

16 After the show

Once the exhibition is over most of the committee will be keen to relax confident it was a job well done. Unfortunately, that is not quite how it works. There remain many tasks to finalise but at least these can be completed without some of the pressure that built up as the exhibition approached and during its short life.

16.1 Returns

This covers return of many things to people and organisations who have provided material on loan throughout the exhibition. It encompasses the return of frames to their storage (see section 12); furniture that was hired (e.g. display frames); return of exhibits (see section 6.8 and 13.7); ensuring overseas commissioner/judges are transported to their flights; and, so on.

No matter how well everything appears to go there will always be little things arising needing to be addressed. For example, an exhibitor hasn't received their medal or critique sheet, etc.

It is important to recognise an exhibition is judged not only what happens at the event but also what happens afterwards. For example, did the organisers follow up on concerns expressed?

16.2 Letters of thanks

One of the positive things to follow the exhibition is ensuring people who have helped in whatever way are properly thanked. This can simply be a formal letter of thanks but, if possible, a certificate of appreciation (using the certificate stock used for exhibitors) and/or an example of the medal will be gratefully received. Obviously, the number of certificates and medals might be limited so some assessment of who might receive such 'awards' will be required. The sooner such thanks are acknowledged the easier and more effective it is.

16.3 Committee debrief

A meeting of the organising committee should be held as soon as feasible to allow thoughts of things that went well or less well can be discussed. This discussion will help the Chairman and others to formulate the reports required by various contributing parties (see 16.4).

16.4 Reports

New Zealand Philatelic Federation (NZPF)

The Approved Regulations for National Exhibitions require reports from individuals to be forwarded to NZPF with an expectation this be at their next executive committee meeting (although some leeway is provided where this may be shortly after the event). These include reports from:

Chairman of Jury

This will cover issues primarily concerning the operation of the jury, recommendations about apprentices, etc and is largely encompassed by the report the Jury Chairman makes for the Awards List (see section 15.5). However, the Jury Chairman may have issues, normally only about jurors or jury processes, he or she raises with NZPF of a confidential nature which the organising committee is not, nor should be, made aware of.

NZPF co-ordinator

The co-ordinator is expected to provide a report no matter how short the timeline might be. They may be limited in what can be said other than providing a general view of how the exhibition appeared to go. If there are concerns, these might be raised with NZPF who will then request the co-ordinator investigate these and report to the next executive meeting of NZPF. The co-ordinator continues to operate as the main conduit between Federation and the exhibition committee until a satisfactory conclusion has been reached.

Chairman of the organising committee

As with the NZPF co-ordinator it is expected a report from the Chairman is provided no matter how short the timeline might be. At the executive committee meeting following the exhibition a report from the Chairman is expected and desirably at every subsequent executive committee meeting thereafter until a satisfactory conclusion has been reached. The Chairman's final report is accompanied by the reviewed exhibition accounts.

Treasurer

The treasurer is in the position that tends to determine when the financial outcome of the exhibition is resolved with Federation (and the parent body if the organising committee is operating as a subcommittee of a society). The reporting requirements are contained in clause 8 of the NZPF Approved Regulations for National Philatelic Exhibitions.

Funding agencies

When making a grant a funding agency would have explained what reports would be required in relation to how their grant has been expended and when any portion of a grant not spent must be repaid. It is imperative such reports, and any repayments are made in good time to maintain the reputation of the organising committee and the hobby if other organising committees were to make future requests.

16.3 Closure of exhibition account

The treasurer proceeds to finalise the accounts.

Repayment of loans

Any loans received must be repaid. Where a suspensory loan was made there generally is no obligation to pay any interest on the amount of the loan. However, where a surplus has been made the organising committee of recent exhibitions have made a nominal payment to the provider of such a loan as a thankyou and recognition of the use made of their money.

Debtors and creditors

There are always a range of miscellaneous debtors and creditors who should pay or be paid.

GST returns

If the exhibition has been GST registered final payments to, or refunds from, IRD arising from the exhibition activities are made.

NZ National Philatelic Trust 'clawback'

The NZPF Approved Regulations at clauses 8.1.3 and 8.1.4 describes the obligation of an organising committee to reimburse a necessary portion of the Trust's grant based on the level of profit made by the exhibition.

Disbursement of surplus

The NZPF Approved Regulations at clause 8.1.2 indicates the NZPF co-ordinator must be involved in discussions regarding distribution of any surplus and use for the good of philately in New Zealand.

Accounts to be reviewed

Once all receipts and payments have been finalised the exhibition accounts (which cover the whole period from the start [probably the application fee to NZPF] to closure) must be reviewed.

The reviewed accounts will accompany the final report from the Chairman of the Organising Committee to NZPF and, where the committee is a sub-committee of a society to that society.