

Annual General Meeting 2016

Welcome

Welcome to the 28th Annual General Meeting of the ACCU. Here follows the agenda, the officer's reports, proposed motions, the minutes for last year's AGM and the accounts.

Agenda

The AGM will be held at 13:30 on Saturday 23rd April 2016 at the Bristol Marriott City Centre Hotel, 2 Lower Castle Street, Old Market, Bristol, BS1 3AD, United Kingdom.

1. - Apologies for absence
2. - Minutes of the 27th Annual General Meeting
3. - Annual reports of the officers
4. - Accounts for the year ending 31st December 2015
5. - Election of Auditor
6. - Other motions for which notice has been given (for full text see below):
 1. That the Association should, for this year only, allow members present at the AGM to nominate and elect Chair and Secretary.
7. - Election of Officers and Committee.

The Candidates for election are:

Candidate Name	Post	Proposer	Seconder
Roger Orr	Non exec member/Publications Officer	Sam Saariste	Marcin Sobieszczanski
Matthew Jones	Membership Secretary	Nigel Lester	Malcolm Noyes
Robert Pauer	Treasurer	Hubert Matthews	Nigel Lester
Jonathan Wakely	Non exec member/Standards Officer	Roger Orr	Chris Oldwood
Ralph McArdell	Non exec member	Malcolm Noyes	Pal Balog
Nigel Lester	Non exec member/Local Groups	Matthew Jones	Malcolm Noyes

Any other Annual General Meeting Business (To be notified to the Chair prior to the commencement of the Meeting).

Malcolm Noyes
ACCU Secretary

2. Minutes of the 27th Annual General Meeting

Minutes of the 27th Annual General Meeting of the ACCU held on Saturday 25th April 2015 at the Bristol Marriott City Centre Hotel, 2 Lower Castle Street, Old Market, Bristol.

The meeting commenced at approximately 13:30 with Alan Lenton in the chair and Malcolm Noyes taking minutes. Approximately 60 members were present with Rob Pauer (ACCU Treasurer) joining the meeting via Google Hangout.

The agenda was re-ordered slightly so that members could vote from the floor before the results of the electronic votes could be given to the meeting.

Apologies for absence

Graham Patterson

Draft minutes of the 26th AGM

The draft minutes were approved by electronic votes as follows:

That the minutes of the 26th AGM should be accepted.
=====

Agree: 114 votes - 100.0%
Disagree: 0 votes - 0.0%
Abstained: 38

Draft minutes of the Special General Meeting on 2nd August 2014

The draft minutes were approved by electronic votes as follows:

That the minutes of the Special General Meeting on 2nd August 2014 should be accepted.
=====

Agree: 114 votes - 99.1%
Disagree: 1 vote - 0.9%
Abstained: 37

Francis Glassborow queried whether this meeting had a quorum. It was agreed that the committee should look into the matter.

Elections to committee

The elections to the committee by electronic votes were as follows:

Chair

=====

Alan Lenton: 141 votes - 100.0%
Abstained: 11

Secretary

=====

Malcolm Noyes: 141 votes - 100.0%
Abstained: 11

Treasurer

=====

Robert Pauer: 140 votes - 100.0%
Abstained: 12

Membership Secretary

=====

Matthew Jones: 142 votes - 100.0%
Abstained: 10

Non Executive Members
=====

Roger Orr / Publications: 142 votes - 21.0%
Jonathan Wakely / Standards: 141 votes - 20.9%
Emyr Williams: 129 votes - 19.1%
Ralph McArdeall: 128 votes - 19.0%
Seb Rose: 135 votes - 20.0%
Abstained: 0

In addition, 1 vote was cast at the AGM in favour of all candidates.

Francis Glassborow asked the committee to look into whether the ACCU should have a Disabilities Officer. It was noted the we had one previously but it is understood that no queries were ever submitted to this Officer. It was agreed that the committee should look into the matter.

Other motions for which notice has been given

1. Proposed changes to the ACCU constitution if nobody stands as an officer

Proposed by Malcolm Noyes.

Seconded by Seb Rose.

