

# Annual General Meeting 2017

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## Welcome

Welcome to the 29th 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 draft accounts.

## Agenda

The AGM will be held at 13:30 on Saturday 29th April 2017 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 28th Annual General Meeting
3. Minutes of the Special General Meeting, Sept 2016
4. Annual reports of the officers
5. Accounts for the year ending 31st December 2016
6. Election of Auditor
7. Other motions for which notice has been given:
  - None
8. Election of Officers and Committee.

The Candidates for election are:

Candidate Name	Post	Proposer	Seconder
Robert Schmidt	Chair	Malcolm Noyes	Matt Jones
Matthew Jones	Membership Secretary	Nigel Lester	Ralph McArdell
Robert Pauer	Treasurer	Nigel Lester	Hubert Matthews
Malcolm Noyes	Secretary	Ralph McArdell	Robert Schmidt
Ralph McArdell	Non exec member	Malcolm Noyes	Matt Jones
Nigel Lester	Non exec member/Local Groups	Matt Jones	Emyr Williams

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

Malcolm Noyes  
ACCU Secretary

## 2. Minutes of the 28th Annual General Meeting

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Minutes of the 28th Annual General Meeting of the ACCU held on Saturday 23rd April 2016 at the Bristol Marriott City Centre Hotel, 2 Lower Castle Street, Old Market, Bristol.

The meeting commenced at approximately 13:30 with Ralph McArdell acting as temporary chair of the meeting and Malcolm Noyes taking minutes. Approximately 40 members were present.

### Apologies for absence

Guy Davidson, Emyr Williams, Russel Winder

### Draft minutes of the 27th AGM

The draft minutes were approved by electronic votes as follows:

That the minutes of the 27th AGM should be accepted.  
=====

Agree: 79 votes - 98.8%  
Disagree: 1 votes - 1.3%  
Abstained: 25

No votes were cast at the AGM.

### Officer's Reports

#### Chair's report

Following the resignation of the Chair there was no report.

#### Membership secretary's report

The meeting voted to accept the report in the AGM pack with none against.

#### Treasurer's report

The auditors advised that they were satisfied with the accounts.

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

### Auditors

Roger Orr proposed that the our auditors this year (Chris Southern and Robert Schmidt, shadowed by Guy Davidson) be thanked for their work. Seconded by Alan Griffiths. The meeting voted to accept this proposal with none against.

Chris Southern stepped down as auditor. Robert Schmidt agreed to carry on as auditor for 2016/17. Guy Davidson had confirmed by email that he was willing to be appointed for 2016/17.

The meeting voted to accept these proposals with none against.

### Other motions for which notice has been given (for full text see agenda or AGM pack):

The results of the electronic votes are as follows:

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

Agree: 95 votes - 100.0%  
Disagree: 0 votes - 0.0%  
Abstained: 10

No votes were cast at the AGM.

## Elections to committee

There were no nominations for Chair or Secretary.

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

```
Treasurer
=====
Robert Pauer: 101 votes - 100.0%
Abstained: 4

Membership Secretary
=====
Matthew Jones: 100 votes - 100.0%
Abstained: 5

Non Executive Members
=====

Roger Orr / Publications: 100 votes
Jonathan Wakely / Standards: 101 votes
Ralph McArdell: 94 votes
Nigel Lester / Local groups: 95 votes
Abstained: 0
```

No votes were cast at the AGM.

## Other business

The committee outlined the need to move the website to a new hosting service by early July and the work that was needed to achieve this. Any members who are willing to contribute time to this project will be gratefully received.

Francis Glassborow hoped that the Local groups would continue to be a success and asked whether a model where groups outside the ACCU could become 'affiliated' to the ACCU might be useful model. Nigel Lester confirmed that was something that was planned and he hoped to be able to progress in the next year.

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The meeting closed at approximately 13:50.

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### 3. Minutes of Special General Meeting on 28th September 2016

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Minutes of the Special General Meeting held on 28th September at St Aldates Tavern, 108 St. Aldate's Oxford, Oxfordshire, OX1 1BU, United Kingdom.

The meeting commenced at approximately 19:00 with Malcolm Noyes acting as chair of the meeting and taking minutes. Approximately 12 members were present.

