

Annual General Meeting 2018

Welcome

Welcome to the 30th 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.

1. Agenda

The agenda of 30th Annual General Meeting of The ACCU will be held at 13:30 on Saturday 14th April 2018 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 29th Annual General Meeting
3. Annual reports of the officers
4. Accounts for the year ending 31st December 2017
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 the Secretary.
7. Election of Officers and Committee.

The Candidates for election are:

| Candidate Name | Post | Proposer | Seconder |
|----------------|------------------------------|-----------------|-------------------|
| Robert Schmidt | Chair | Malcolm Noyes | Ralph McArdell |
| Matthew Jones | Membership Secretary | Malcolm Noyes | Roger Orr |
| Robert Pauer | Treasurer | Malcolm Noyes | Ralph McArdell |
| Emyr Williams | Non exec member/Standards | Roger Orr | Jonathan Wakely |
| Nigel Lester | Non exec member/Local Groups | Hubert Matthews | Arnaud Desitter |
| Roger Orr | Non exec member | Steve Love | Frances Buontempo |
| Ralph McArdell | Non exec member | Nigel Lester | Malcolm Noyes |

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

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 the Secretary.

Proposed by Malcolm Noyes.

Seconded by Nigel Lester.

There have been no nominations for 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 the Secretary.

Note: Just to be clear, it will only be possible to elect a 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.

Malcolm Noyes
ACCU Secretary

2. Minutes of the 29th Annual General Meeting

Minutes of the 29th Annual General Meeting of the ACCU held on Saturday 29th April 2017 at the Bristol Marriott City Centre Hotel, 2 Lower Castle Street, Old Market, Bristol.

The meeting commenced at approximately 13:30 with Bob Schmidt in the chair of the meeting and Malcolm Noyes taking minutes. Approximately 40 members were present.

Apologies for absence

None

Draft minutes of the 28th AGM

The draft minutes were approved by the AGM (proposed by Nigel Lester, seconded by Roger Orr; apologies for lack of electronic vote by Secretary).

Draft minutes of the Special General Meeting on 28 Sept 2016

The draft minutes were approved by the AGM (proposed by Nigel Lester, seconded by Ralph McArdeall; apologies for lack of electronic vote by Secretary).

Officer's Reports

Chair's report

Bob Schmidt outlined the last year and future plans.

Membership secretary's report

Matt Jones outlined the current status of membership.

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

Auditors this year (Guy Davidson, shadowed by Niall Douglas) were thanked for their work, especially Niall who agreed to review the accounts after Bob Schmidt was unable to continue due to becoming Chair. The meeting voted to accept the proposal that Guy and Niall should continue to be the Auditors next year with none against.

Elections to committee

There were no nominations for Chair or Secretary.

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

```
Candidate: Chair - Robert Schmidt
*****
Yes - I approve the candidate: 140 votes (99.3%)
No - I reject the candidate: 1 vote (0.7%)

Abstentions: 16

Candidate: Membership Secretary - Matthew Jones
*****
```

Yes - I approve the candidate: 141 votes (99.3%)
No - I reject the candidate: 1 vote (0.7%)

Abstentions: 15

Candidate: Treasurer - Robert Pauer

Yes - I approve the candidate: 141 votes (99.3%)
No - I reject the candidate: 1 vote (0.7%)

Abstentions: 15

Candidate: Secretary - Malcolm Noyes

Yes - I approve the candidate: 142 votes (99.3%)
No - I reject the candidate: 1 vote (0.7%)

Abstentions: 14

Candidate: Committee members

Ralph McArdell: 135 votes (50.2%)
Nigel Lester: 134 votes (49.8%)

Abstentions: 18

No votes were cast at the AGM.

Other business

None.

The meeting closed at approximately 13:50.

3. Officer's reports

Chair's Report

The day-to-day operations of ACCU continue to tick along, thanks to the generous donations of time and effort by all of ACCU's committee members and volunteers.

After five years of declining membership numbers, ACCU finished 2017 with a small increase in membership (673) compared to the end of 2016 (649). The 2017 ACCU Conference also saw an increase in attendance over 2016. (It is possible that the two trends are related, with people joining ACCU in order to take advantage of the conference discount.) While these are positive trends, it is important to note that our total membership of 673 at the end of 2017 still is approximately 31% lower than the 981 members ACCU had in 2007 (the earliest year for which I could find numbers).