The proposal was accepted by electronic votes as follows:

Agree: 127 votes - 96.9%
Disagree: 4 votes - 3.1%
Abstained: 21

No votes were cast at the AGM.

2. Proposed changes to the ACCU constitution to clarify the procedure when an Officer resigns or ceases to act

Proposed by Alan Griffiths.

Seconded by Jamal Natour.

The proposal was accepted by electronic votes as follows:

Agree: 132 votes - 97.8%
Disagree: 3 votes - 2.2%
Abstained: 17

No votes were cast at the AGM.

Drafting note:

Since both proposals were accepted and they affect the same clauses, the revised wording outlined in the AGM pack will be used.

Officer's Reports

Chair's report

Alan Lenton outlined his report as shown in the AGM pack.

A 'straw poll' of members present indicated that members very in favour of retaining paper publications. Francis Glassborow urged members to recycle publications that they didn't need to any other organisation that may be interested (members suggested Local Groups, Universities/colleges etc). Francis also noted that some other publications use A5 format and wondered whether this might be preferable. Burkhard Kloss queried whether conference registration should automatically include free membership. Roger Orr noted that this was something that the conference committee were looking into.

The meeting voted to accept this report with none against.

Treasurer's report

The auditors advised that following some queries about the Hardship Fund, they were satisfied with the accounts.

The meeting voted to accept this report and the accounts with none against.

Membership secretary's report

Matt Jones outlined his report as shown in the AGM pack.

Francis Glassborow noted that UK membership in particular was dropping and suggested that members could include "ACCU member" or similar when communicating with others via email/Twitter etc.

The meeting voted to accept this report with none against.

Advertising

Seb Rose noted that it was hard to get advertising; currently the publications relied mainly on QBS (who have continued to advertise). Seb asked members to consider whether organisations that they were involved with could advertise; queries should be addressed to ads@accu.org and Seb promised that members would get "a really good deal"!

Auditors

Jonathan Wakely stepped down as auditor. Chris Southern agreed to carry on as auditor for 2015/16. Robert Schmidt volunteered to be an auditor with him. Guy Davidson volunteered to observe the process with a view to taking over from Chris in 2016/17.

The meeting voted to accept these proposals with none against.

The meeting closed at approximately 14:10.

4. Any other business

No other business.

The meeting finished at 15:10.

3. Officer's reports

Chair's Report

Alan Lenton stood down as Chair in January, so there is no Chair's report.

Treasurer's Report

See the accounts below at Appendix 1.

Membership Secretary's Report

The two graphs included with the report show membership figures for the last year (AGM to AGM) and the overall figures since we began keeping accurate records. Both show an obvious but gentle downwards trend over the last few years, but signs of this flattening out this year. It is too early to tell whether this is real!

The numbers are (as of 2015-04-15):

Category	Members	Difference from 2015 AGM report
Individual (Full 529, Basic 37)	566	-20
Concession (Full 19, Basic 4)	23	-2
Corporate Members	23	1
Honorary	23	0
Gratis	16	-1
Total	651	-22
Complimentary Journals	31	1

In addition to our established local groups in Bristol & Bath, Oxford, London and Silicon Valley, we have a number of new groups that have started in the last year. These are Greece (established), Toronto (in the process of starting) and the possibility of Silicon Valley splitting into multiple groups. Thanks are due to Nigel Lester for taking on the Local Groups coordinator role, and looking after them all so well! As ever, we are keen to encourage more local groups so if you want to get involved at any level, please contact anyone on the committee.

A technical challenge we face in the coming year is the potential migration of our user database to a new website and/or alternative membership system. We are considering a few options but if anyone has any particular comments, suggestions or concerns please get in touch. Offers of assistance (especially technical!) will be gratefully received.