#### Apologies for absence

Russel Winder, Hubert Matthews

#### Voting Members

The necessary quorum (more than 10 members present) was achieved. Many thanks to all those who attended.

#### Elections to committee

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

Chair

=====

Bob Schmidt: 119 votes - 100.0%

Abstained: 14

Secretary

=====

Malcolm Noyes: 121 votes - 100.0%

Abstained: 12

No votes were cast at the SGM.

Bob Schmidt was duly elected Chair and Malcolm Noyes elected Secretary.

#### Other business

None.

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The meeting closed at approximately 19:05.

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## 4. Officer's reports

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### Chair's Report

I volunteered for the position of Acting Chair after last year's AGM, when the position remained vacant after the election. My stated main goal at that time was to "keep the organization ticking along." I will be the first to admit that, as goals go, keeping the organization ticking along is not the most inspiring, but it had the advantage of being achievable.

ACCU has had successes in the past year:

- Our website was migrated successfully to a new hosting platform, thanks to the efforts of Jim Hague.
- We published our new Diversity Statement.
- The conference web site has been reworked, and continues to improve as new features are added, thanks to our Conference Chair, Russel Winder, and his collaborators.
- Our new Code of Conduct was developed for the 2017 conference, along with guidelines for reporting and processing violations.
- Our local group affiliates have experienced strong membership growth.
- Our financial situation remains strong, with ACCU finishing 2016 with a small surplus for the fiscal year.
- Instructions on creating a Local Group were developed and published, thanks to the efforts of Nigel Lester.
- Overload and CVu continue their traditions of being high-quality publications, thanks to editors Fran Buontempo and Steve Love, and our member and non-member contributors.

We have also had our challenges:

- ACCU membership has continued its slow, gradual decline. Reversing this trend is a constant topic amongst the committee, as it has been for several years. I'm sorry to say that I have not been successful in finding a solution to this problem; I consider this my biggest failure over the past year.
- We still need to replace several pieces of our web infrastructure.
- We continue to find it difficult to recruit volunteers for committee positions. We had an acting chair and acting secretary from April 2016 until the special election in September. The Publicity, Study Groups, and Social Media positions remain vacant. The web editor position will become vacant as of the first of July.

On balance, I believe the past year has been a success, and I have every confidence that the coming year will continue the trend. This year we have a full slate of candidates for the executive members of the committee, so it is unlikely that we will start off the 2017-2018 term with a critical vacancy.

I started the role of chair without having any other experience working with the committee. (I was an auditor for one year, but that role is separate from the committee.) I'd like to thank the other committee members for their help in getting me up to speed; their comments and suggestions to make my bi-monthly *Views from the Chair* better and more accurate; and their commitment of time and energy to making ACCU a success.

Bob Schmidt

### Treasurer's Report

See the draft accounts below at Appendix 1.

## Membership Secretary's Report

It has been a quiet year with membership numbers almost flat (drop of 5%). 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.

The numbers are (as of 2016-04-05):