ACCU had other successes in the past year:

- The conference web site continues to be improved, thanks to our Conference Chair, Russel Winder, and his collaborators.
- ACCU's financial situation remains strong, with ACCU finishing 2017 with a surplus for the fiscal year. The 2017 surplus was 19.4% greater than 2016's surplus.
- Local group ACCU Cambridge was started up, thanks to the efforts of Andy Saul.
- CVu and Overload continue to be high-quality publications, thanks to editors Steve Love and Fran Buontempo, our reviewers, and our member and non-member contributors.
- We published our new, generalized Code of Conduct, outlining our expectations for people attending any event held under the ACCU banner. (The ACCU Conference will continue to use its more detailed Code of Conduct.)
- Our local group affiliates have continued to experience strong membership growth. (I would warn against reading too much into those numbers, however; the large increase in local group numbers has not resulted in a similar increase in paid ACCU membership.)
- ACCU awarded an ISDF grant to Mr. Walter Brown for his contributions to WG21, the C++ standards committee. We still have challenges:
- We continue to find it difficult to recruit volunteers for committee positions. The Web Editor, Publicity, Study Groups, Social Media, and Book Reviews positions remain vacant. The position of Secretary will become vacant as of the AGM, unless someone steps forward and runs during the meeting. Our current treasurer, Rob Pauer, would like to retire, but kindly has agreed to remain in the role until someone volunteers to replace him.
- We are considering moving our web site off of its current platform, Xaraya, and onto a more modern, supported platform. For most things Xaraya is satisfactory, but it hasn't been updated since October 2015, and its facilities for preventing bot accounts from being created is lacking. (We currently get 100 bot sign-ups per day, with most coming from just three sources.) This will be a long-term project for the committee.
- We need to continue to explore new ways to attract new members. Just converting a small percentage of those who have signed up for a local group, but are not members, would be a good start. (We were able to advertise ACCU and the conference during the WG21 meeting last November, but that may have been a case of 'preaching to the choir.')

I would like to take this opportunity to thank Malcolm Noyes for his service on the committee. Malcolm has served as Secretary for four years, and has decided to retire as of this year's AGM. Malcolm tried to retire two years ago, but agreed to remain as acting Secretary until the special election of 2016, and ran for, and won, the position again last year. He will be missed.

Finally, a big thank you to all of ACCU's volunteers: committee members; magazine editors, writers, and reviewers; local group coordinators; and conference committee members.

Bob Schmidt

Treasurer's Report

See the draft accounts below at Appendix 1.

Membership Secretary's Report

Membership numbers have remained basically flat over the last year (2% rise). 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 2018-04-05):

