

Minutes of RAGnet AGM held at Glynhill Hotel, Renfrew, Scotland

4 May 2000

Chair: Charlotte Wellington

Present: Jan Davies, Kate Hall, Mark Smith, Edward Hughes, Sarah Manning-Press, Sue Moore, Elizabeth Robertson, Alison Coughtrie, Kathleen Callender, Anne Brocklehurst, Doreen Corlett, Karen Steenson, Dave Hall, Geoff Smith, Steff Hazlehurst, Sue Ellwood, Mike Hession, Phil Clare, Chris Needham, Lorna Hollingum, Susan Baines, Peter Rosenberg, Jacqui Forsyth, Jen Shearer, Jackie Fuller, Peter Townsend, Barbara Hickson, Julia Campbell, Mirilee Pearl, Maureen Skinner, Wiktor Kurzeja, Pauline Muya, Fiona Dale, Sui-Mee Chan, Linda Aitcheson, Andrea Bailey, Kate Nimmo, Charlotte Wellington, Nigel Bilsbrough, Frances Tyson, Julie Gabriel-Clarke

1. Apologies for Absence

Simon Kerridge, Rose Freeman.

2. Minutes of the Previous Meeting and Matters Arising

The minutes of the previous AGM held at Lancaster House Hotel, Lancaster on 6 May 1999 were agreed to be a true and accurate record of the proceedings and were signed as such by the Chair. There were no matters arising from the minutes.

3. Report on RAGnet activities during 1999/2000 by Charlotte Wellington

A written Annual Report was presented to the meeting brief highlights of which are given below.

This had been another extremely good year for the organisation that had continued to display a strong presence in the research community. In more detail:

- membership now stands at around 350
- 90 different HE Institutions are represented
- over 450 delegates have attended our training events
- **RAGnet** Advisory Group established, first meeting took place 3 May 2000
- links strengthened with our partner organisations, UKRO, HEURO
- Bursary Scheme launched, one successful application
- Web site enhanced, thanks to Steff Hazlehurst
- Strategic Plan now on web
- two issues of *RAG Times* produced, thanks to Sue Baines
- reserves increased, to be used partly to buy in administrative support.

Our application for charitable status had not been successful as our activities were deemed to be too member oriented. We will continue as an unincorporated association but will buy in professional audits.

Finally thanks to all the committee and members for their help and support throughout the year.

4. Financial Report for 1999/2000 by Kate Nimmo

A written Finance Report was circulated to the meeting showing the position as at 31 March 2000.

- The association had healthy reserves which would be used in part to fund administrative support
- large balance on current account would be needed to meet costs of Spring Workshop
- one Bursary had been granted
- professional fees had been incurred in seeking advice on application for charitable status
- additional expenses would be incurred in the future for professional audit and costs of Advisory Group.

Charlotte expressed thanks to Kate on behalf of the Association for all her efforts.

5. RAGnet Constitution

At the 1999 AGM a new **RAGnet** Constitution had been adopted in readiness for achieving charitable status. As this was not now going to happen it was necessary for a revised constitution to be adopted. Briefly the changes were:

- terms of office for committee membership were simplified
- nomination procedures for committee membership were simplified
- all references to charitable status had been removed.

The members present at the meeting unanimously agreed to adopt the revised constitution.

6. Elections to the Committee

The Constitution provides for four officers of the Association; chair, deputy chair, secretary and treasurer, 11 other Committee members and up to five co-opted members. During the year three members had resigned; Sue Baines, Dee Roberts and Jackie Langford. This left nine members: Charlotte Wellington, Chair; Jacqui Forsyth, Deputy Chair; Kate Nimmo, Treasurer; Nigel Bilsbrough, Secretary; Steff Hazlehurst; Pauline Muya; Peter Townsend; Peter Rosenberg and Sue Ellwood; and two co-opted members, Andrea Bailey and Phil Clare. All were willing to stand for (re-)election and were duly (re-)elected.

Nominations for the vacant positions had been received from Simon Kerridge, Research Development Officer, University of Sunderland; Maureen Skinner, Research Support Manager, London Institute; Jen Shearer, Research & Commercial Projects Manager, University of Paisley; and Kerry Wilding, Administrator, Centre for Professional Ethics, University of Central Lancashire. All were duly elected to the Committee.

7. Future Plans

Several future events were already planned:

- an introduction to European Funding, to be held at Loughborough University in early June
- an expert seminar on creation and maintenance of web sites to be held in London mid May
- an expert seminar on Electronic Research Administration to be held at Bournemouth in June
- an expert seminar on personnel issues and contract research staff to be held in London mid July
- the Introduction to Research Administration Workshop will be held for the third time at Loughborough in September.

Immediate priorities for the Association are:

- to update our stationery stock
- to increase membership, particularly amongst those currently under-represented
- to update the Strategic Plan
- to secure a new Editor for *RAG Times*.

Members present were encouraged to suggest future topics for training events.

8. Any Other Business

Jackie Fuller asked if it would be possible for the Association to recognise in some way the tremendous contribution made to the Association by our founder chair, Joan Hughes. The Committee agreed to discuss this at their next meeting.

There being no further business the meeting closed at 5.30 pm.

Nigel Bilsbrough
Minutes Secretary
27 June 2000