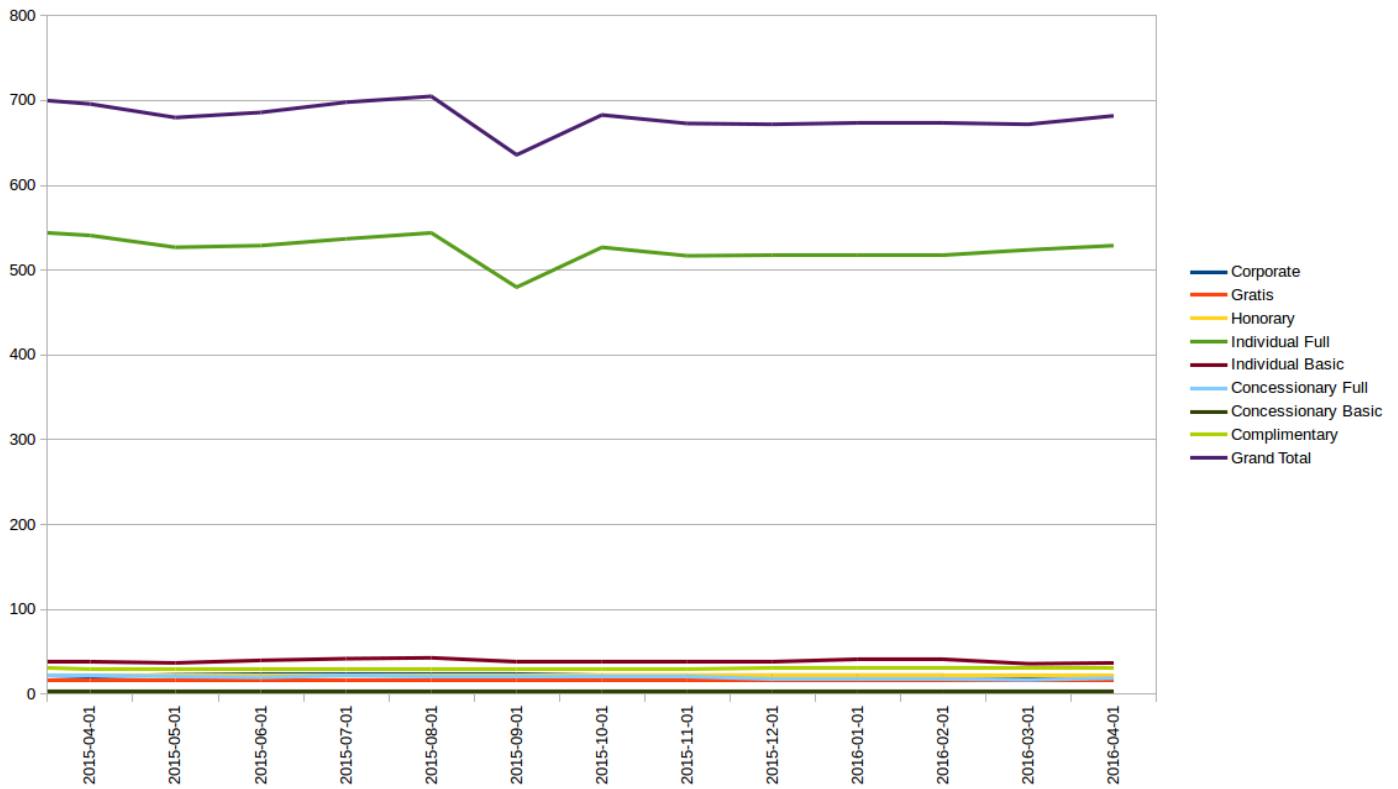
It is interesting to note that we are a surprisingly global organisation as shown in the breakdown below (approximately 60:40 UK:Overseas).

