AND FUTURE DEVELOPMENTS

STRATEGIC REVIEW

The Executive Committee and Management team completed its initial business plan to direct the future development of the Society. In 2003 it is pleased to report that good progress has been made on implementing its content. The first part of the plan needed priority to enable structures to be put in place to achieve the rest of the plan.

Under the first part concerning **Implementing Effective Organisational Structures** the Society has:

- Focused the Executive on a strategic role rather than operational.
- Established an Operations Committee, manned by the three senior staff and key members of the Executive Committee. This committee enables a faster decision making process in order to achieve results.
- Restructuring of Committees is being reviewed to make the most effective use of expertise.
- The Memorandum and Articles of Association have been reviewed to follow current legislation and a discussion will be held with members at the end of the Annual General Meeting.
- Enhanced training and communications have been commenced for staff. All staff have current contracts, job descriptions and have an annual work review to discuss training needs.
- A focus group has been agreed upon of external advisors to the Society, the participants still to be agreed.
- Increasing the numbers of volunteers and integrating them more in the Society has been facilitated by the commencement of a new Volunteers Working Group.
- Returning to Financial Health as soon as possible is well in hand and as reported elsewhere 2003 came out far better than predicted.
- Enterprises are carrying out projects to assess new income streams.
- Financial information has been changed to show everything on a fully costed basis to allow for better decision-making.
- Maximising membership numbers and income is being assessed as part of the revamp of the Memorandum and Articles of Association.
- Spreading membership income over the year has commenced with a new upgrade to software already installed to allow commencement of a rolling renewal system.
- Developing new streams of income, grants and donations has been initialised by a new Marketing Working Group and will be supported by a Fundraising Working Group.

All these initiatives will support the rest of the Business Plan and enable our aims and purposes to be carried out efficiently and smoothly.

MEMBERSHIP

At the end of 2003 membership stood at 12,055 (14,051 – 2002). The fall was anticipated in response to the rise in subscriptions, but the decrease was less than expected.

2003 was not the easiest for the membership department, with a change in staff at the crucial renewal period. New procedures and monitoring are helping with this area, which is recognised as the key ‘customer service’ contact point for our Members. Thanks are given to Dayo Akinrele for all the effort he has, and continues, to put into this area.

A survey of the members was undertaken in December 2002 and the results were published in the September 2003 issue of the *Genealogists' Magazine*.

Day search fees were increased to £3.50 for one hour, £9.20 for four hours and £14.50 for a day. Income from this area dropped again slightly from last year.

ELECTRONIC PUBLISHING

The Society’s partnership with Origins.net continues. Over the year the names of brides and grooms from further sections of Boyd’s marriage index were added to the English Origins website. This took the number of names indexed from approximately 4 million entries at the end of 2002 to about 7 million at the end of 2003. The digitisation of the first miscellaneous series brought an additional bonus since the names of the brides 1701-1750 were not indexed before and now they are accessible for the first time. Further names of City of London apprentices were also added during the year, most notable were entries for the Blacksmith’s Company which being so numerous, have yet to be published in hard copy.

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.

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 one new Fellow was announced at the AGM in 2003. The distinguished candidate was Mr Ian Jeffery Hilder. A full list of Fellows is given on 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. 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 2003, Certificates of Appreciation were awarded to twelve people who played a major part in volunteering for the Society and aiding Genealogy in general. The recipients were Nova Atkinson, Kathy Elam, Colin Gibbens, Cyndi Howells, Christine Loveridge, Pat Loveridge, Virginia Anne Loveridge, Deidre McGillivray, Nicholas Newington-Irving, Andrew Nicoll, Daphne Palmer and Myrtle Rogala.

VOLUNTEERS and STAFF

The last year saw six changes to staff at the Society.

In February Matthew Tinsley left the Society in his position as Bookshop Assistant. This role was not filled. In March unfortunately Ken Divall was made redundant as a result of the Bookshop closure. We are pleased that Ken was able to secure another position with the Imperial War Museum and is still a regular visitor to the Library.

In May Linda Melvin replaced Sheila Marshall as the Saturday Front of House Assistant.

In August Marie Hickey, the library secretary and research assistant, left after eleven years' service with the Society to return to her home in New Zealand. We wish her well in her new life. Her research work is continued on a part time basis by Matthew Pridham who joined the staff in October.