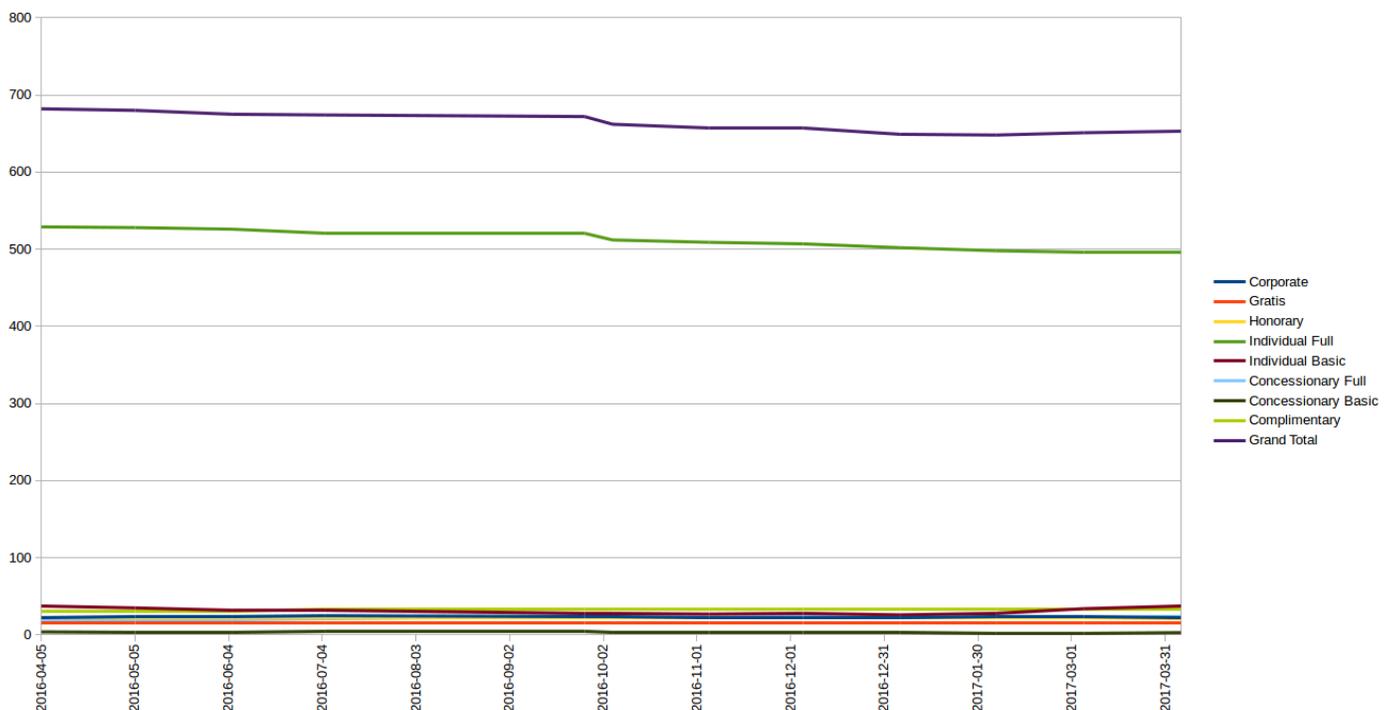
Category	Members	Difference from 2016 AGM report
Individual (Full 497, Basic 37)	534	-32
Concession (Full 24, Basic 3)	27	4
Corporate Members	23	0
Honorary	21	-2
Gratis	16	0
Total	621	-30
Complimentary Journals	33	2

