

Minutes of ARMA AGM held at the Thistle Hotel, Brighton

19 May 2005

Chair: Peter Townsend

Minutes: Nigel Bilsbrough

Present : Vanessa Bandy, Mary Barwick, Nigel Bilsbrough, Kathy Brownridge, Ian Carter, Phil Clare, Lee-Ann Coleman, Janet Dibb-Smith, Ross Dowsett, Deborah Froud, Claire Gauld, Alice Gee, Yasmin Glover, Jeanette Guida, Janet Hampson, Alan Harrison, Rosemary Hatch, Steff Hazlehurst, Christina Herterich, Deidre Kelliher, Simon Kerridge, Sarah Manning-Press, Norma McNaught, Pauline Muya, Kate Nimmo, John O'Dowd, Geraldine O'Leary, Ann Perkins, Nigel Pigott, Shuba Puri, Alasdair Rankin, Helen Reddy, Elaine Ryder, Jen Shearer, Louise Shelley, Laura Shockley, Penny Snell, Helen Stochaj, Paivi Suomi, Bee Lian Tang, Maggy Taylor, Peter Townsend, Frances Tyson, Antony Weir, Mark Wright

1. Apologies for Absence

Apologies had been received from Kathryn Ludlow, University of Teesside.

2. Minutes of the Previous Meeting

The minutes of the previous AGM held at the Royal York Hotel, York, on 13 May 2004 were agreed to be a true and accurate record of the proceedings and were signed as such by the Chair.

3. Matters Arising not covered elsewhere

The Chair reminded the meeting that at last year's AGM the proposal to create a category of Institutional Membership, aimed primarily at non Higher Education Institutions (HEIs), had been withdrawn following discussion with the members. The Executive had agreed to revisit the proposal. After further consideration it had been agreed not to pursue this as an option which was accepted by the meeting.

There were no other proposed constitutional amendments.

4. Annual Report 2004-2005 including Financial Report

All members present had received a copy of the Annual Report. In brief it had been a year of significant development and growth for the Association, mainly triggered by the rebranding exercise which had been effectively and most successfully accomplished. Membership had increased by almost 50% which had been helped by the introduction of group membership discounts. Awareness had increased with articles in Research Fortnight and the AUA newsletter. Our programme of training events continues to expand with over 600 members having attended during the year.

The web site continues as our main communication tool with more visits, by more people and for longer.

We had successfully launched our Occasional Paper series, Issues in Research Management and Administration (IRMA) with two issues published to date. These had been very well received both within and without the sector and had further contributed to our rising profile. Members were invited to suggest topics for future coverage.

We continue to develop our international collaborations with attendance at several international conferences and we continue to play an active part in the development of the International Network of Research Management Societies (INORMS). We were particularly pleased to welcome members from our sister organisations to this year's Spring Conference.

Finally, we had recently advertised for a part-time Executive Administrator to work on behalf of the Association. Unfortunately, despite several expressions of interest, no applications had been

received and the Executive were now looking at the possibility of offering the position as a secondment.

There were no comments from the floor on the Annual Report.

The Treasurer commented on the Financial Report. Turnover in the year had increased by almost 50% but expenditure had exceeded income by some £21k mainly as a result of the significant investment in rebranding which had cost a total of £41.4k. However, all agreed this represented excellent value for money.

The significant growth in membership numbers had led to an increase in fee income. The Executive were constantly reviewing the event pricing structure to ensure sustainability and value for money for our members.

The accounts were unanimously adopted by the meeting.

5. Election Results

These were tabled at the meeting and Pauline Muya explained the results. Both Deputy Chair positions were due to be elected but as only one candidate was forthcoming for each position both were selected: Steff Hazlehurst as Deputy Chair for Internal Affairs and Ian Carter as Deputy Chair for External Affairs. However Ian's selection created a two year vacancy on the ARMA Executive Committee along with four three year vacancies. A total of six valid nominations had been received hence a ballot of members had been conducted.

Kathy Brownridge, John O'Dowd, Ray Kent and Hitesh Patel were all elected to serve for three years and Deborah Froud was elected to serve for two years.

The Chair wished to formally welcome the newly elected members to the Committee and to thank those members who were not continuing, Phil Clare, Tara Singh Bhogal, Jon Hackney and Mary Barwick, for all their commitment and effort on behalf of the Association. The contribution of all was greatly appreciated.

6. Future Plans

The Chair outlined the main future plans that the Association intended to pursue:

- The Association is working on the introduction of a mentoring scheme for its members.
- The Association's Bursary scheme is being rethought.
- The Association is looking to introduce training targeted at more senior staff which would probably take the form of a residential event to be held in early 2006.
- The issue of the Association's pursuit of charitable status is to be revisited.

There were no comments from the meeting on the future plans.

7. Any Other Business

There being no other business the Chair thanked members for their attendance and closed the meeting at 17.55.

Nigel Bilsbrough
ARMA Secretary
21 June 2005