Finally Joan Waddon joined the Society in a part-time capacity at the Front of House in November.

A complete list of paid staff at 31 December 2003 is given on page 16.

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.: Colin Allen, Ernest Angell, Nova Atkinson, Peter Axford, Jean Boothby, Di Bouglas, Jean Bryan, Jeanne and Michael Bunting, Cherry Cheshire, Doreen Clayton, Helen Cohen, Audrey Darrington, Kathy Elam, Elaine Eldridge, Brian Evans, Nancy Furlong, Colin Gibbens, Janet Gould, Elizabeth Gray, Marina Hall, Don Halliday, Frank Hardy, David Horwill, Beth Iegge, Michael Isherwood, Ann Jenkinson, Chris and Pat Loveridge, Fanina Lucas, Sue Lumas, Elisabeth McDougall, Deirdre

MacGillivray, Dick Mynott, Nick Newington-Irving, Andrew Nicholl, Anita Nicholls, Val Palmar, Daphne Palmer, Judy Panter-Brick, Eve Perry, Gill Pickup, Sophie Pigott, James Quinlan, Judy Rood, Alison Ross, Beryl Schumer, Mark Seymour-Taylor, Michael Snook, Nick Spence, Adrienne Thirkell, David Ventham, Barbara Westmuckett, Ann Wilkie, Michael Wood and other volunteers. Chris Broomfield, our webmaster, Graham Walter 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. Richard Moore co-ordinates the team of volunteers (Meryl Catty, Elizabeth Silverthorne, Peter Park, Roy Stockdill, Kathy Elam and Ken Divall) who offer the free genealogical advice sessions every other Saturday. Thanks also go to all those who work for the Society from home on transcription and indexing projects. This year the Society established the Volunteers Working Party to further enhance and promote the activities of the volunteers and especial thanks go to James Quinlan, Nick Newington-Irving and Ian Waller for their work in bringing this forward.

Thanks also go to Mrs Marjorie Moore who continues to represent us at the Scottish Association of Family History Societies.

A volunteers' tea party was held on 17 May and a Christmas party on 16 December to thank Members for their work for the Society.

THE LIBRARY

For a second year running the library budgets were held in maintenance mode, however thanks largely to generous donations during the year (figures for 2002 in brackets), there were 4,088 additions to the library (2,460). Of this total 449 (417) were individual transcripts or copies of church registers and 324 (193) were transcripts of monumental or tombstone inscriptions.

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. Just over £5,276 was given by Members for the purchase of specific or general acquisitions for the Library. Notable additions during 2003 - showing, where appropriate, the name of the donor - are given on page 17.

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 stall at the SoG Family History Fair, the Library made £1,526 to add to its budget.

During the year 9,132 items on closed access were produced for library users by the staff and volunteers in the Lower Library and 314 items (307) were borrowed from the Library by 259 members of which 164 (140) were copies of registers. £3,973 (£1,914) donated by members for the purpose was spent on conserving and binding existing and new stock.

Volunteer projects. Work on the enormous Brooks-Davies Collection under the supervision of Dick Mynott and on the indexing of the St. Andrew Holborn marriage registers under the leadership of Colin Allen was begun. Indexing of the Great Western Railway probate (stock transfer) registers was continued by Frank Hardy and David Horwill. The results of these projects will, in time, be available in electronic form.

PUBLICATIONS

The Society continues to publish its various series of useful genealogical titles. Seven new titles were added bringing the Society's total number of publications to 169. Some existing titles were reprinted. A list of the new titles and reprints appears on page 17. Two new titles in the *My Ancestor* series included works on Inghamites and Coalminers. Both have proved popular with the latter having run to several reprints during its first year. Cliff Webb continues to work hard on his series of indexes to London City Apprentices. This year the Society was delighted to receive sponsorship from the Worshipful Company of Tallow Chandlers and the Pewterers' Company that enabled the Society to offset some of the printing costs thus enabling this series to be continued in hard copy. Thanks are due to the series editors Anthony Wilcox (who took over from Cliff Webb as editor of *NIPR*), Roy Stockdill (*My Ancestors ...*) and Neville Taylor (*County SoG Library Guides*) as well as to Sue Lumas for her editorial assistance. Michael Gandy continues to edit the *Genealogists' Magazine* and Sean Brady edits *Computers in Genealogy*.