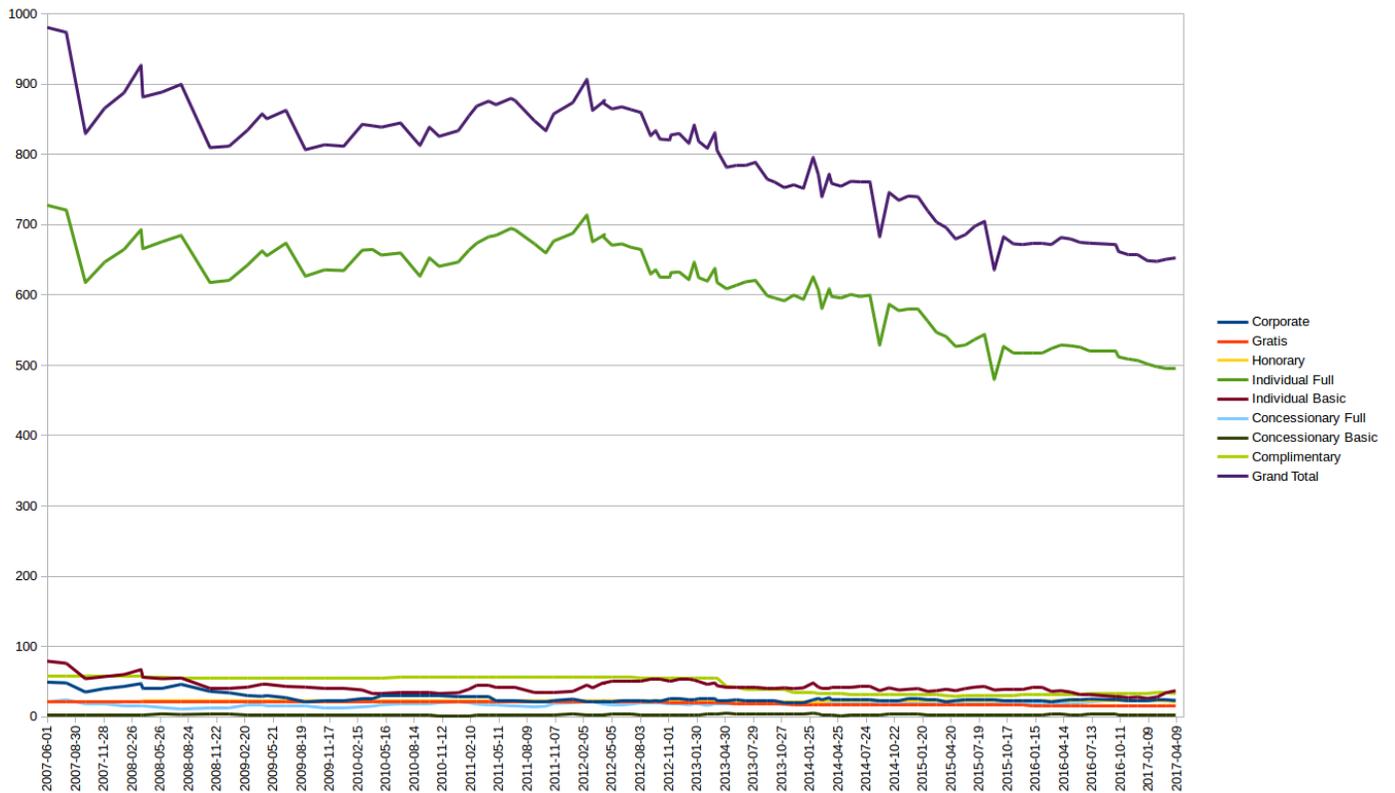
Aside from day-to-day business, the main challenge this year was the moving of the ACCU website (and the membership database and associated scripts) to a new host. From the outside this went pretty painlessly but we owe a huge thank you to Jim Hague (and the outgoing web manager and host, Tim Pushman) for the hard work behind the scenes.

A minor point of note is the decline in honorary members. Honorary members are typically long standing members of ACCU, many of whom have been there since the start. We have "lost" two this year due to their retirement from the profession. I think this might say something about our membership demographic. Prompted by this we have started to piece together the history of ACCU from current and past committee members. This work continues slowly, and we welcome contributions from anyone with a good memory!

Matthew Jones

ACCU Membership secretary





## Publications Report

I hope you have enjoyed reading the articles in both CVu and Overload. We repeated the 'best article' poll for both Overload and CVu; congratulations to Jonathan Wakely, Steve Love, and Silas S. Brown. We are grateful to all those who write for the magazines and those on the "review crew".

As ever, we owe a particular debt to Steve and Fran for their hard work editing, not forgetting Alison, Pete and Martin's help with production, artwork, and online publishing.

