

# Annual General Meeting 2019

## Welcome

Welcome to the 31st 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 31st Annual General Meeting of The ACCU will be held at 13:30 on Saturday 13th 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 30th Annual General Meeting
3. Annual reports of the officers
4. Accounts for the year ending 31st December 2018
5. Election of Auditors
6. Other motions for which notice has been given (for full text see below):

1. "The Committee shall have the power to effect any insurance arrangements that are deemed necessary to protect the Association or its Officers; examples include, but are not limited to, Public Liability Insurance or Management Liability Insurance."

2. "That the Association should, for this year only, allow members present at the AGM to nominate and elect the Chairman and Treasurer."

7. Election of Officers and Committee.

The Candidates for election are:

<b>Candidate Name</b>	<b>Post</b>	<b>Proposer</b>	<b>Seconded</b>
<i>Patrick Martin</i>	Secretary	<i>Roger Orr</i>	<i>Nigel Lester</i>
<i>Matt Jones</i>	Membership Secretary	<i>Nigel Lester</i>	<i>Ralph McArdell</i>
<i>Roger Orr</i>	Publications	<i>Emyr Williams</i>	<i>Jason Hearne-McGuinness</i>
<i>Phil Nash</i>	Local Groups	<i>Nigel Lester</i>	<i>Matt Jones</i>
<i>Guy Davidson</i>	Standards	<i>Emyr Williams</i>	<i>Jez Higgins</i>
<i>Ralph McArdell</i>	At-Large	<i>Jez Higgins</i>	<i>Nigel Lester</i>

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. "The Committee shall have the power to effect any insurance arrangements that are deemed necessary to protect the Association or its Officers; examples include, but are not limited to, Public Liability Insurance or Management Liability Insurance."

Proposed by Bob Schmidt

Seconded by Roger Orr

2. "That the Association should, for this year only, allow members present at the AGM to nominate and elect the Chairman and Treasurer."

Proposed by Patrick Martin

Seconded by Ralph McArdell

There have been no nominations for Chairman and Treasurer 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 Chairman and Treasurer.

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

Patrick Martin

ACCU Secretary

## **2. Minutes of the 30th Annual General Meeting**

*Minutes of the 30th Annual General Meeting of the ACCU held on Saturday 14th April 2018 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 30 members were present.

**Apologies for absence**

None

**Elections to committee**

Chair - Bob Schmidt

\*\*\*\*\*

Yes - I approve the candidate: 119 votes (100.0%)

No - I reject the candidate: 0 votes (0%)

Yes - I approve the candidate wins with 100.0% of the vote. Votes tallied: 119 Abstentions: 9

Treasurer - Robert Pauer

\*\*\*\*\*

Yes - I approve the candidate: 118 votes (100.0%)

No - I reject the candidate: 0 votes (0%)

Yes - I approve the candidate wins with 100.0% of the vote. Votes tallied: 118 Abstentions: 10

Membership Secretary - Matt Jones

\*\*\*\*\*

Yes - I approve the candidate: 119 votes (100.0%) No - I reject the candidate: 0 votes (0%)

Yes - I approve the candidate wins with 100.0% of the vote. Votes tallied: 119 Abstentions: 9

Non exec committee members

\*\*\*\*\*

Nigel Lester: 115 votes (24.7%) Emyr Williams: 116 votes (24.9%)

Roger Orr: 121 votes (26.0%) Ralph McArdell: 114 votes (24.5%)

Votes tallied: 466 Abstentions: 6

### ***Proposal to elect Secretary at the AGM***

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

\*\*\*\*\*  
\*\*\*\*\*

*Yes - the members should elect the Secretary at the AGM: 115 votes (97.5%)*

*No - the members should NOT elect the Secretary at the AGM: 3 votes (2.5%)*

*Yes - the members should elect the Secretary at the AGM wins with 97.5% of the vote. Votes tallied: 118  
Abstentions: 10*

### ***Draft minutes of the 29th AGM***

*The draft minutes were approved by electronic vote.*

*Minutes of 2017 AGM*

\*\*\*\*\*

*Yes - I approve the minutes: 89 votes (100.0%)*

*No - I reject the minutes: 0 votes (0%)*

*Yes - I approve the minutes wins with 100.0% of the vote. Votes tallied: 89 Abstentions: 39*