Country	Members per country
GB	368
Non-GB	275

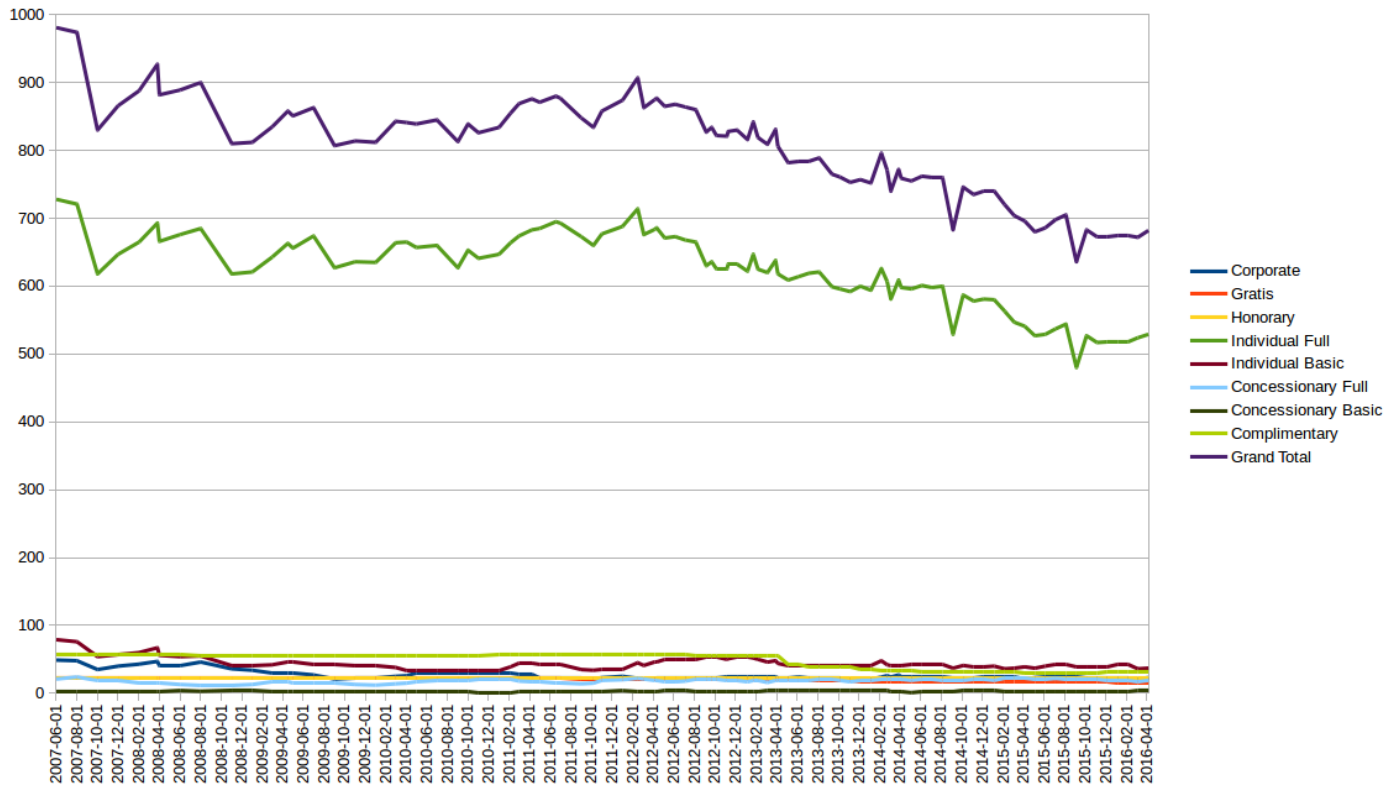
Country	Members per country	Total
US	52	52
DE	44	44
CH	29	29
SE	21	21
FR	16	16
NL	14	14
NO	11	11
AU	11	11
PL	9	9
CA	7	7
DK	6	6
BE	5	5
RO,IE,HU,AT	4	16
IN, ES	3	6
TR,SG,RU,NZ,KR,IL,HK,GR	2	16
ZA,UA,SM,SI,PT,JP,IT,HR,FI,EE,CN,BR	1	12

Matthew Jones
 ACCU Membership secretary

ACCU Membership 2015 - 2016



Long Term ACCU Membership Figures



Publications Report

We have had another year of excellent publications, thanks to Steve and Fran's hard work editing, production editing from Alison, covers from Pete, and e-publishing from Martin - and of course the content itself from our writers without whom there would be no articles!

We experimented with a 'best article' poll this year for both Overload and CVu and hope to repeat this for 2016.

Roger Orr

6. Other motions for which notice has been given:

1. That the Association should, for this year only, allow members present at the AGM to nominate and elect Chair and Secretary.

Proposed by Malcolm Noyes.

Seconded by Alan Griffiths.