LECTURES, COURSES and FAIRS

The Society continues to promote a full programme of events, visits, lectures, workshops, tutorials and courses both at the Society or elsewhere. The lecture room is booked most weekends either for Society events or by outside bodies who are of course most welcome. The midweek lectures continue to be popular. In addition to a list of events held at the Society which appears on page 18 the Society hosted a general introduction to genealogy as part of the Adult Learners week in May. This will become a regular event. Attendance at lectures increased slightly to 1,560 (from 1,518 last year).

The eleventh Family History Fair was again held at the Royal Horticultural Hall in Westminster on 3 & 4 May and was a successful event. No other fair was arranged for this year. The Society was delighted to negotiate with 1837online.com to sponsor the 2004 event, the Family History Show, which will take place at the RHS on 1 & 2 May. The sponsorship includes a free beginners stream of lectures introducing family history.

The second Summer School *Routes to Roots* took place during August offering tuition and guidance at various London repositories. This continues to be a popular event.

COMMUNICATION

The Society's website continues to attract a substantial number of visitors and although usage decreased following the rationalization of the online bookshop there was growth over the full year. The site appeared again in *thegoodwebguide genealogy* for the third time running. Work was started on a re-design of the website to make it conform to the latest web design standards and to make it more accessible. This is a major undertaking and thanks are due to Kevin Lawrence for the contribution he is making to this important step forward.

Increased use of the Computer Suite in the lower library coupled with the availability of census and other primary records as image files on the Internet resulted in the installation of Broadband network access. It is now possible to use Family Search from all floors and to use some CD-ROM data from a network server. Work is continuing to decrease physical handling of resources on CD-ROM where this is practical.

A first draft of a ICT Strategy resulted in urgent attention being paid to the ongoing provision of the Library Catalogue once Microsoft withdrew support for NT4 at the end of 2004. This resulted in opening discussions with the supplier with the aim of finding a cost effective solution. As a result the Society will be placing a contract with the supplier in 2004 to host the Library Catalogue on servers off-site. This solution has the ability to provide Internet access from standard browsers possible in future.

Due to increased levels of e-mail viruses and junk mail processes were put in place to minimize the risk of infection. Routine maintenance tasks make significant calls on both volunteer and staff resources.

Key areas still to be resolved are the implementation of a server to support the administration of the Society, replacement of PCs running Windows 95 and automating some of the routine maintenance functions.

The Members List has 450 members and the open NEWS List has 1530 members. The drop in numbers in the News List is mostly due to subscribers not notifying changes of email address rather than resignations.

EXTERNAL LIAISON & MEDIA COVERAGE

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 Records Centre User Group, Probate Users Group, PRO/TNA Online Projects Advisory Committee, Friends of the Public Record Office/National Archives, London Research Libraries in History, the British Record Society and Scottish Association of Family History Societies,

In addition to representations through these bodies, the Society made formal responses to discussion or consultation papers on the following subjects

- General Register Office *Civil Registration: Delivering Vital Change* consultation paper
- The National Audit Office report on the 1901 Census
- The TNA Draft Operational Section Policy 18 (dispersal of overseas records of births marriages and deaths)
- TNA Consultation on Freedom of Information Act and professional research at the PRO
- *re:source* (Council for Museums, Libraries and Archives Taskforce Evidence Commissions Hearings)
- TNA's proposed National Records and Archives Legislation
- TNA's proposed framework of standards for the inspection of archive repositories and services
- Office for National Statistics gateway review concerning Civil Registration databases and meeting with IT consultants working on behalf of registration service.

The Society of Genealogists continues to lobby on behalf of its Members and the genealogical community as a whole.

In addition the Society continued its media presence with interviews for the Canadian Broadcasting Service (CBS radio), BBC Radio 4's *Making History*, BBC Radio 5 Live, BBC World Service and BBC Radio Wales along with interviews for *London Weekend Television* and BBC News 24 (broadcast on BBC2). The Genealogy Officer spoke at the BBC Radio Wales Genealogy Road Show in Cardiff and at the Hilton Hotels Heritage & History Weekend in Brighton. The Genealogy Officer writes a regular column in *Your Family Tree* magazine on behalf of the Society of Genealogists and submits articles and information for the genealogical press.

The Genealogy Officer, Librarian and volunteers, gave 22 lectures on the Society and its Library to family history societies and other organisations around the country.