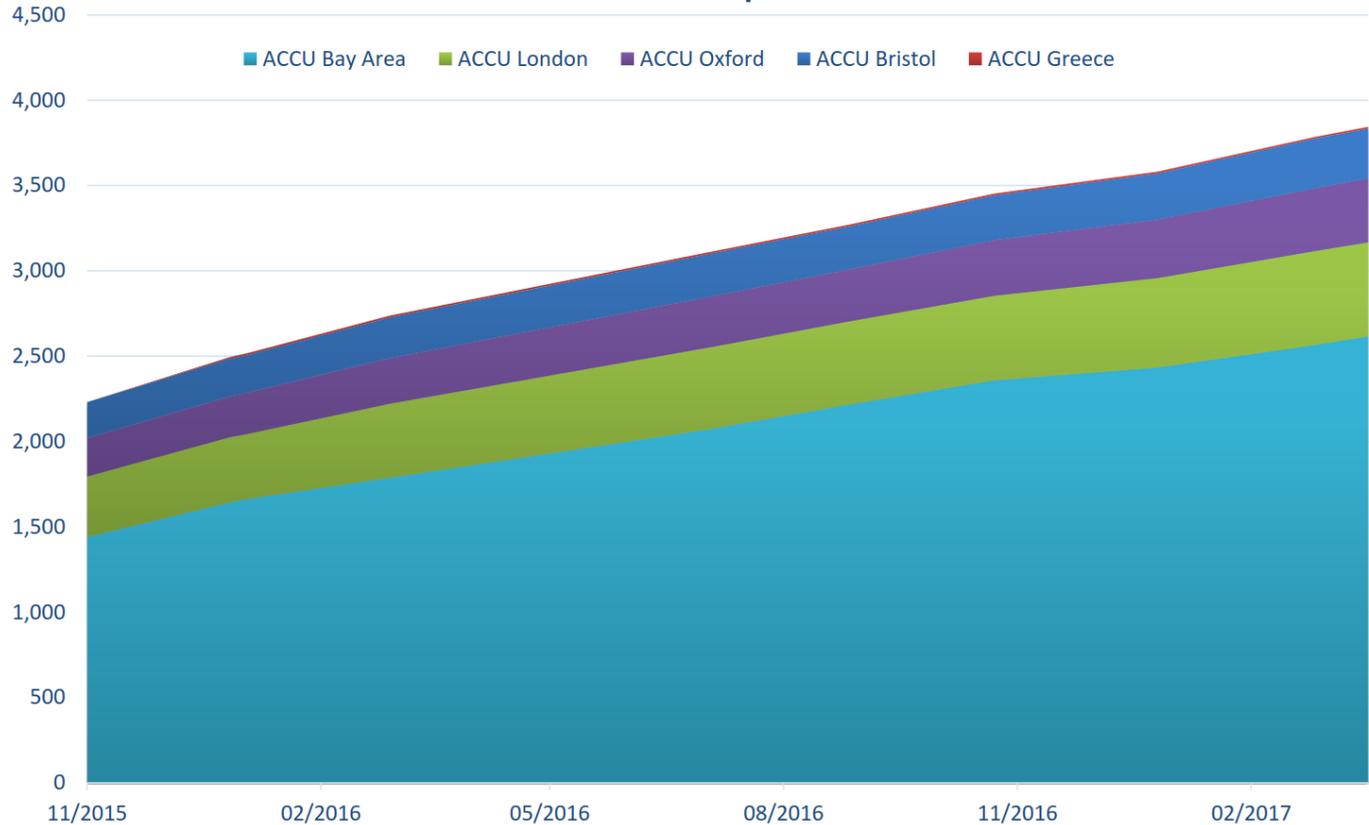
Roger Orr

## Local Groups Report

The local groups have been holding regular meetings. Over the last year the local group Meetup membership has grown by approximately 40% to over 3.8k members. Many thanks to the organizers, speakers, sponsors and attendees for creating these great sessions. A key challenge is still how to successfully scale up the number of local groups.

# Local Group Meetup Membership

Nov 2015 - April 2017



Nigel Lester

## 7. Other motions for which notice has been given:

None.

## Appendix 1 - Draft Accounts

**ACCU**  
**INCOME AND EXPENDITURE ACCOUNTS**  
**31 DECEMBER 2016**

**Draft Accounts**

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

**ACCU**  
**INCOME AND EXPENDITURE ACCOUNTS**  
**YEAR ENDED 31 DECEMBER 2016**

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Detailed income and expenditure account	8

## ACCU

### THE REPORT OF THE MANAGEMENT COMMITTEE

#### YEAR ENDED 31 DECEMBER 2016

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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 2016.

#### **PRINCIPAL ACTIVITIES**

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

Signed on behalf of the members

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 2016**

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In accordance with our terms of engagement, 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.

We have compiled the Income and expenditure accounts on the accounting basis set out in note 1 to the Income and expenditure accounts. The financial information is not intended to achieve full compliance with the provisions of UK Generally Accepted Accounting Principles.

This report is made to you, 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 you that we have done so, and state those matters that we have agreed to state to you 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's Management Committee, 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.

You have approved the Income and expenditure accounts for the year ended 31 December 2016 and have acknowledged your responsibility for it, for the appropriateness of the accounting basis and for providing all information and explanations necessary for its compilation.

