

Minutes of ARMA Special General Meeting, held at the Carlton Hotel, Edinburgh

Thursday 25 May 2006 at 10.45

Chair: Peter Townsend

Minutes: Nigel Billsbrough

For list of those present please see annex 2.

The Executive Committee of The Association of Research Managers and Administrators (UK), (ARMA(UK)) had called the Special General Meeting to enable the Association's members to discuss, and vote on, a proposal from the Executive Committee to formally dissolve the existing Unincorporated Association and to transfer its assets to a newly created company limited by guarantee (CLG).

The rationale for the change of status and the proposal, reproduced here as Annex 1, had been circulated to the membership prior to the meeting along with copies of the Memorandum and Articles of Association of the new company. Members had been invited to raise any questions with the Executive Committee in advance of the Special General Meeting or at the meeting itself.

No questions had been raised by members and the Chair of the meeting proposed the motion to the members present. The motion was carried unanimously and the Memorandum and Articles of Association of the new company were thereby adopted.

The Chair thanked members for their attendance and closed the meeting at 10.55.

Nigel Billsbrough
ARMA Secretary

30 May 2006

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Annex 1: The Proposal

1. To dissolve the unincorporated association known as the Association of Research Managers and Administrators (United Kingdom)
2. After the satisfaction of any proper debts and liabilities, to transfer any remaining assets to the company Association of Research Managers and Administrators (United Kingdom) registered in England on [date to be confirmed] number [to be confirmed], whose Memorandum and Articles of Association are appended to this motion
3. As a condition of membership, to ask all members applying to join the Association from 1st June 2006 to sign a guarantee (set at £1) in the new company, whereby they guarantee to pay a sum in the case of bankruptcy. All current members to be asked to sign a similar guarantee during the year, or as part of the process of membership renewal in 2007 if not completed sooner.
4. The dissolution and transfer to take place as soon as practicably possible in the judgment of the Executive, and to be completed by 31st March 2007 at the latest.

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Annex 2: Attendance list

Chair: Peter Townsend

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Present:

Patrice Ajai-Ajagbe	Association of Commonwealth Universities
Rizwan Akram	Roehampton University
Lynne Alexander	University of Glasgow
Fiona Alexander	Northumbria University
Helen Andrew	University of Central Lancashire
Stephanie Bales	Northumbria University
Janet Ball	University of Edinburgh
Sheena Bateman	University of the Arts London
Shamina Begum	Coventry University
Jennifer Bellamy	University of Bradford
Des Bennett	Royal Botanic Gardens, Kew
Melanie Bentham-Hill	Nottingham Trent University
Jenni Benyon	Napier University
Brenda Billany	Manchester Metropolitan University
Roger Blake	The Wellcome Trust
Esther Bourne	City University
Tracy Bower	University of Hull
Kellie Brain	University of Bath
Katherine Branch	University of Warwick
Anne Brocklehurst	University of Gloucestershire
Peter Brooks	University of Sussex
Kathryn Brownridge	University of Leeds
Shari Bull	Heriot-Watt University
Mark Burgess	University College London
Kathleen Callender	University of Sunderland
Alan Cannings	University of Southampton
Jonathan Cant	University of Hull
Lilian Caras	University of Hertfordshire
Ian Carter	University of Liverpool
Paul Cartledge	University of Nottingham
Deborah Cash	Kingston University & St George's
Neil Chisholm	UHI Millennium Institute
Phil Clare	Bournemouth University
Jan Clarke	Queen Mary, University of London
Carol Clugston	University of Glasgow
Coleen Colechin	Queen Mary, University of London
Lee-Ann Coleman	Association of Medical Research Charities
Carmel Collins	The Open University
David Coombe	University of Kent
Rachel Corke	University of Warwick
Doreen Corlett	Nottingham Trent University

Jayne Cottee	University of Essex
Jane Crier	London Business School
Denise Davidson	University of Manchester
Claire Davis	University of Wales Bangor
Rachel Day	Association of Commonwealth Universities
Louise Denniff	Loughborough University
Linsey Dickson	Heriot Watt University
Isobel Digges	University of Glasgow
Anne Donaldson	Queen Mary, University of London
Deborah Donnet	University of Stirling
Martina Dorward	University of Southampton
Rossana Dowsett	University of Sussex
Helen Dowson	University of Hull
Gillian Duller	University of Plymouth
Jill Dykes	University of Stirling
Rachel Eckersley	University of Manchester
Timothy Edwards	Policy Studies Institute
Wilma Ellis	University of Stirling
Anne Evans	Buckinghamshire Chilterns University College
Lisa Field	University of Manchester
Olivia Flint	University of East London
Alex Foster	University of Sunderland
Yvonne Fox	Lancaster University
Deborah Froud	Bournemouth University
Tegan Gates	University of York
Claire Gauld	University of Glasgow
Alice Gee	University of Glasgow
Lynn Gibson	Durham University
Sue Gilbert	University of York
Liz Gladin	University of Kent
Jayne Glendinning	University of Edinburgh
Eleanor Glenton	Durham University
Hazel Glover	University of Nottingham
Yasmin Glover	Glasgow Caledonian University
Jill Golightly	University of Newcastle
Christopher Hale	UniversitiesUK
Janet Hampson	University of Glasgow
Jenny Harding	Lancaster University
Gillian Harrison	University of Bolton
Fay Harrison-Marshall	The Open University
Steff Hazlehurst	Institute of Education
James Hickie	Lancaster University
Raegan Hiles	HEFCE
Louise Hobbs	The Open University
Tamsin Hobbs	University of Manchester
Tamsin Holt	Sheffield Hallam University
Kathryn Hoose	Cardiff University
David Hudson	University of York
Amelia Hunt	Lancaster University
Adele Irving	Northumbria University
Laura Johnston	Lancaster University
Lorraine Kellacher	Edinburgh Research & Innovation