### ***Election of Secretary***

*Patrick Martin volunteered to stand as secretary, proposed by Dietmar K uhl, seconded by Frances Buontempo.*

*The meeting voted to accept Patrick as Secretary with none against and no absentions.*

### ***Officer's Reports***

#### ***Chair's report***

*Bob Schmidt outlined the last year and future plans.*

#### ***Membership secretary's report***

*Matt Jones was unable to be at the meeting. Bob Schmidt 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 and Niall Douglas) were thanked for their work. The meeting voted to accept the proposal that Guy and Niall should continue to be the Auditors next year with none against.*

***Other business***

*None.*

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*The meeting closed in record time at approximately 13:45.*

## 3. Officer's reports

### Chair's Report

*Another year has passed, and it is once again time for ACCU's Annual General Meeting (AGM) and the start of a new term. First, we need to look back at the year that is ending.*

*After an uptick in membership at the end of 2017, in 2018 we returned to our downward trend in membership. According to the numbers compiled by Matt Jones (Membership secretary), in December 2017 we had 670 members, compared to 618 members in December 2018. This represents an almost ten percent decline in membership in one year. 2019 year-to-date numbers remain flat.*

*This continues to be our biggest concern. Obviously we can't maintain 10 percent losses in membership forever. At some point our fixed costs will exceed our income from membership, and we will have to tap our surplus to pay our bills.*

*It hasn't been all bad news:*

- *Our financial situation remains strong, with ACCU finishing 2018 with a surplus for the fiscal year. Conference revenues continue to be the main source of our surpluses.*
- *Overload and CVu continue to excel under the stewardship of Fran Buontempo and Steve Love (respectively).*
- *We published our response to the EU's General Data Protection Regulation (GDPR), thanks to the efforts of Nigel Lester.*
- *Our local groups continue to experience strong membership growth, as measured by the number of people signed up for the respective Meetup Groups. (As was the case last year, the large number of new Meetup members has not resulted in an increase in ACCU members.)*
- *We are in the beginning phases of moving our web site to a new platform, with a new look. Jim Hague (Webmaster) has created a framework with which we can move forward.*
- *As of this writing, registrations for the 2019 conference are a little lower than last year, but higher than for 2017. Concerns over Brexit may be contributing to the decline.*

*We continue to have other challenges:*

- *We continue to have difficulty getting people to volunteer, resulting in long-term vacancies on the committee. The Publicity, Study Groups, Social Media, Web Editor, and Book Reviews positions have all been vacant for at least a year. The committee has discussed discontinuing some of the positions that have been vacant for the longest periods of time.*
- *We continue to need authors and articles for our magazines. You probably have noticed that the page count of the magazines varies from month to month, which is based on the content received during the two months preceding publication.*

*We have some changes coming to the makeup of the ACCU Committee:*

- *Our Treasurer, Rob Pauer, has decided to not seek reelection for the 2019-2020 term. As of this writing, we have not had anyone volunteer to run for the position.*
- *After many years of service, Nigel Lester is stepping down as Local Groups Coordinator. Phil Nash is standing for the position.*
- *Emyr Williams is stepping down as Standards Officer. Guy Davidson is running to take over in that role.*

*Because Guy is planning to join the committee, he will not be available to finish his second year as Auditor. We will need to find someone to fill that role. Niall Douglas' current term as auditor is ending.*

*We should have some continuity on the committee, with the following people running for their current positions: Matt Jones, Membership Secretary; Patrick Martin, Secretary; Roger Orr, Publications; and Ralph McArdeall, At-large. Russel Winder (ACCU Conference Chair), Seb Rose (Advertising), Jim Hague (Webmaster), and Daniel James (ePub Editor) remain as co-opted members of the committee.*

*As always my thanks go out to all of ACCU's volunteers: committee members; magazine editors, writers and reviewers, local group organizers; auditors; and conference committee members. Special thanks to Rob, Nigel, Emyr, and Niall for their service.*

*Bob Schmidt*

## **Treasurer's Report**

See the draft accounts below at Appendix 1.

