

Annual General Meeting 2021

Welcome

Welcome to the 33rd 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 33rd Annual General Meeting of The ACCU to be held on-line 16:00 BST on Saturday 17th April 2021.

1. Apologies for absence
2. Minutes of the 32nd Annual General Meeting
3. Annual reports of the officers
4. Accounts for the year ending December 2020
5. Election of Auditors
6. Election of Officers and Committee.

The posts for election are:

Post	Nominations	Proposer	Seconder
Chair	Geoff Daniels	Ralph McArdell	Ian Bruntlett
Treasurer	Patrick Martin	Adeel Nadeem	Ian Bruntlett
Secretary	Robin Williams	Patrick Martin	Geoff Daniels
Membership Secretary	Matthew Jones	Patrick Martin	Emyr Williams
Publications	Roger Orr	Neil Horlock	Jonathan Wakeley
Local Groups	Phil Nash	Nigel Lester	Emyr Williams
Standards	Guy Davidson	Steve Love	Frances Buontempo
At-Large	Ralph McArdell	Emyr Williams	Jez Higgins
Web Master	Jim Hague	Phil Nash	Nigel Lester
Publicity/Social Media	Adeel Nadeem	Robert Pauer	Matthew Jones
Reviews Editor	Ian Bruntlett	Frances Buontempo	Melanie Allett

7. Chair calls for volunteers for non-executive roles (Study Groups & Advertising).

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

2. Minutes of the 32nd Annual General Meeting

Minutes of the 32nd Annual General Meeting of the ACCU held on-line 18:00 GMT Saturday 28th March 2020 at the Bristol Marriott City Centre Hotel, 2 Lower Castle Street, Old Market, Bristol.

The meeting commenced via web conferencing software with Bob Schmidt in the chair of the meeting and Patrick Martin taking minutes.

Apologies for absence

None received.

Online Vote - Closed 28 March

Election Results for 2020 Elections

Started at: March 7, 2020 at 8:00pm

Finished at: March 27, 2020 at 8:00pm

Time zone: GMT +00:00, London

111 of 643 ballots cast.

Elections to committee

Candidate: Treasurer - Patrick Martin

Yes - I approve the candidate: 101 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: 101

Abstentions: 10

Candidate: Membership Secretary - Matt Jones

Yes - I approve the candidate: 102 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: 102

Abstentions: 9

Candidate: Non exec committee members

Roger Orr: 104 votes (17.6%)

Phil Nash: 103 votes (17.4%)

Guy Davidson: 98 votes (16.6%)

Ralph McArdell: 95 votes (16.1%)

Jim Hague: 95 votes (16.1%)

Ian Bruntlett: 96 votes (16.2%)

Roger Orr, Phil Nash, Guy Davidson, Ian Bruntlett, Jim Hague, and Ralph McArdell win with 17.6%, 17.4%, 16.6%, 16.2%, and 16.1% of the vote each.

Votes tallied: 591

Abstentions: 4

Nominations to committee at the AGM

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

Yes - the members should elect the Chair and Treasurer at the AGM: 97 votes (95.1%)

No - the members should NOT elect the Chair and Treasurer at the AGM: 5 votes (4.9%)

Yes - the members should elect the Chair and Treasurer at the AGM wins with 95.1% of the vote.

Votes tallied: 102

Abstentions: 9

Draft minutes of the 31st AGM

Option: Minutes of 2019 AGM

Yes - I approve the minutes: 84 votes (98.8%)

No - I reject the minutes: 1 vote (1.2%)

Yes - I approve the minutes wins with 98.8% of the vote.

Votes tallied: 85

Abstentions: 26

In conclusion, all proposals were passed by the membership ballot.

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 K uhl. 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

Membership secretary's report

Matt Jones presented the Membership Secretary's report.

Election of Auditors

Alan Griffiths was proposed and elected as ACCU Co-Auditor for the period April 2020 - April 2022. Dietmar Kühl continues as the other Co-Auditor for the remainder of his term, May 2019 - April 2021.

Treasurer's report

The accounts were presented.

3. Officers' reports

Chair's Report

Over the last year, there have been some significant developments in ACCU. To name but a few of the changes, we launched a new website, improved our social media presence, introduced paper covers for magazines, had our first virtual talk, and just finished a successful fully virtual conference. While it has certainly been a bit of an odd year, ACCU has been busy! Now as the lockdowns start to ease I am looking forward to the local groups starting up again and another great year of progress ahead of us.