Open days for prospective members were held on 17 March, 29 June and 19 October. Free Library tours and advice sessions were given on alternate Saturdays during the year. Twenty-three other groups were also given talks or tours of the Library including parties from Australia, New Zealand, New England, Utah and Virginia.

The Society of Genealogists continues to support the work of academic research and welcomes a research project into occupations shown in parish registers undertaken throughout the year at the Society by the Cambridge Group for Population Studies. The Society also supported a grant application by Bromley Archives. In February a representative of the Victoria & Albert Museum visited the Library to identify material in our collections for inclusion in the Artists' Papers Register.

FINANCE

There was the expected drop-off in subscription renewals at the start of the year, but this was better than we allowed for in the budget forecast. We were unable to sub-let the Dallington Street premises on a short lease, but a new tenant taking over the premises at the end of our term allowed us to negotiate the surrender of the lease on better terms than we anticipated. The strict budget applied at the beginning of the year and the closure of the Bookshop with the subsequent staff reduction brought about the savings required to contain our expenditure. As a result the deficit for the year was much less than anticipated.

The Bookshop was formally closed at the end of February 2003 but Society publications are sold over the counter at reception and online. Trade sales of Society publications are still available. This streamlining is proving very effective and the cost savings should be reflected in the Society's financial performance during 2004. The mobile Bookshop, which is run by volunteers, represented the Society at over thirty fairs around the country and made a good contribution to total sales.

During 2003, legacies were received under the wills of Michael David Bass, Ann Miriam Brining, the Ronald George Butler Gwyer Trust and Derek Milledge totalling £21,200. Notable donations were received from The Church of Jesus Christ of Latter-Day Saints of £2,991 and other substantial amounts from anonymous donors totalled £5,000. The Executive Committee records its thanks for the generosity of those who support the Society's work in this way. We still have a pressing need to raise funds to replenish the Society's financial reserves. Our Development Fund now needs to be built up again for the future.

Internal systems were endorsed during the year with a full inspection completed by the VAT office and the PAYE office. Both were concluded satisfactorily and the Government Departments were satisfied with our systems. The VAT officer was particularly pleased to see the improvements to financial systems that had been made during the last three years making his audit go very smoothly.

The year ahead is not going to be an easy one financially. Two years of tight fiscal controls will need to be relaxed a little to prevent complete stagnation and to allow us to upgrade equipment and keep up with conservation of the Library. In spite of this we have decided not to raise Members' subscriptions and to increase our income by other means, all being actively pursued by the Operations Committee.

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 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 four committees – Lectures, Library & Records, Operations and Publications – and the Executive Committee itself. A full list of all members of all committees for the 2003 to 2004 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 fourth year of operating the commercial trading activities of the Society. The subsidiary gift aids any 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 completed its strategic review during 2003. Considerable progress has been made on the resulting Business Plan, which includes items for continued review and amendment including the current Memorandum and Articles of Association as mentioned in the Chairman's overview.

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 have forecast the level of free reserves (that is those funds not tied up in fixed assets, and designated and restricted funds) which 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. The level is still somewhat lower, and it is the trustees' view that the balance of income and expenditure should be managed to increase the level of free reserves to the appropriate level.

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 on 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 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 2003-2004 were as follows:

Chris Broomfield	
John Egan	elected 10 June 2003
John Hanson	
Frank C Hardy, FSG, <i>Chairman to June 2003</i>	
Mark Herber	elected 10 June 2003
Sharon Hintze	
Nicholas J Newington-Irving, FSG	
Tim Powys-Lybbe	elected 10 June 2003
Roy Stockdill	
Geoffrey T Stone, <i>Honorary Treasurer</i>	
Ian Waller	elected 10 June 2003
Michael Williamson	elected 10 June 2003
William Michael Wood, <i>Chairman from June 2003</i>	
Dr David Wright	elected 10 June 2003

Company Secretary June M Perrin

Registered Office 14 Charterhouse Buildings, Goswell Road, London EC1M 7BA

Auditors FW Stephens, 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

William Michael Wood (Chairman) 11 May 2004

Enterprises Directors

John Addis-Smith	Michael Bunting
Stephen Hale	Sharon Hintze
Geoffrey Stone	Michael Williamson, <i>Chairman</i>

Company Secretary June Perrin

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Auditors FW Stephens, 10 Charterhouse Square, London, EC1M 6LQ