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 2016**

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	Note	2016 £	2015 £
<b>REVENUE</b>		<b>37,879</b>	38,007
Cost of sales		<u>29,129</u>	<u>30,533</u>
<b>GROSS SURPLUS</b>		<b>8,750</b>	7,474
Administrative expenses		<u>1,323</u>	<u>1,303</u>
<b>OPERATING SURPLUS</b>	<b>2</b>	<b>7,427</b>	6,171
Interest receivable		5	6
<b>SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<u><b>7,432</b></u>	<u>6,177</u>
<b>SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION</b>		<u><b>7,432</b></u>	<u>6,177</u>
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		<u><u><b>7,432</b></u></u>	<u><u>6,177</u></u>

The notes on pages 5 to 6 form part of these Income and expenditure accounts.

**ACCU****BALANCE SHEET****31 DECEMBER 2016**

	Note	2016 £	2015 £
<b>FIXED ASSETS</b>			
Tangible assets	3	394	526
<b>CURRENT ASSETS</b>			
Cash at bank		55,511	46,820
<b>CREDITORS: Amounts falling due within one year</b>	4	1,835	708
<b>NET CURRENT ASSETS</b>		<u>53,676</u>	<u>46,112</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>54,070</u>	<u>46,638</u>
<b>CAPITAL AND RESERVES</b>			
Other reserves	5	2,557	1,927
Income and expenditure account	5	51,513	44,711
<b>MEMBERS' FUNDS</b>	5	<u>54,070</u>	<u>46,638</u>

In accordance with the engagement letter dated 12 June 2013, we approve the financial information which comprises Income and Expenditure Account, Balance Sheet, Accounting Policies and the related notes. We acknowledge our responsibility for the financial information, including the appropriateness of the accounting basis as set out in note 1, and for providing Lawson Ward with all information and explanations necessary for its compilation.

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 ..... and are signed on their behalf by:

Mr R Schmidt  
Chairman

**ACCU****NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS****YEAR ENDED 31 DECEMBER 2016**

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**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:

	<b>2016</b>	2015
	£	£
Members' remuneration	—	—
Depreciation of owned fixed assets	<u>132</u>	<u>175</u>

**ACCU****NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS****YEAR ENDED 31 DECEMBER 2016****3. TANGIBLE ASSETS**

	Website £
<b>COST</b>	
At 1 January 2016 and 31 December 2016	<u>9,871</u>
<b>DEPRECIATION</b>	
At 1 January 2016	9,345
Charge for the year	132
<b>At 31 December 2016</b>	<u>9,477</u>
<b>NET BOOK VALUE</b>	
At 31 December 2016	<u>394</u>
At 31 December 2015	<u>526</u>

**4. CREDITORS: Amounts falling due within one year**

	2016 £	2015 £
Accruals and deferred income	<u>1,835</u>	<u>708</u>

**5. RECONCILIATION OF MEMBERS' FUNDS AND MOVEMENT ON RESERVES**

	ISDF fund £	Income and expenditure account £	Total members' funds £
Balance brought forward	1,927	44,711	46,638
Surplus for the year	–	7,432	7,432
Other movements			
- transfer to other reserves	630	(630)	–
Balance carried forward	<u>2,557</u>	<u>51,513</u>	<u>54,070</u>

Donations of £630 were made by members to the ISDF fund during the year.

**ACCU**  
**MANAGEMENT INFORMATION**  
**YEAR ENDED 31 DECEMBER 2016**

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**The following pages do not form part of the 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 2016**

	Note	2016 £	£	2015 £
<b>REVENUE</b>				
Membership subscriptions			27,114	28,160
Advertising income			3,410	3,625
Sales			7,355	6,222
			<u>37,879</u>	<u>38,007</u>
<b>COST OF SALES</b>				
Printing and postage		20,125		21,744
Production		8,400		8,400
Other direct costs		604		389
			<u>29,129</u>	<u>30,533</u>
<b>GROSS SURPLUS</b>			<u>8,750</u>	<u>7,474</u>
<b>OVERHEADS</b>				
Office administrative expenses		436		385
Legal and professional fees		35		35
Accountancy fees		720		708
Depreciation		132		175
			<u>1,323</u>	<u>1,303</u>
<b>OPERATING SURPLUS</b>			<u>7,427</u>	<u>6,171</u>
Bank interest receivable			5	6
<b>SURPLUS ON ORDINARY ACTIVITIES</b>			<u>7,432</u>	<u>6,177</u>