There have been no nominations for Chair or Secretary under clause 5.3.3 of the constitution. Clause 5.3.4.1 of the constitution allows for a variation:

"If no candidate for an Officer position is nominated according to the procedure in 5.3.3, the committee can accept a proposal up to the draft agenda deadline (to be voted on in accordance with the proposal rules above) that members should, for that year only, elect that Officer at the General Meeting by taking votes from the floor."

It is proposed that the Association should, for this year only, allow members present at the AGM to nominate and elect Chair and Secretary.

Note: Just to be clear, it will only be possible to elect a Chair and Secretary using this method if this proposal is approved; on the other hand if members would not like the members present at the AGM to elect these officers then they should vote to reject this proposal.

ACCU
INCOME AND EXPENDITURE ACCOUNTS
31 DECEMBER 2015

Draft Accounts

LOWSON WARD
Chartered Accountants
292 Wake Green Road
Moseley
Birmingham B13 9QP

ACCU

INCOME AND EXPENDITURE ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

CONTENTS	PAGE
The report of the management committee	1
Accountants' report to the management committee on the unaudited income and expenditure accounts	2
Income and expenditure account	3
Balance sheet	4
Notes to the income and expenditure accounts	5
The following pages do not form part of the Income and expenditure accounts	
Detailed income and expenditure account	8

ACCU

THE REPORT OF THE MANAGEMENT COMMITTEE YEAR ENDED 31 DECEMBER 2015

The Management Committee has pleasure in presenting its report and the unaudited Income and expenditure accounts of the club for the year ended 31 December 2015.

PRINCIPAL ACTIVITIES

The principal activity of the club during the year was the promotion of professionalism in programming.

Signed by

Mr A Lenton
Chairman

Approved by the Management Committee on

ACCU**CHARTERED ACCOUNTANTS' REPORT TO THE MANAGEMENT
COMMITTEE ON THE UNAUDITED ACCOUNTS OF ACCU****YEAR ENDED 31 DECEMBER 2015**

In accordance with our terms of engagement, and in order to assist you to fulfil your duties under the Industrial and Provident Societies Act 1965 and the Friendly and Industrial and Provident Societies Act 1968, we have compiled the Income and expenditure accounts of the club which comprise the Income and Expenditure Account, Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Club's Management Committee, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the Income and expenditure accounts that we have been engaged to compile, report to the Club's Management Committee that we have done so, and state those matters that we have agreed to state to him in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Club and the Club's Management Committee, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of Income and expenditure accounts.

You have acknowledged on the balance sheet as at 31 December 2015 your duty to ensure that the club has kept proper accounting records and to prepare Income and expenditure accounts that give a true and fair view under the Industrial and Provident Societies Act 1965 and the Friendly and Industrial and Provident Societies Act 1968. You consider that the club is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the Income and expenditure accounts. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the Income and expenditure accounts.

**These accounts have NOT yet been signed by the accountant.
The name and address of the accountant
has therefore been suppressed.**

DRAFT ACCOUNTS

ACCU
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 DECEMBER 2015

	Note	2015 £	2014 £
REVENUE		38,007	39,201
Cost of sales		<u>30,533</u>	<u>31,210</u>
GROSS SURPLUS		7,474	7,991
Administrative expenses		<u>1,303</u>	<u>1,758</u>
OPERATING SURPLUS	2	6,171	6,233
Interest receivable		<u>6</u>	<u>6</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		6,177	<u>6,239</u>
SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION		6,177	<u>6,239</u>
SURPLUS FOR THE FINANCIAL YEAR		<u>6,177</u>	<u>6,239</u>

ACCU**BALANCE SHEET****31 DECEMBER 2015**

	Note	2015 £	2014 £
FIXED ASSETS			
Tangible assets	3	526	701
CURRENT ASSETS			
Cash at bank		46,820	40,559
CREDITORS: Amounts falling due within one year	4	708	799
NET CURRENT ASSETS		46,112	39,760
TOTAL ASSETS LESS CURRENT LIABILITIES		46,638	40,461
CAPITAL AND RESERVES			
Other reserves	5	1,927	1,276
Income and expenditure account	5	44,711	39,185
MEMBERS' FUNDS	5	46,638	40,461