Bankers HSBC, 74 Goswell Road, London EC1V 7DA

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

WHO'S WHO AT THE SoG: GOVERNANCE

President: HRH Prince Michael of Kent, KCVO

Vice Presidents: The Rt Rev John Kingsmill Cavell, MA
(at 31 December 2003) 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	Operations	Publications
John Addis-Smith FSG			X		
Colin Allen FSG		X			
Sean Brady					Ex officio
Chris Broomfield	X - 8			X	
Ros Dunning			X		
John Egan	X - 8				X
Kathy Elam		X			
Michael Gandy FSG					Ex officio
John Hanson	X - 9	Chairman		X	
Frank Hardy FSG	V-Chairman - 8		Chairman		
Mark Herber	X - 6		X		X
Sue Highley		X			
Sharon Hintze	X - 7	X		X	
David Horwill			X		
Michael Isherwood			X		
Dominic Johnson		Vice-Chairman			
Susan Lumas FSG					Vice-Chairman
Nicholas Newington-Irving FSG	X - 9		Vice-Chairman		
Tim Powys-Lybbe	X - 7				X
Roy Stockdill	X - 9				Chairman
Geoff Stone	Hon. Treas. - 9	Ex officio	X	Ex officio	Ex officio
Ian Waller	X - 6	X			
Diane Waters		X			
Cliff Webb FSG			X		X
Anthony Wilcox FSG					Ex-officio
Jim Willerton FSG			X		
Michael Williamson	X - 9			X	
William Michael Wood	X - 9	Ex officio	Ex officio	Ex officio	Ex officio
Dr David Wright	X - 6				X

NOTES:

- (1) The Executive Committee met nine times between the AGM in 2003 and the Annual Report preparation (March 2004). The number shown is the number of meetings attended by the Member out of the nine meetings.
- (2) All Committee Members were members for the full nine meetings.

EXECUTIVE COMMITTEE MEMBERS' PROFILES

Profiles of the Executive Committee as at 31 December 2003

Chris Broomfield MIEE, CEng, 62, 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 Egan, 76, member since 1987. Now retired previously employed in journalism and later became the chief media spokesman for British Telecom. Editor of *The Irish Genealogist* and also a member of the Catholic Family History Society. Elected to the Executive Committee in 2003.

John Hanson, 56, 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, 63, member since 1981. Railway Civil Engineer. Elected to the Executive Committee in 1990 (Chairman 2002-3).

Mark Herber, 44, member since 1992. A solicitor who specialises in fraud and insolvency investigations. Author of the highly acclaimed *Ancestral Trails* and other titles, also acting as Editorial Consultant for Readers' Digest *Explore your family's past*. Elected to the Executive Committee in 2003.

Sharon Hintze, 59, 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. Former COO Barilla Spa. Former senior vice president with Nestlé and Mars Incorporated. Elected to the Executive Committee in 2002.

Nicholas Newington-Irving, FSG, MInstAM, 66, has been a member since 1970 and an Executive Committee Member since 2000. He has worked in the Library for nearly 20 years mainly producing guides. Since retirement he has indexed a large number of books. He is a retired RAF Officer and a former civil servant.

Tim Powys-Lybbe, 65, member since 1998. Now retired was previously a Manager in Training, Planning & Supplies and Projects with United Biscuits PLC. Active in genealogy for over 8 years with his own genealogical website. Also does lecturing on genealogical programs.

Roy Stockdill, 63, 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, 62, 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. Society Treasurer since 2001.

Ian Waller, 54, member since 1990. A professional genealogist teaches both family and local history at both basic and advanced levels at various adult education community colleges in Luton and Bedfordshire, other family history societies and the Society of Genealogists. Previously served on the committee of the Hertfordshire Family History Society and was the editor of its quarterly journal for 5 years.

Michael Williamson, 59, member since 1970. Computer Consultant. Treasurer of British Motorcyclists Federation and also a church organist. Co-opted to the Executive Committee in 2002.

William Michael Wood, FInstSMM, 66, 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.

Dr David Wright, 50, member since 1976. A professional genealogist for 25 years who has lectured and published widely, and produced several major indexes. He also teaches classics, palaeography and textual criticism. A founder member of the Kent Family History Society, he has served on its committee and also undertaken much monumental inscription work.

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 2003 there were just three Honorary Fellows.

Anthony Camp, MBE

Jeremy Gibson

Donald Whyte

There were eighty Fellows.