## Membership Secretary's Report

*Membership numbers continue to decline gracefully. Last year they bucked the trend by staying flat, but over the last 12 years ("since records began") the overall picture is a steady downward line. 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 2019-04-05):*

<i>Category</i>	<i>Members</i>	<i>Difference from 2018 AGM report</i>
<i>Individual (Full 483, Basic 31)</i>	<i>514</i>	<i>-36</i>
<i>Concession (Full 18, Basic 4)</i>	<i>22</i>	<i>1</i>
<i>Corporate Members</i>	<i>18</i>	<i>-10</i>
<i>Honorary</i>	<i>20</i>	<i>-1</i>
<i>Gratis</i>	<i>15</i>	<i>-1</i>
<i>-----</i>		
<i>Total</i>	<i>589</i>	<i>-47</i>
 <i>Complimentary Journals</i>	 <i>21</i>	 <i>-12</i>

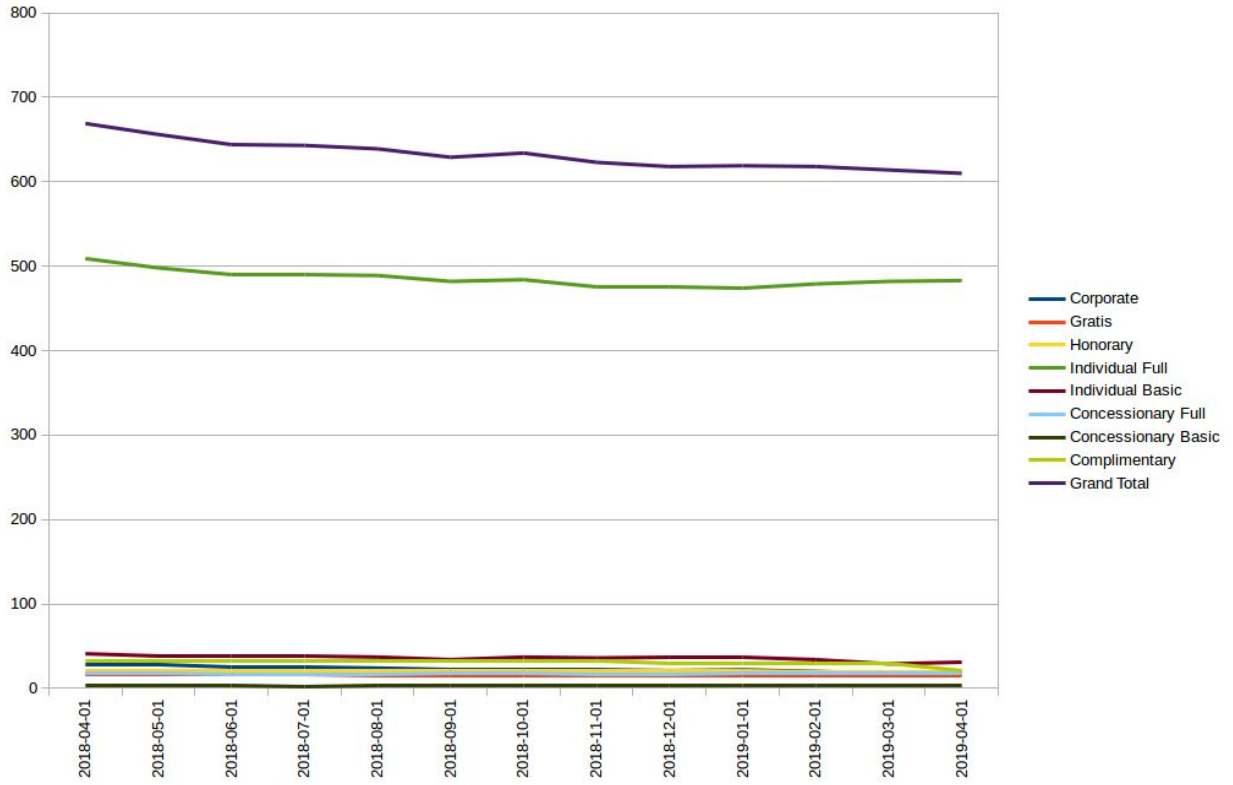
*Membership continues to be buoyed up by conference attendees seeking the reduced rates, and by conversion of attendees at our various local groups.*