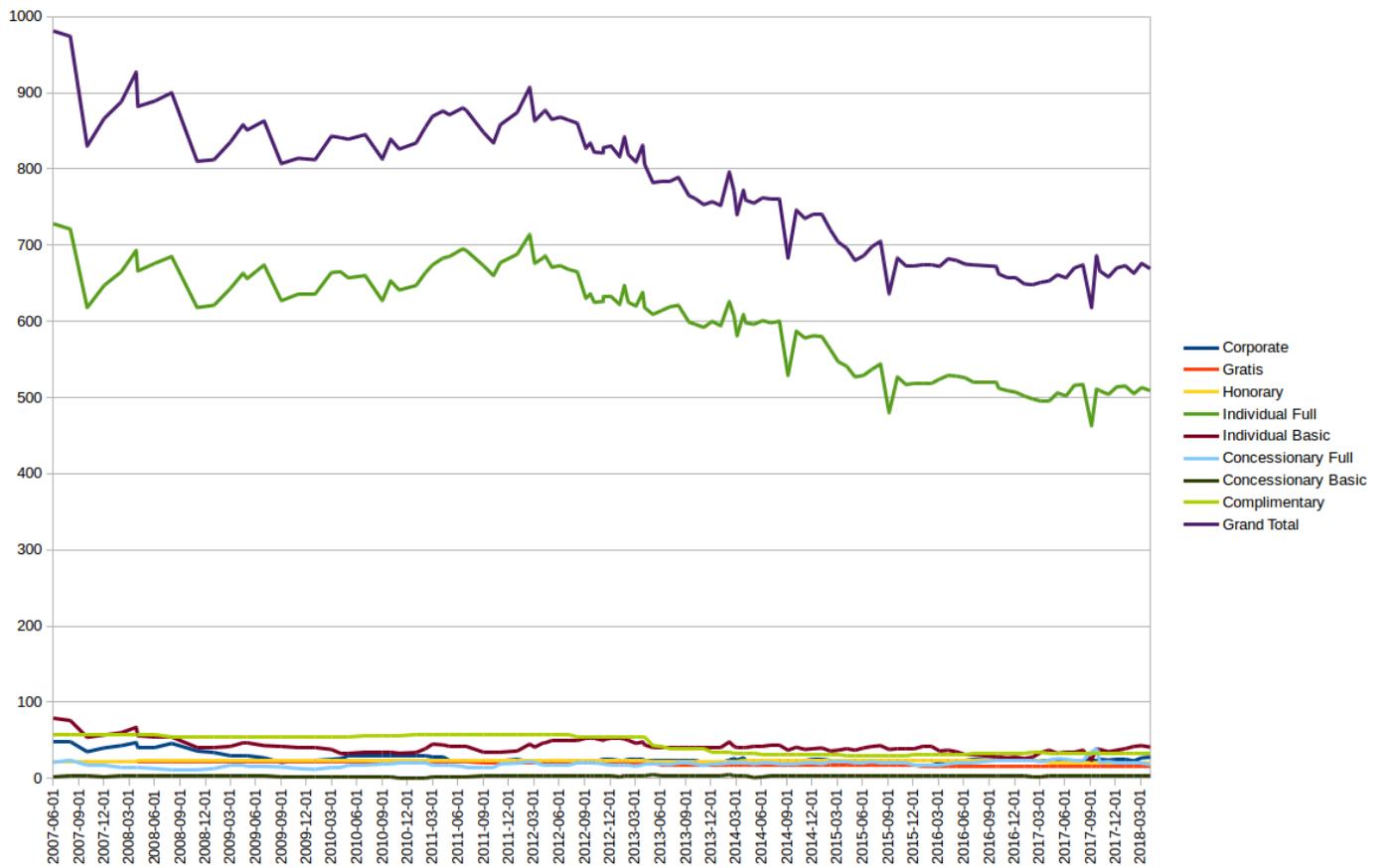
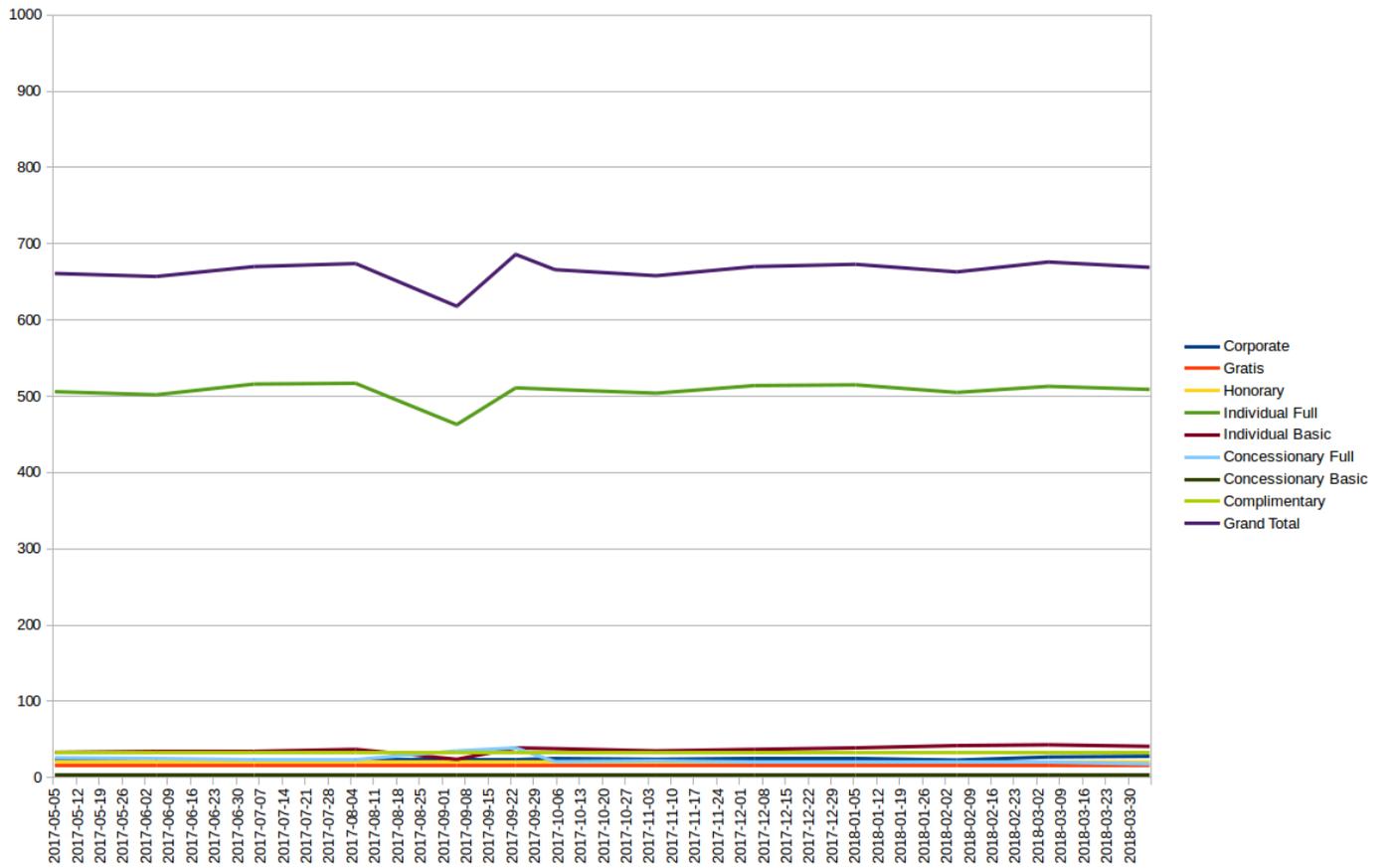
| Category | Members | Difference from 2017 AGM report |
|---------------------------------|---------|---------------------------------|
| Individual (Full 509, Basic 41) | 550 | 16 |
| Concession (Full 18, Basic 3) | 21 | -6 |
| Corporate Members | 28 | 5 |
| Honorary | 21 | 0 |
| Gratis | 16 | 0 |
| Total | 636 | 15 |
| Complimentary Journals | 33 | 0 |