John Addis-Smith

David Gardner

Eric Probert

Colin Allen

Paul Gorry

Mrs Doris E Pullen

Mrs Norma Allum

Stephen Hale

Prof Brian Randell

Michael Armstrong

Frank Hardy

Richard Ratcliffe

Mrs Hilary Batha

John Harnden

Dr Colin Rogers

Dr Morris Bierbrier

David Hawgood

Alan Rolfe

Paul Blake

Ian Jeffery Hilder

John Rowlands

John Blight

Cecil Humphery-Smith

Mrs Sheila Rowlands

Brian Brooks

Kingsley Ireland

Malcolm Sainty

Mrs Yvonne Jeanne Bunting

Keith Johnson

Dr Michael Siddons

Michael Burchall

Dr Anthony Joseph

Mrs Elizabeth Simpson

Dr Barbara Carter, JP

Charles Kidd

Paul Floyd Smart

Dr Colin Chapman

Miss Patricia Kirkland

Dr Peter Spufford

Mrs Isabelle Charlton

J M Kitzmiller II

David Squire

Peter Christian

Frank Leeson

Don Steel

Dr W E Church

Brian Loomes

Miss Monnica Stevens

Peter Wilson Coldham

Mrs Susan Lumas

Hon Guy Strutt

Major R M Collins

Michael Maclagan, CVO

Neville Taylor

Miss Stella Colwell

Miss E McDougall, MBE

Rt Hon the Lord Teviot

Harold Culling

Sir Mervyn Medlycott, Bt

Dr Neil Thompson

Alan Dell

Mrs Marjorie Moore

Mrs Jean Tookey

Patric Dickinson

Richard Moore

Dr Chris Watts

Dr Andrea Duncan

Mrs Joy Wade Moulton

Cliff Webb

L W Lawson Edwards

Dick Mynott

Anthony Wilcox

F J Fone

Nicholas Newington-Irving

James Willerton

Brian Frith, MBE

Derek Palgrave

Vic Gale

Peter Park

Michael Gandy

WHO'S WHO AT THE SoG : STAFF

Staff Team as at 31 December 2003

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
Library Assistant (part-time)
Cataloguer (part-time)

Sue Gibbons, BA (Hons), MCLIP
Else Churchill, BA, DipLib
Claire Bullen, BA
Nick Fogg, MA, DipLib
Tim Lawrence, BA
Mathew Pridham
Angela Thomson, BA, MCLIP

ADMINISTRATION

Acting Director
Finance Manager
Administrator
Membership Secretary
Events Co-ordinator & Publishing Secretary
Front of House Assistant (part-time)
General Assistant
Saturday Assistant

June Perrin
Dayo Akinrele, BA (Hons)
Sheila Marshall, BA (Hons)
Jayshree Negandhi
David Walsh
Joan Waddon
Lori Weinstein
Linda Melvin

SOCIETY OF GENEALOGISTS ENTERPRISES LIMITED

Acting Chief Executive
Graphic Designer
Accounting Assistant (part-time)
Saturday Assistant

June Perrin
Rosie Miller, BA (Hons)
Catherine Martin
Catherine Martin

NEW PUBLICATIONS

London apprentices vol. 39: Tallow Chandlers' Company	<i>Cliff Webb</i>
London apprentices vol. 40: Pewterers' Company	<i>Cliff Webb</i>
My ancestor was a Coalminer	<i>David Tonks</i>
My ancestors were Inghamites	<i>P J Oates</i>
My ancestors were Londoners (reprint)	<i>Cliff Webb</i>
Dates and calendars for the Genealogists (revised)	<i>Cliff Webb</i>
Examples of Handwriting (reprint)	<i>W S Buck</i>
County sources at the Society of Genealogists: Wales and Suffolk	<i>Neville Taylor</i>
National Index of Parish Registers: Cambridgeshire	<i>Anthony Wilcox</i>

