



Minutes

of the ARMA(UK) Annual General Meeting 2007 held in the Pembroke Suite, Mercure Holland House, Cardiff 5:30pm, Thursday 7th June 2007

Chair: Ian Carter

Minutes: Simon Kerridge

Present:

Crystal Anderson, Gwen Averley, Kenna Bishop, David Blundell, Kathy Brownridge, Kathleen Callender, Jonathan Cant, Jane Cloke, Michelle Connolly, Linsey Dickson, Deborah Donnet, Rossana Dowsett, Tim Edwards, Andrew Fairweather-Tall, Belinda Freda, Yasmin Glover, Jill Golightly, Mary Goodman, Nick Goodwin, Alan Harrison, Steff Hazlehurst, Cherie Judge, Deirdre Kelliher, Mary Frances Kerr, Roz Lawson, Nicki Lewin, Nathalie L'Huillier, Gareth MacDonald, Ian McCormick, Sara McDermid, Sue Mitchell, Pauline Muya, Kate Nimmo, Hitesh Patel, John Rogers, Clare Skinner, Mark Smith, Rob Sykes, Maggy Taylor, Jo Tuck, Antony Weir, Val White

The Chair welcomed members to the 2007 Annual General Meeting of the Association of Research Managers and Administrators (UK) Limited.

1. Apologies for absence

No apologies were received.

2. Minutes of the last meeting (25th May 2006)

The minutes of the previous AGM held at the Carlton Hotel, Edinburgh, on 25th May 2006 were agreed to be a true and accurate record of the proceedings.

Similarly the minutes of the SGM held on the same date and venue were also agreed to be a true and accurate record of those proceedings.

3. Matters arising and not covered elsewhere

The association has now almost entirely moved from being a non incorporated association to being a company limited by guarantee. A bank account for the company has been set up and the association is now trading from that.

There have been some issues with all members (not) signing the guarantee for the company; this should however be resolved in the current year as the renewal process now includes this in the process.

4. Annual Report including financial report

The Annual Report was distributed at the AGM and it shows both growth and stability for the association in terms of members and finances.

The initiative on developing active members has been well received.

The ARMA Office has now been established in Exeter, and run by Rosemary Hatch who is employed in this capacity. She is now aided by Jenny Stevens.

The chair offered thanks to Claire Gauld, Deborah Wakely and Matt Heger who have all stepped down from the Committee.

He also thanked the joint Acting Treasurers, Gwynfor Hughes and Ed Canney for their work on the financial regulations of the company. It was noted that Ed Canney had subsequently stood for the position of Treasurer and been elected unopposed.

The chair also pointed out that the company finances, as seen in the Annual Report, are now presented by activity area and are still cash flow rather than accrual accounts. The first company accounts for the current period will be presented on an accrual basis as is more normal.

John Rogers questioned why the number of events is not rising as expected. The Chair admitted that ARMA had not run as many events in the past year as had been hoped, and agreed that the Board was also concerned by this and was therefore actively looking at this and it was felt that the matter was in hand.

John Rogers further pressed that this should perhaps be reviewed. The Chair agreed and indicated that the development of active members (initiated by a series of workshops over the 2006 summer period) will help in the workload of organising and running events and that this strategy should bear fruit over the coming year.

Another question from the floor concerned the current membership and whether had it risen. The Chair confirmed that the 978 from last year had now risen to just over 1100.

Val White requested an update on the previous plan to widen the spectrum of members. The Chair mentioned that the workshops for active members had been one of the first steps on this road, and had included extensive member feedback on this issue. It was seen as important that ARMA was able to provide services for managers and administrators with levels of experience. With regard to broadening coverage to better encompass the NHS, the Chair confirmed that discussions with the NHS R&D Forum had taken place, but that because of the different costing models for events (due to the central subsidy) that further work in this area would be limited for ARMA. However, there might be opportunities for collaboration at the more senior end of the range. In general the training course had been well received and the mentoring scheme extremely so.

A further question on regional events was raised. The Chair agreed that whilst some events that ran more than once had been run at different venues, ARMA had not specifically supported the development of regional networks. This is however an area that ARMA is keen to develop.

5. Election results

The results of the recent election had previously been circulated. Five valid candidate nominations had stood for the four vacant committee posts. Ian McCormick, John Rogers, Rob Sykes and Maggy Taylor (re-elected for a second term) were duly elected to serve for 3 years until 31st May 2010. As such they will become (and Maggy will remain) Directors of the company for that period. The results of the election and the appointment of the Directorship was agreed by the AGM by a show of hands.

6. Future plans including INORMS 2008 Congress

The Chair outlined the progress for the next ARMA annual conference which will take place in Liverpool in June 2008 as part of the International Network Of Research Management Societies (INORMS) 2008 Congress. The AGM was reminded that ARMA was a founder member of INORMS in 2001, and that the first bi-annual INORMS Congress took place in Brisbane, Australia in 2006, with around 400 delegates, much larger than the current ARMA 2007



conference (with around 240 people, our largest yet), so there will be some challenges to ensure that INORMS2008 is bigger and better than INORMS2006. This years ARMA conference format has been changed a little in preparation for the requirements for the much larger event next year. There is a potential financial risk, however this is no different from that for the current conference, but just larger. It was also noted that our INORMS sister organisations will also be feeding into the conference / congress programme.

The Secretary gave a short outline of the current developments with the ARMA website and the underlying database systems. The AGM was informed that there had been 3 responses to the tender for this work and that a preferred supplier had been chosen, but the contractual details had not quite been finalised. The intention is that the new developments (mainly focussed on re-engineering the underlying data structures and processes) would be completed by the end of the calendar year in time for the opening of the bookings for the 2008 INORMS Congress.

7. Any Other Business

There was no other business raised, so the Chair thanked the members for their attendance and closed the meeting at 18:10

Simon Kerridge
ARMA Secretary
30th June 2007