Deirdre Kelliher	University of Glasgow
Ray Kent	Loughborough University
Mary Frances Kerr	University of Stirling
Simon Kerridge	University of Sunderland
Dimitra Koutsantoni	City University
Stephanie Laidlaw	University of Liverpool
Laura Lanceley	University of the Arts London
David Langley	Imperial College of Science, Technology & Medicine
Shirley Leckie	UHI Millennium Institute
Nicki Lewin	University of Southampton
Sarah Manning-Press	University of Essex
Denise Martin	University of Southampton
Sonia Mason	St Martin's College
Iona Massey	Heriot-Watt University
Christine Masterson	University of Newcastle upon Tyne
Sue Matheron	University of Plymouth
Valerie McCutcheon	University of Glasgow
Kathryn McDonald	Northumbria University
Christine McGrath	Southampton University Hospitals Trust
Louise McGrath	University of Paisley
Norma McNaught	University of Glasgow
Susan McPheat	St George's, University of London
Susan Mitchell	University of Newcastle
Graham Mitchell	The Open University
John Montgomery	City University
Catherine Moore	University of Birmingham
Alistair Morey	University of Reading
Pauline Morgan	University of Manchester
Stuart Morrison	University of Glasgow
Pauline Muya	Birkbeck College
Rosie Nasser	American University of Beirut (AUB)
Lois Neal	University of Newcastle upon Tyne
Kate Nimmo	University of Glasgow
Nils Nordal	University of Oxford
Lise Obi	Institute of Education
John O'Dowd	University of Glasgow
Sharone O'Loughlin	University of Limerick
Kevin O'Reilly	Aston University
Sandra Orr	School of Education
Keith Otto	University of St Andrews
Rose Page	University of Oxford
Colette Pemberton	Napier University
Andy Penn	University of Hertfordshire
Liese Perrin	University of Warwick
Nicola Perrin	Wellcome Trust
Nigel Pigott	The Open University
Andrew Poole	Northumbria University
Joanna Poon	Edge Hill College of Higher Education
Ingrid Pugh	University of Brighton
Sally Puzey	Aston University
Jenny Rafferty	University of Kent
Clive Randall	University of Abertay Dundee

Helen Reddy	University of St Andrews
Kerry Revel	University of Glasgow
Patricia Roberts	University of Bradford
Emma Robinson	University of Birmingham
Jenny Roddis	Bournemouth University
Ian Rowe	University of Bradford
Scott Rutherford	Imperial College
Elaine Ryder	Northumbria University
Fiona Schofield	Nottingham Trent University
Kirsten Sear	St George's, University of London
Sarah-Jane Sharp	University of Glasgow
Jen Shearer	University of Stirling
Louise Shelley	University of the West of England
Karen Shooter	University of Nottingham
Scott Shurtleff	University of York
Linda Skinner	University of the West of England
Amanda Smith	University of Newcastle upon Tyne
Penny Snell	The Wellcome Trust Sanger Institute
Jill Speake	University of Southampton
Jonathan Starbrook	University of Manchester
Valerie Stringfellow	University of Glasgow
Paivi Suomi	Institute of Education
Susan Taylor	University of Bradford
Maggy Taylor	Manchester Metropolitan University
Fiona Taylor	University of Nottingham
Renee Taylor	University of Wales, Bangor
Clair Thrower	University of Kent
Andrea Tinson	City University
Sean Tonkin	University of Brighton
Peter Townsend	Loughborough University
Jane Townson	University of Glasgow
Jill Vasey	University of Sunderland
Rick Waites	The Open University
Barbara Walters	Manchester Metropolitan University
Jon Warwick	University of Newcastle upon Tyne
Antony Weir	Heriot-Watt University
Maria Wells	University of the West of England
Jane Wells	University of Manchester
John Westensee	Aarhus University Hospital
Rebecca Whitham	Bournemouth University
Lynn Wilkinson	University of Newcastle upon Tyne
Rona Wilson	University of Bradford
Barbara Wilson	University of Ulster
Ian Wilson	University of Nottingham
Melaku Wolde-Michael	Manchester Metropolitan University
Linda Wood	Napier University
Paul Woolnough	University of Portsmouth
Alisdair Wotherspoon	Food Standards Agency
Richard Yardley	University of Edinburgh
Craig Young	University of Paisley