These can be purchased from the Society or via our website

NOTABLE ADDITIONS TO THE LIBRARY

1851 & 1891 census returns. Mf. D: PRO.
The Anstruther Catholic marriage index. Mfc.
Crew lists and agreements 1863-1913. CD-ROM. D: Crew List Indexing Project.
Donations toward the re-building of St. Paul's Cathedral after the Great Fire of London on a brief dated 1677/78. Mf. S: J Brierley et al.
List and Index Society publications. D: Kensington and Chelsea Libraries.
Buckinghamshire 1851 census transcript & index. CD-ROM. Review.
Plymouth [area] marriage index, vols. 1-2 [mostly 1850s - 1900s]. CD-ROM. S: D Horwill.
Essex marriage registers vols. 86-91, by Jack Baxter (donor)
Bristol baptisms index 1813-37, vols. 5-7. Mfc. D: Bristol & Avon FHS.
Gloucestershire B(I) c. 1813-51. CD-ROM. S: C Webb.
Gloucester St. John, St. Mary and St. Nicholas registers. Mfc. S: J Jones & purchase.
Hampshire [excluding the Isle of Wight] B(I) 1400-1837. CD-ROM. S: B J Grimshaw.
Leicestershire and Rutland B(I) 1813-91 volume/version 2. CD-ROM. S: F Adcock.
Lincolnshire B(I) 1813-1900, vols. 29-37. Mfc. D: Lincolnshire FHS.
Norfolk marriages 1801-37. CD-ROM. D: Anon.
Nottinghamshire 1861 census surname index. CD-ROM.
Cardiganshire B(I) 1838-65, vols. 7-12. Mfc. D: Cardiganshire FHS.
Montgomeryshire 1891 census transcription & index. CD-ROM.
Pedigree resource files, discs 26-50 & master index. CD-ROM
Passenger and Immigration Lists Index 2004 supplement.