Let us delve into the details of some of the changes, starting with a look at the website overhaul. The new site has been running for six months now without any major issues. The old site was a dynamic CMS system written in PHP with some complex customised plugins, moving all of the website content and operations to a new system was not a small task. A couple of the more complex operations are still being powered by the old framework, but these are currently in the process of being transitioned. The website update was a task long on the books, so I am very excited that we are live with the new platform. The new system is driven by a static site generator, which should make for much easier, safer, and faster updates in future.

Despite these interesting times, we have been hard at work expanding our social media presence. It has not been possible to use standard face-to-face communication to keep in touch, but thankfully we now have a much more active presence on Twitter, Facebook, and LinkedIn. Social media has become a more and more important communication medium and certainly, by now it seems like it is here to stay. Lost are the days where email and IRC were the only channels I had to check. Behind the scenes, there has also been interest in exploring other technologies. With the advent of the remote era the tools we have available for more rapid interaction and knowledge sharing are better than ever, so watch this space!

We are all invested in keeping the planet alive for the future. Although switching the plastic magazine sleeves for paper ones may seem like a small change, it all adds up.

With the limitations on contact in place, the local groups have not been able to meet. ACCU did, however, manage to hold a live virtual talk as an online meetup.

Finally, after the cancellation of last year, we had around two hundred and fifty attendees at the ACCU conference. Several companies sent large groups and, from the feedback so far, seem to have had a very positive experience. From a technical standpoint, the conference went very smoothly with few issues. Support was on hand to help, and videos of the sessions were available to attendees immediately. Generally, there was good interaction with the speakers, and amongst the groups in the lobby. Next year we will be looking at a hybrid conference, firstly given the success for ACCU 2021, and as online attendance is beneficial for some even if a physical meeting is possible.

Behind the scenes, all of this progress would not have been possible without the hard work of all the volunteer members who keep ACCU running. A big thank you to everyone for contributing their knowledge and time. Looking into the future I am hopeful for another successful year, with hopefully less time locked down.

Geoff Daniels, ACCU Chair

Treasurer's Report

The draft accounts for this year are broadly similar to last year, although in comparison to the account for the last few years, there are more differences year to year.

Instead of last year's surplus, there is a deficit of £1,465 (note: precise figure per the accountant's figures).

The ACCU's cash reserves remain healthy at £74,939, split between a current account and a deposit account.

There are four main items for this year I would highlight:

1. Conference revenue was nil that year, which most years almost entirely accounts for the year's surplus.
2. Subscription revenue has fallen in line with reduced membership count.
3. The subscription revenue and the production costs of the magazines are the majority of income and expenditure, and have both dropped slightly, with subscriptions dropping the most.
4. We have instituted the purchase of insurance to cover the society's activities, and comment moderation for the Youtube channel.