The member of the Management Committee acknowledges his responsibilities for:

- (i) ensuring that the club keeps proper accounting records which comply with sections 1 and 2 of the Friendly and Industrial and Provident Societies Act 1968 (the Act),
- (ii) establishing and maintaining a satisfactory system of its books of accounts, its cash holdings and all its receipts and remittances in order to comply with sections 1 and 2 of the Act, and
- (iii) preparing Income and expenditure accounts which give a true and fair view of the state of affairs of the club as at the end of the financial year and of its surplus for the financial year in accordance with the requirements of section 3, and which otherwise comply with the requirements of the Act relating to Income and expenditure accounts, so far as applicable to the club.

These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These Income and expenditure accounts were approved by the Management Committee and authorised for issue on the.....

Mr A Lenton
Chairman

Club Registration Number: 1101651455

ACCU**NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS****YEAR ENDED 31 DECEMBER 2015**

1. ACCOUNTING POLICIES**Basis of accounting**

The Income and expenditure accounts have been prepared under the historical cost convention, modified to include the revaluation of financial instruments, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Cash flow statement

The Management Committee has taken advantage of the exemption in Financial Reporting Standard for Smaller Entities (effective April 2008) from including a Cash flow statement in the Income and expenditure accounts on the grounds that the club is small.

Turnover

The revenue shown within the income and expenditure account represents income derived primarily from membership subscriptions.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Website - 25% p.a. reducing balance

Financial instruments

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the entity after deducting all of its financial liabilities.

2. OPERATING SURPLUS

Operating surplus is stated after charging:

	2015	2014
	£	£
Member's remuneration	—	—
Depreciation of owned fixed assets	<u>175</u>	<u>234</u>

ACCU**NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS****YEAR ENDED 31 DECEMBER 2015****3. TANGIBLE FIXED ASSETS**

	Website £
COST	
At 1 January 2015 and 31 December 2015	<u>9,871</u>
DEPRECIATION	
At 1 January 2015	9,170
Charge for the year	175
At 31 December 2015	<u>9,345</u>
NET BOOK VALUE	
At 31 December 2015	<u>526</u>
At 31 December 2014	<u>701</u>

4. CREDITORS: Amounts falling due within one year

	2015 £	2014 £
Accruals and deferred income	<u>708</u>	<u>799</u>

5. RECONCILIATION OF MEMBERS' FUNDS AND MOVEMENT ON RESERVES

	ISDF fund £	Income and expenditure account £	Total members' funds £
Balance brought forward	1,276	39,185	40,461
Surplus for the year	–	6,177	6,177
Other movements			
- transfer to other reserves	651	(651)	–
Balance carried forward	<u>1,927</u>	<u>44,711</u>	<u>46,638</u>

Donations of £651 were made by members to the ISDF fund during the year.

ACCU
MANAGEMENT INFORMATION
YEAR ENDED 31 DECEMBER 2015

The following pages do not form part of the statutory Income and expenditure accounts which are the subject of the accountants' report on page 2.

ACCU**DETAILED INCOME AND EXPENDITURE ACCOUNT****YEAR ENDED 31 DECEMBER 2015**

	Note	2015 £	2014 £
REVENUE			
Membership subscriptions		28,160	31,010
Advertising income		3,625	2,433
Sales		6,222	5,758
		<u>38,007</u>	<u>39,201</u>
COST OF SALES			
Purchases		–	91
Printing and postage		21,744	22,719
Production		8,400	8,400
Other direct costs		389	–
		<u>30,533</u>	<u>31,210</u>
GROSS SURPLUS		<u>7,474</u>	<u>7,991</u>
OVERHEADS			
Office administrative expenses		385	781
Legal and professional fees		35	35
Accountancy fees		708	708
Depreciation		175	234
		<u>1,303</u>	<u>1,758</u>
OPERATING SURPLUS		<u>6,171</u>	<u>6,233</u>
Bank interest receivable		6	6
SURPLUS ON ORDINARY ACTIVITIES		<u>6,177</u>	<u>6,239</u>