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
20-Jan	Genealogy for Librarians and Archivists	Else Churchill	1	35	36
25-Jan	400 Million Names	John Hanson	16	0	16
29-Jan	Working Lives: Policemen	Various	25	5	30
1-Feb	Personal Ancestral File	Darrel Lumley	15	1	16
15-Feb	British Families in India	Various	28	8	36
22-Feb	Using Family Historian	John Hanson	27	8	35
27-Feb	Visit: Maughan Library, Chancery Lane	Visit	8	2	10
5-Mar	Resources at the Hyde Park FHC	Sharon Hintze	18	4	22
8-Mar	Beginners Course	Geoff Swinfield	10	11	21
12-Mar	Working Lives: Agricultural Labourers	Ian Waller	40	4	44
20-Mar	Family History Skills Course Third Stage	Various	31	1	32
22-Mar	Using Custodian Software	John Hanson	22	5	27
26-Mar	Using the Society's Library	Sue Gibbons	54	6	40
27-Mar	Visit: British Newspaper Library	Visit	18	1	19
29-Mar	Scanning & Retouching Photographs	Jeanne Bunting	17	7	24
2-Apr	Fighting Talk: Army Records at TNA	Simon Fowler	19	9	28
5-Apr	What can be done in the 17th Century	Else Churchill & Geoff Swinfield	35	4	39
9-Apr	Using the Society's Library Catalogue	Sue Gibbons	18	2	20
10-Apr	Visit: Keats House, Hampstead	Visit	3	1	4
12-Apr	Internet for Genealogy	Various	26	4	30
16-Apr	PRO Online Databases	Helen Campbell	16	2	18
23-Apr	Cramming for Genealogy Exams	Else Churchill & Geoff Swinfield	14	0	14
26-Apr	Latin workshop	Susan Palmer	13	2	15
30-Apr	Newest developments... US repositories	John Konvalinka	12	2	14
7-May	Fighting Talk: Soldiers' Wives	Dominic Johnson	17	2	19
10-May	Memorial Court Workshops	Peter Park	16	2	18
14-May	Working Lives: Men of the Law	Brian Brooks	16	3	19
15-May	Visit: London Canal Museum	Visit	8	2	10
17-May	Family Trees with general purpose programs	Sue Turner	8	0	8
21-May	Using Family Tree Maker Software	Helen Williams	22	14	36
28-May	Immigrants to the USA 1892-1920	Sharon Hintze	13	2	15
31-May	Introduction to Genetics	Chris Pomery	38	7	45
4-Jun	Church court records	Joan Dils	13	2	15
7-Jun	Latin workshop	Susan Palmer	11	0	11
7-Jun	Using Generations software	Tim Powys-Lybbe	15	5	20
11-Jun	LDS Resources for the family historian	John Hanson	2	1	3
12-Jun	Visit: Hay-IMS Probate Archives	Visit	1	0	1
14-Jun	I'm Stuck	Geoff Swinfield	24	4	28
18-Jun	Using PROCAT	A Green, R Kershaw, A Hanson	6	1	7
21-Jun	1881 Census index on CD-ROM	John Hanson	7	2	9
21-Jun	Working Lives: Real People	Bernie Trinder	10	4	14
25-Jun	Using English Origins	Else Churchill	14	0	14
28-Jun	Genetics: part 2	Chris Pomery	20	6	26
9-Jul	Working Lives: Railwaymen	George Yalden	28	9	37
10-Jul	Visit: The Globe Theatre, Southwark	Visit	14	2	16
12-Jul	Beginners Course	Audrey Collins	7	9	16
26-Jul	Computer Programs for family historians	Various	7	6	13
2-Aug	Genealogy on the Internet	Peter Christian	15	6	21
4-Aug	Routes to Roots	Various	11	1	12
16-Aug	General Databases for family history	Sue Turner	12	1	13
3-Sep	Naval Surgeons 1601-1800	John Hailey	12	4	16
4-Sep	Family History Skills Course First Stage	Various	10	12	22
6-Sep	Using Family Historian	John Hanson	25	8	33
10-Sep	Using the Society's Library	Sue Gibbons	13	10	23
13-Sep	Both Sides of the law	Various	11	3	14
17-Sep	Searching for Jewish Ancestry	Anthony Joseph	10	13	23
20-Sep	Catholics in England	Michael Gandy	9	8	17
23-Sep	Visit: TNA Kew	Visit	13	2	15
24-Sep	Fighting Talk: Researching the Indian Army	Peter Bailey	11	1	12
1-Oct	Using the Society's Library Catalogue	Sue Gibbons	7	1	8
3-Oct	What's in it for me?	Various	7	3	10
4-Oct	Indexes - What's in them?	Kathy Elam	15	1	16
8-Oct	Scanning & Retouching Photographs	Jeanne Bunting	13	0	13
9-Oct	Visit: House of Lords Record Office	Visit	13	0	13
11-Oct	Tracing Births Marriages and deaths at sea	Chris Watts	8	0	8
15-Oct	Working Lives: Apprentices	Lilian Gibbens	12	2	14
16-Oct	Visit: Wellcome Library	Visit	10	0	10
18-Oct	Practical Solutions: I'm stuck and sorting it out	Geoff Swinfield	16	5	21
22-Oct	Extracting, converting & using computer data	John Hanson	9	0	9
1-Nov	The 1901 census online	Bernie Tyrwhitt-Drake	18	3	21
5-Nov	Fighting Talk: Naval Records	Paul Blake	8	4	12
6-Nov	Visit: Women's Library	Visit	6	1	7
8-Nov	Introducing Palaeography	Hilary Marshall	17	1	18
10-Nov	Genealogy for Librarians and Archivists	Else Churchill et al	1	24	25
12-Nov	Fighting Talk: WW1 Merchant Seamen	Chris Watts	9	4	13
19-Nov	Working Lives: Agricultural Labourers	Ian Waller	11	5	16
20-Nov	Visit: British Newspaper Library	Visit	19	2	21
22-Nov	Internet for Genealogy	Various	14	2	16
26-Nov	Fighting Talk: Records of the Militia	Dominic Johnson	9	0	9
29-Nov	Using Family Tree Maker software	Helen Williams	17	1	18
1-Dec	Genealogy for Librarians and Archivists	Else Churchill et al	1	13	14
3-Dec	Fighting Talk: A Bomb in Your Back Garden	Peter Park	4	3	7
9-Dec	Visit: TNA Kew	Visit	12	3	15
13-Dec	Advanced Palaeography	Hilary Marshall	14	1	15
	TOTAL		1205	355	1560

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE SOCIETY OF GENEALOGISTS

We have audited the financial statements of the Society of Genealogists for the year ended 31st December 2003 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to 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 company's 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 this report, or for the opinion we have formed.

Respective responsibilities of trustee and auditors

The trustees' (who are also the directors of the Society of Genealogists for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

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 audit opinion

We conducted our audit in accordance with United Kingdom 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 includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's financial

statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered 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 statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity and group affairs as at 31st December 2003 and of the group incoming resources and application of resources, including income and expenditure for the group for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

FW STEPHENS
Chartered Accountants and Registered Auditors
10 Charterhouse Square
London EC1M 6LQ

12th May 2004