

Annual General Meeting 2020

Welcome

Welcome to the 32nd 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 the 32nd Annual General Meeting of The ACCU to be held on-line 18:00 GMT on Saturday 28th March 2020.

1. Apologies for absence
2. Minutes of the 31st Annual General Meeting
3. Annual reports of the officers
4. Accounts for the year ending December 2019
5. Election of Auditors
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 Chairman and Secretary."

7. Election of Officers and Committee.

The Candidates for election are:

<i>Candidate Name</i>	<i>Post</i>	<i>Proposer</i>	<i>Second</i>
Patrick Martin	Treasurer	Bob Schmidt	Matthew Jones
Matthew Jones	Membership Secretary	Bob Schmidt	Patrick Martin
Roger Orr	Publications	Marcin Sobieszczanski	Frances Buontempo
Phil Nash	Local Groups	Patrick Martin	Matthew Jones
Guy Davidson	Standards	Ian Bruntlett	Emyr Williams
Ralph Mcardell	At-Large	Jez Higgins	Patrick Martin
Jim Hague	Web Master	Patrick Martin	Matthew Jones
Ian Bruntlett	Reviews Editor	Melanie Allett	Bob Schmidt

8. Chair calls for volunteers for non-executive roles.

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 Chairman and Secretary."

Proposed by Patrick Martin

Seconded by Roger Orr

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

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

Patrick Martin

ACCU Secretary

2. Minutes of the 31st Annual General Meeting

Minutes of the 31st Annual General Meeting of the ACCU held on Saturday 13th April 2019 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 Patrick Martin taking minutes. Approximately 25 members were present.

Apologies for absence

Robert Pauer.

Elections to committee

Secretary - Patrick Martin

Yes - I approve the candidate: 98 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: 98 Abstentions: 11

Membership Secretary - Matt Jones

Yes - I approve the candidate: 98 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: 98 Abstentions: 11

Non exec committee members

Roger Orr: 101 votes (25.8%)

Phil Nash: 101 votes (25.8%)

Guy Davidson: 95 votes (24.2%)

Ralph McArdell: 95 votes (24.2%)

Phil Nash, Roger Orr, Ralph McArdell, and Guy Davidson win with 25.8% and 24.2% of the vote each.

Votes tallied: 392 Abstentions: 6

All nominations were thus passed in the vote.

Authority to implement Insurance arrangements

Option: "The Committee shall have the power to effect any insurance arrangements that are deemed necessary to protect the Association or its Officers."

Yes - The Committee may have the power to effect said insurance arrangements: 102 votes (99.0%)

No - The Committee may NOT have the power to effect said insurance arrangements: 1 vote (1.0%)

Yes - The Committee may have the power to effect said insurance arrangements wins with 99.0% of the vote.

Votes tallied: 103 Abstentions: 6

Elections to committee

Option: "The Association should, for this year only, allow members present at the AGM to nominate and elect the Chair and Treasurer"

Yes - the members should elect the Chair and Treasurer at the AGM: 98 votes (98.0%)

No - the members should NOT elect the Chair and Treasurer at the AGM: 2 votes (2.0%)

Yes - the members should elect the Chair and Treasurer at the AGM wins with 98.0% of the vote.

Votes tallied: 100 Abstentions: 9

As there were no nominations for Chairman and Treasurer left election the committee positions unfilled. Rob Pauer has indicated in the absence of any successful nominations for Treasurer, he will continue in post.

Proposed Bob Schmidt, seconded Roger Orr

The meeting voted to accept Rob as Treasurer with none against and no abstentions.

Bob Schmidt volunteered to continue in post as Chairman.

Proposed: Roger Orr, seconded Alan Griffith

The meeting voted to accept Bob as Chairman with none against and no abstentions.

In addition to the electronic vote, there was also one vote in person in the meeting - voting "For" for all nominations and resolutions.

Draft minutes of the 30th AGM

The draft minutes were approved by electronic vote.

Option: Minutes of 2018 AGM

Yes - I approve the minutes: 83 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: 83 Abstentions: 26

Officer's Reports

Chair's report

Bob thanked Archer Yates, the outgoing and incoming committee members and made a verbal report to the meeting, outlining the last year and future plans,

It was announced that Felix Petriconi has stepped up to be the next Conference chair, and will shadow Russel for a year to learn all the details with the aim of taking over responsibility the year after.

Membership secretary's report

Matt said there was not much to add over the report presented in the Pack - attention was drawn to the trend of dropping membership.

Election of Auditors

Guy Davidson presented the nature of the role of auditor.

Dietmar Kuhl was proposed and accepted for role of auditor for 2 years.

Alan Griffiths was proposed and accepted for the role of auditor for 1 year.

This fulfilled the requirement of 2 auditors for the accounts.

Treasurer's report

The accounts were presented and approved.