*In 2018 we welcomed a new local group in York. Many thanks to Gareth Lloyd for his work over the last year getting this off the ground, and to everyone who has helped and attended the meetings.*

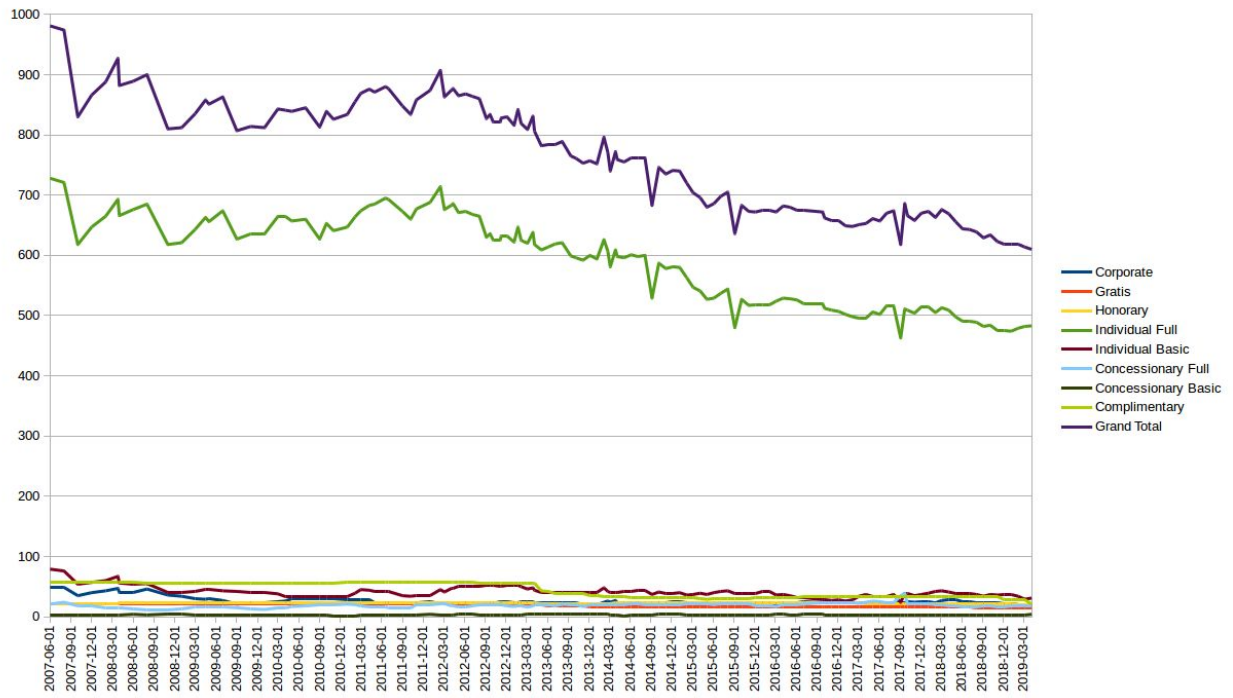
*Matthew Jones*

*ACCU Membership secretary*





Year on year trend chart



Historical trends chart



## **Appendix 1 - Draft Accounts**

Following are the draft accounts

**ACCU**  
**INCOME AND EXPENDITURE ACCOUNTS**  
**31 DECEMBER 2018**

**Draft Accounts**

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

**ACCU**

**INCOME AND EXPENDITURE ACCOUNTS**

**YEAR ENDED 31 DECEMBER 2018**

**CONTENTS PAGE**

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Accountants' report to the management committee on the unaudited Income and Expenditure accounts	<b>2</b>
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Detailed Income and Expenditure account	<b>8</b>

## ACCU

### THE REPORT OF THE MANAGEMENT COMMITTEE

#### YEAR ENDED 31 DECEMBER 2018

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 2018.