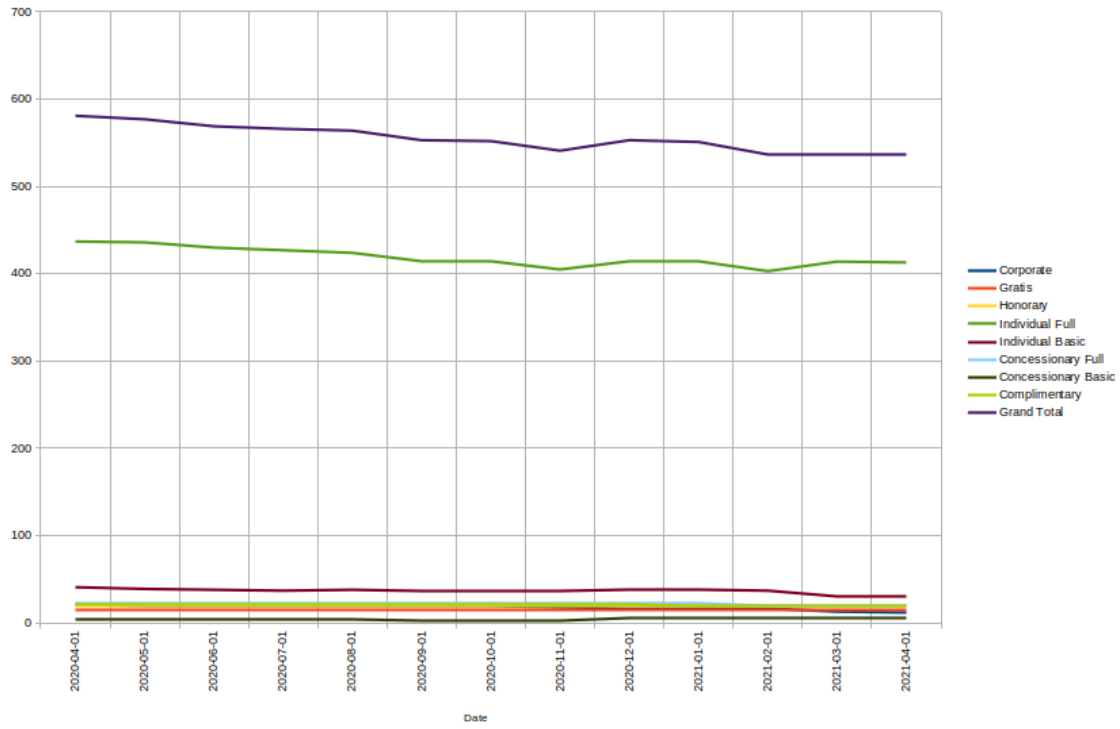
Patrick Martin, ACCU Treasurer

Membership Secretary's Report

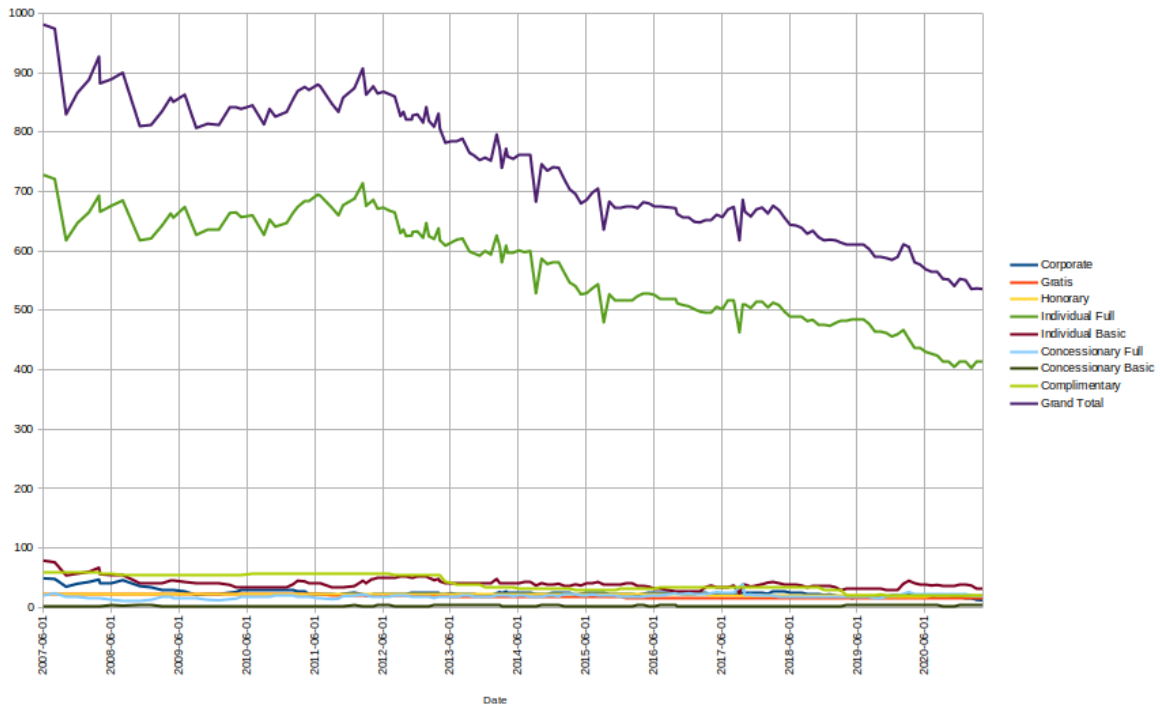
Membership numbers have dropped quite a bit this year. I think it is clear that the pandemic has affected us both in general terms, and with fewer members joining or renewing to gain reduced membership rates for the conference. Our members are still spread all over the world, with new joiners from most continents.

The two graphs included show membership figures for the last year (AGM to AGM) and the overall figures since we began keeping accurate records.

ACCU One Year Membership



ACCU Long Term Membership



The numbers are (as of 2021-04-05):

Category	Members	Difference from 2020 AGM report
Individual (Full 413, Basic 31)	444	-58
Concession (Full 20, Basic 5)	25	-6
Corporate Members	12	-12
Honorary	20	+1
Gratis	15	0
Total	516	-75
Complimentary Journals	20	-1

Matthew Jones, ACCU Membership Secretary

Appendix 1 - Draft Accounts

The draft accounts are included on the following pages.