Membership continues to be buoyed up by conference attendees seeking the reduced rates, and by conversion of attendees at our various local groups. This has been particularly noticeable since the Cambridge group re-started after the 2017 conference. Many thanks to Andy Saul for his work over the last year getting this off the ground.

The history of ACCU is slowly being pieced together. Thank you to members past and present for their contributions. If you have anything to add please put it in note form at the bottom of the Google doc (*), or email it to the membership secretary (accumembership@accu.org).

Matthew Jones
ACCU Membership secretary

(*) https://docs.google.com/document/d/1YJXdAKB_wdKJvrBpl0NfRMju1g0bvx0ttP3KF70RSPI



Publications Report

We have once again had a range of articles and features in CVu and Overload and are grateful to all those who write for the magazines and those on the "review crew".

If you are a potential new author please get in touch with the editors; we can help guide you as you get started.

Thanks are as usual due to Steve Love and Fran Buontempo for their hard work editing, and also to Alison Peck, Pete Goodliffe, Martin Moene, and Bob Schmidt's help with production, artwork, and online publishing.

Roger Orr

Appendix 1 - Draft Accounts

ACCU
INCOME AND EXPENDITURE ACCOUNTS
31 DECEMBER 2017

Draft Accounts

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

ACCU
INCOME AND EXPENDITURE ACCOUNTS
YEAR ENDED 31 DECEMBER 2017

| 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 2017

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 2017.

PRINCIPAL ACTIVITIES

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

Signed on behalf of the members

Mr R W Schmidt
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 2017**

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 2017 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 2017

| | Note | 2017 £ | 2016 £ |
|-------------------------------------------------------|----------|---------------------|---------------|
| REVENUE | | 40,902 | 37,879 |
| Cost of sales | | <u>30,839</u> | <u>29,129</u> |
| GROSS SURPLUS | | 10,063 | 8,750 |
| Administrative expenses | | <u>1,191</u> | <u>1,323</u> |
| OPERATING SURPLUS | 2 | 8,872 | 7,427 |
| Interest receivable | | 2 | 5 |
| SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION | | <u>8,874</u> | <u>7,432</u> |
| SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION | | <u>8,874</u> | <u>7,432</u> |
| SURPLUS FOR THE FINANCIAL YEAR | | <u>8,874</u> | <u>7,432</u> |