Other business

Jim Hague has revealed that he has been working on a replacement for the existing website.

Francis Glassborow asked the committee to look ahead and consider how ACCU will look in 2025

Frances Buontempo raised the idea of looking back into the activities of the past such as mentoring - what other things can ACCU contribute to in order to generate interest and engagement.

The meeting closed in 45 minutes at approximately 14:13.

3. Officer's reports

Chair's Report

2020 AGM Officers' Reports

Chair's Report

ACCU's 2019-2020 term has ended, not with its usual bang (the conference), but with a whimper (courtesy of the novel coronavirus).

I know that many of you were looking forward to a week of education and socializing at ACCU 2020, as was I. As concerns about the virus grew, companies adopted no-travel policies, and the number of cancellations amongst the keynote speakers and presenters outpaced our ability to find substitutes. This led Archer-Yates Associates (AYA), in conjunction with the conference committee, to make the tough decision to cancel the conference. Given the rate at which the virus has spread, and the subsequent governmental reactions to the pandemic, cancelling the conference was absolutely the correct thing to do.

This was to be Russel Winder's final year as conference chair. It is a shame that he, and we, won't get to experience the culmination of his five years of dedication to the conference. Please join me in thanking Russel for his contribution to ACCU.

State of ACCU

2019 saw a slight decrease in paid membership, from 532 (non-corporate) members at the beginning of 2019 to 515 at the beginning of 2020. This is a lower rate of attrition than ACCU experienced in 2018. Membership numbers are flat for 2020 year-to-date. In order to try to boost membership, the committee was prepared to offer a temporary, basic membership to conference attendees who were not already members. (As the time of writing, we have asked AYA if they can send the offer to registrants via email.) Our hope is that a person who test drives a temporary membership will recognize the value and convert to a regular membership.

Our financial situation remains strong. ACCU finished 2019 with a £6,167 surplus. Once again the revenues we received from AYA for the 2019 conference accounted for the surplus. This is important because we won't have a conference contribution in 2020; we expect our accounts for this year to be break-even.

Fran Buontempo and Steve Love continue to produce quality issues of Overload and C Vu (respectively), assisted by their teams of highly-capable peer reviewers. Getting content from authors continues to be a challenge.

Although we have filled several positions recently (Publicity, Study Groups, Reviews; see below), we continue to have chronically vacant positions on the committee. The Social Media and Web Editor positions have been vacant for over three years. Advertising isn't chronically vacant yet, but it is heading that way. Last year the committee adopted an incentive to fill chronically vacant positions, offering up to

a year of membership in return for a year of service.

Our local groups continue to be a strong part of ACCU's outreach. We added a new local group in York this past year. Phil Nash has plans to expand the reach of our affiliated groups program. Thank you to all our local group and affiliated group coordinators.

ACCU Committee

We need volunteers to run for Chair and Secretary. If one or both of those positions remain vacant after the AGM ACCU will be placed into caretaker mode, where only day-to-day business can be transacted.

We had some changes to the makeup of the ACCU committee over the past year:

Seb Rose stepped down from the Advertising role last May, after many years in that position.

Ian Bruntlett has been doing a wonderful job as Reviews Editor since last summer, and has been nominated to continue in the role.

Phil Nash succeeded Nigel Lester as Local Groups Coordinator, and is running for re-election.

Guy Davidson took over as Standards Officer, and is also running for re-election.

The following assume the results of elections for people running unopposed for their positions.

Matt Jones will continue as Membership Secretary.

Patrick Martin is moving from Secretary to Treasurer.

After many years of service, Rob Pauer is stepping down as Treasurer. Rob will take on the ceremonial role of Treasurer Emeritus, and remain active with the committee, facilitating a smooth transition to Patrick as the new treasurer.

Roger Orr will continue in Publications; Ralph McArdell will continue as the At-Large member; Jim Hague will continue as Webmaster.

We have two members interested in filling chronically vacant positions on the committee, and will be co-opted for the next year.

Ricardo Rodriguez will take over as Study Groups Coordinator.

Adeel Nadeem has volunteered to handle Publicity for ACCU.

I'll have more background on Adeel and Ricardo in the May edition of C Vu.

Our auditors for the past year are Alan Griffiths and Dietmar Kühl. Alan filled Guy Davidson's second year, when Guy became Standards Officer. (Auditors are separate from, and independent of, the committee. Guy couldn't be an auditor and serve on the committee at the same time.) Dietmar has just completed the first year of his two-year term. ACCU will need an auditor to fill a two-year term.

Daniel James has produced the ePub version of our magazine every month for two years. I have not yet gotten confirmation from Daniel that he will continue, but I am hopeful he will.

Felix Petriconi will be taking over as Conference Chair starting with the 2021 conference. He has been shadowing Russel for the past year in order to make the hand over as seamless as possible.