ACCU
INCOME AND EXPENDITURE ACCOUNTS
31 DECEMBER 2020

Draft Accounts

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

ACCU
INCOME AND EXPENDITURE ACCOUNTS
YEAR ENDED 31 DECEMBER 2020

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ACCU

THE REPORT OF THE MANAGEMENT COMMITTEE

YEAR ENDED 31 DECEMBER 2020

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 2020.

PRINCIPAL ACTIVITIES

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

Signed on behalf of the members

Dr G Daniels
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 2020**

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 2020 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 2020

	Note	2020 £	2019 £
REVENUE		25,712	33,383
Cost of sales		<u>25,475</u>	<u>25,853</u>
GROSS SURPLUS		237	7,530
Administrative expenses		1,748	1,457
OPERATING (DEFICIENCY)/SURPLUS	2	(1,511)	6,073
Interest receivable		46	94
(DEFICIENCY)/SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		(1,465)	6,167
(DEFICIENCY)/SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION		(1,465)	6,167
(DEFICIENCY)/SURPLUS FOR THE FINANCIAL YEAR		(1,465)	6,167

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

ACCU

BALANCE SHEET

31 DECEMBER 2020

	Note	2020	2019
		£	£
FIXED ASSETS			
Tangible assets	3	<u>125</u>	<u>166</u>
CURRENT ASSETS			
Debtors	4	2,000	–
Cash at bank		74,363	77,128
		<u>76,363</u>	<u>77,128</u>
CREDITORS: Amounts falling due within one year	5	3,014	2,355
NET CURRENT ASSETS		73,349	74,773
TOTAL ASSETS LESS CURRENT LIABILITIES		73,474	<u>74,939</u>
CAPITAL AND RESERVES			
Other reserves	6	3,989	3,989
Income and expenditure account	6	69,485	70,950
MEMBERS' FUNDS	6	73,474	<u>74,939</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 Lowson Wad 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 and are signed on their behalf by:

Dr G Daniels
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 2020

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 (DEFICIT)/SURPLUS

Operating (deficit)/surplus is stated after charging:

	2020	2019
	£	£
Members' remuneration	-	-
Depreciation of owned fixed assets	<u>41</u>	<u>55</u>

ACCU

NOTES TO THE INCOME AND EXPENDITURE ACCOUNTS

YEAR ENDED 31 DECEMBER 2020

3. TANGIBLE ASSETS

	Web site £
COST	
At 1 January 2020 and 31 December 2020	<u>9,871</u>
DEPRECIATION	
At 1 January 2020	9,705
Charge for the year	41
At 31 December 2020	<u>9,746</u>
NET BOOK VALUE	
At 31 December 2020	<u>125</u>
At 31 December 2019	<u>166</u>

4. DEBTORS

	2020 £	2019 £
Trade debtors	<u>2,000</u>	<u>-</u>

5. CREDITORS: Amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	<u>3,014</u>	<u>2,355</u>

6. RECONCILIATION OF MEMBERS' FUNDS AND MOVEMENT ON RESERVES

	ISDF fund £	Income and expenditure account £	Total members' funds £
Balance brought forward	3,989	70,950	74,939
Deficit for the year	-	(1,465)	(1,465)
Balance carried forward	<u>3,989</u>	<u>69,485</u>	<u>73,474</u>

ACCU
MANAGEMENT INFORMATION
YEAR ENDED 31 DECEMBER 2020

**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 2020

	Note	2020	2019
		£	£
REVENUE			
Membership subscriptions		22,934	24,558
Advertising income		2,658	2,392
Sales		120	6,433
		<u>25,712</u>	<u>33,383</u>
COST OF SALES			
Printing and postage		16,043	16,728
Production		8,400	8,400
Other direct costs		1,032	373
MeetUp Groups		—	352
		<u>25,475</u>	<u>25,853</u>
GROSS SURPLUS		<u>237</u>	<u>7,530</u>
OVERHEADS			
Insurance		822	—
Office administrative expenses		70	117
Legal and professional fees		35	35
Donations		—	470
Accountancy fees		780	780
Depreciation		41	55
		<u>1,748</u>	<u>1,457</u>
OPERATING (DEFICIT)/SURPLUS		<u>(1,511)</u>	<u>6,073</u>
Bank interest receivable		46	94
(DEFICIT) SURPLUS ON ORDINARY ACTIVITIES		<u>(1,465)</u>	<u>6,167</u>