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

ACCU**BALANCE SHEET****31 DECEMBER 2017**

| | Note | 2017 £ | 2016 £ |
|-------------------------------------------------------|------|---------------|---------------|
| FIXED ASSETS | | | |
| Tangible assets | 3 | <u>295</u> | <u>394</u> |
| CURRENT ASSETS | | | |
| Cash at bank | | 64,636 | 55,511 |
| CREDITORS: Amounts falling due within one year | 4 | <u>2,487</u> | <u>1,835</u> |
| NET CURRENT ASSETS | | <u>62,149</u> | <u>53,676</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>62,444</u> | <u>54,070</u> |
| CAPITAL AND RESERVES | | | |
| Other reserves | 5 | 2,687 | 2,557 |
| Income and expenditure account | 5 | <u>59,757</u> | <u>51,513</u> |
| MEMBERS' FUNDS | 5 | <u>62,444</u> | <u>54,070</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 provisions of UK Generally Accepted Accounting Principles.

These Income and expenditure accounts were approved by the Management Committee and authorised for issue on the 29 April 2017 and are signed on their behalf by:

Mr R W Schmidt
Chairman

ACCU**NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS****YEAR ENDED 31 DECEMBER 2017****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 provisions of UK Generally Accepted Accounting Principles.

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:

| | 2017 | 2016 |
|------------------------------------|-------------------|-------------------|
| | £ | £ |
| Members' remuneration | — | — |
| Depreciation of owned fixed assets | 99 | 132 |
| | <u> </u> | <u> </u> |

ACCU**NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS****YEAR ENDED 31 DECEMBER 2017****3. TANGIBLE ASSETS**

| | Website £ |
|----------------------------------------|--------------|
| COST | |
| At 1 January 2017 and 31 December 2017 | <u>9,871</u> |
| DEPRECIATION | |
| At 1 January 2017 | 9,477 |
| Charge for the year | <u>99</u> |
| At 31 December 2017 | <u>9,576</u> |
| NET BOOK VALUE | |
| At 31 December 2017 | <u>295</u> |
| At 31 December 2016 | <u>394</u> |

4. CREDITORS: Amounts falling due within one year

| | 2017 £ | 2016 £ |
|------------------------------|--------------|--------------|
| Accruals and deferred income | <u>2,487</u> | <u>1,835</u> |

5. RECONCILIATION OF MEMBERS' FUNDS AND MOVEMENT ON RESERVES

| | ISDF fund £ | Income and expenditure account £ | Total members' funds £ |
|------------------------------|----------------|-------------------------------------------|---------------------------------|
| Balance brought forward | 2,557 | 51,513 | 54,070 |
| Surplus for the year | – | 8,874 | 8,874 |
| Other movements | | | |
| - transfer to other reserves | 630 | (630) | – |
| Other | <u>(500)</u> | <u>–</u> | <u>(500)</u> |
| Balance carried forward | <u>2,687</u> | <u>59,757</u> | <u>62,444</u> |

During the year, donations of £630 were made by members to the ISDF fund. In addition, a payment of £500 was made from the ISDF fund.

ACCU
MANAGEMENT INFORMATION
YEAR ENDED 31 DECEMBER 2017

**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 2017**

| | Note | 2017 £ | £ | 2016 £ |
|---------------------------------------|------|-----------|---------------|---------------|
| REVENUE | | | | |
| Membership subscriptions | | | 27,975 | 27,114 |
| Advertising income | | | 4,749 | 3,410 |
| Sales | | | 8,178 | 7,355 |
| | | | <u>40,902</u> | <u>37,879</u> |
| COST OF SALES | | | | |
| Printing and postage | | 21,970 | | 20,125 |
| Production | | 8,400 | | 8,400 |
| Other direct costs | | 469 | | 604 |
| | | | <u>30,839</u> | <u>29,129</u> |
| GROSS SURPLUS | | | <u>10,063</u> | <u>8,750</u> |
| OVERHEADS | | | | |
| Office administrative expenses | | 337 | | 436 |
| Legal and professional fees | | 35 | | 35 |
| Accountancy fees | | 720 | | 720 |
| Depreciation | | 99 | | 132 |
| | | | <u>1,191</u> | <u>1,323</u> |
| OPERATING SURPLUS | | | <u>8,872</u> | <u>7,427</u> |
| Bank interest receivable | | | 2 | 5 |
| SURPLUS ON ORDINARY ACTIVITIES | | | <u>8,874</u> | <u>7,432</u> |