Finally, Thank You

As always my thanks go out to all of ACCU's volunteers over the past years. I think I have named everyone in the paragraphs above. You have made the past four years a wonderful experience for me.

A special thank you goes out to Rob Pauer, our Treasurer for many years. Rob has been retired from his "real" job for several years, and now is able to go into full retirement. Rob has the distinction of having been an active member of ACCU for the longest period of time (having joined a year before Francis Glassborow). Rob assures us that he will continue to be active in the organization, for which we should all be thankful.

Bob Schmidt

Treasurer's Report

See the draft accounts below at Appendix 1.

Membership Secretary's Report

Matt Jones will present the Membership Secretary's report.

Appendix 1 - Draft Accounts

Following are the draft accounts

ACCU
INCOME AND EXPENDITURE ACCOUNTS
31 DECEMBER 2019

Draft Accounts

LOWSON WARD
Chartered Accountants
292 Wake Green Road

ACCU
INCOME AND EXPENDITURE ACCOUNTS
YEAR ENDED 31 DECEMBER 2019

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ACCU

THE REPORT OF THE MANAGEMENT COMMITTEE

YEAR ENDED 31 DECEMBER 2019

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 2019.

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 2019**

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 2019 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 2019

	Note	2019 £	2018 £
REVENUE		33,383	34,980
Cost of sales		<u>25,853</u>	<u>27,530</u>
GROSS SURPLUS		7,530	7,450
Administrative expenses		<u>1,457</u>	<u>1,132</u>
OPERATING SURPLUS	2	6,073	6,318
Interest receivable		94	10
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		<u>6,167</u>	<u>6,328</u>
SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION		<u>6,167</u>	<u>6,328</u>
SURPLUS FOR THE FINANCIAL YEAR		<u>6,167</u>	<u>6,328</u>

ACCU**BALANCE SHEET****31 DECEMBER 2019**

	Note	2019 £	2018 £
FIXED ASSETS			
Tangible assets	3	166	221
CURRENT ASSETS			
Cash at bank		77,128	70,528
CREDITORS: Amounts falling due within one year	4	2,355	1,977
NET CURRENT ASSETS		74,773	68,551
TOTAL ASSETS LESS CURRENT LIABILITIES		74,939	68,772
CAPITAL AND RESERVES			
Other reserves	5	3,380	3,380
Income and expenditure account	5	71,559	65,392
MEMBERS' FUNDS	5	74,939	68,772

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 Income and expenditure accounts were approved by the Management Committee and authorised for issue on theand are signed on their behalf by:

Mr R W Schmidt
Chairman

ACCU**NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS****YEAR ENDED 31 DECEMBER 2019****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

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:

	2019	2018
	£	£
Members' remuneration	-	-
Depreciation of owned fixed assets	<u>55</u>	<u>74</u>

ACCU

NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS

YEAR ENDED 31 DECEMBER 2019

3. TANGIBLE ASSETS

	Website £
COST	
At 1 January 2019 and 31 December 2019	<u>9,871</u>
DEPRECIATION	
At 1 January 2019	9,650
Charge for the year	55
At 31 December 2019	<u>9,705</u>
NET BOOK VALUE	
At 31 December 2019	166
At 31 December 2018	<u>221</u>

4. CREDITORS: Amounts falling due within one year

	2019 £	2018 £
Accruals and deferred income	<u>2,355</u>	<u>1,977</u>

5. RECONCILIATION OF MEMBERS' FUNDS AND MOVEMENT ON RESERVES

	ISDF fund £	Income and expenditure account £	Total members' funds £
Balance brought forward	3,380	65,392	68,772
Surplus for the year	—	6,167	6,167
Balance carried forward	<u>3,380</u>	<u>71,559</u>	<u>74,939</u>

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

ACCU
MANAGEMENT INFORMATION
YEAR ENDED 31 DECEMBER 2019

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 2019**

	Note	2019 £	2018 £
REVENUE			
Membership subscriptions		24,558	25,667
Advertising income		2,392	2,700
Sales		6,433	6,613
		<u>33,383</u>	<u>34,980</u>
COST OF SALES			
Printing and postage	16,728		18,424
Production	8,400		8,400
Other direct costs	373		435
MeetUp Groups	352		271
		<u>25,853</u>	<u>27,530</u>
GROSS SURPLUS		<u>7,530</u>	<u>7,450</u>
OVERHEADS			
Office administrative expenses	117		303
Legal and professional fees	35		35
Donations	470		–
Accountancy fees	780		720
Depreciation	55		74
		<u>1,457</u>	<u>1,132</u>
OPERATING SURPLUS		<u>6,073</u>	<u>6,318</u>
Bank interest receivable		94	10
SURPLUS ON ORDINARY ACTIVITIES		<u>6,167</u>	<u>6,328</u>