**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

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## ACCU

### CHARTERED ACCOUNTANTS' REPORT TO THE MANAGEMENT COMMITTEE ON THE UNAUDITED ACCOUNTS OF ACCU

#### YEAR ENDED 31 DECEMBER 2018

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 2018 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 2018**

	Note	2018 £	2017 £
<b>REVENUE</b>		<b>34,980</b>	40,902
Cost of sales		<b>27,530</b>	30,839
		-----	-----
<b>GROSS SURPLUS</b>		<b>7,450</b>	10,063
Administrative expenses		<b>1,132</b>	1,191
		-----	-----
<b>OPERATING SURPLUS</b>	<b>2</b>	<b>6,318</b>	8,872
Interest receivable		<b>10</b>	2
		----	----
<b>SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>6,328</b>	8,874
		-----	-----
<b>SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION</b>		<b>6,328</b>	8,874
		-----	-----
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		<b>6,328</b>	8,874
		=====	=====

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



**ACCU****BALANCE SHEET****31 DECEMBER 2018**

	Note	£	2018 £	2017 £
<b>FIXED ASSETS</b>				
Tangible assets	3		221	295
			-----	-----
<b>CURRENT ASSETS</b>				
Cash at bank		70,528		64,636
<b>CREDITORS: Amounts falling due within one year</b>				
	4	1,977		2,487
			-----	-----
<b>NET CURRENT ASSETS</b>			68,551	62,149
			-----	-----
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			68,772	62,444
			=====	=====
<b>CAPITAL AND RESERVES</b>				
Other reserves	5		3,380	2,687
Income and Expenditure account	5		65,392	59,757
			-----	-----
<b>MEMBERS' FUNDS</b>	5		68,772	62,444
			=====	=====

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

Mr R W Schmidt Chairman

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

## ACCU

### NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS

YEAR ENDED 31 DECEMBER 2018

#### 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 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

#### 2. OPERATING SURPLUS

Operating surplus is stated after charging:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Members' remuneration	-	-
Depreciation of owned fixed assets	<b>74</b>	<b>99</b>
	=====	=====

**ACCU****NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS  
YEAR ENDED 31 DECEMBER 2018****3. TANGIBLE ASSETS**

	<b>Website</b>
	<b>£</b>
<b>COST</b>	
At 1 January 2018 and 31 December 2018	9,871
	=====
<b>DEPRECIATION</b>	
At 1 January 2018	9,576
Charge for the year	74
	-----
At 31 December 2018	9,650
	=====
<b>NET BOOK VALUE</b>	
At 31 December 2018	221
	=====
At 31 December 2017	295
	=====

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

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	1,977	2,487
	=====	=====

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

	<b>ISDF fund</b>	<b>Income and Expenditure account</b>	<b>Total members' funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward	2,687	59,757	62,444
Surplus for the year	-	6,328	6,328
Other movements			
- transfer to other reserves	693	(693)	-
	-----	-----	-----
Balance carried forward	3,380	65,392	68,772
	=====	=====	=====

During the year, donations of £693 were made by members to the ISDF fund.

**ACCU**

**MANAGEMENT INFORMATION**

**YEAR ENDED 31 DECEMBER 2018**

**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 2018**

	Note	£	2018 £	2017 £
<b>REVENUE</b>				
Membership subscriptions			<b>25,667</b>	27,975
Advertising income			<b>2,700</b>	4,749
Sales			<b>6,613</b>	8,178
			-----	-----
			<b>34,980</b>	40,902
<b>COST OF SALES</b>				
Printing and postage		<b>18,424</b>		21,970
Production		<b>8,400</b>		8,400
Other direct costs		<b>706</b>		469
		-----		-----
			<b>27,530</b>	30,839
			-----	-----
<b>GROSS SURPLUS</b>			<b>7,450</b>	10,063
			-----	-----
<b>OVERHEADS</b>				
Office administrative expenses		<b>303</b>		337
Legal and professional fees		<b>35</b>		35
Accountancy fees		<b>720</b>		720
Depreciation		<b>74</b>		99
		-----		-----
			<b>1,132</b>	1,191
			-----	-----
<b>OPERATING SURPLUS</b>			<b>6,318</b>	8,872
Bank interest receivable			<b>10</b>	2
			-----	-----
<b>SURPLUS ON ORDINARY ACTIVITIES</b>			<b>6,328</b>	8,874
			=====	=====

