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| slsa-red80 |  | | **Annual General Meeting  Minutes 27.03.13** | |
|  | | **LMB/002  University of York  13:00 to 14:00** | | |
| Present Jen Hendry, Anne Barlow, Penny English, Francis King, Ben Livings, Amy Purvis, Mark O’Brien, Sarah Blandy, Julie McCandless, Marian Duggan, Charlotte Bendall, André Naidoo, Robert Dingwall, Anthony Bradney, Jessica Guth, Fiona Cownie, Gavin Dingwall, Linda Mulcahy, Phil Thomas, Mavis Maclean, Antonia Layard, Ruth Fletcher, Rosie Harding, Gita Gill, Rosemary Hunter, Chris Ashford | | | | |
| Agenda item | | | | Action |
| 1. Apologies | | | |  |
| Amanda Perry-Kessaris, Marie Selwood, Sarah Christie, Margaret Downie, Kevin Brown, Jonathan Garton | | | |  |
| 2. Minutes of AGM 2012 | | | |  |
| Approved subject to ability to amend once published on the website. | | | |  |
| 3.1. Chair’s Report  A written report was provided and the Chair highlighted several points.  In particular, thanks were offered to those Executive members who were standing down: Julie McCandless (Membership Secretary), Linda Mulcahy (Treasurer), Amanda Perry-Kessaris (Secretary) and Vanessa Munro.  It was also noted that the current Webmaster is looking to retire, and that the Executive were actively seeking a replacement. Further information could be obtained from RH or NJ. | | | |  |
| 3.2. Vice Chair  Nothing to report.  3.3. Treasurer  The accounts were circulated. It had been a good year, finishing on £58.537.99. For the second year running, a significant sum had been secured from the Annual Conference enabling the re-instatement of the Seminar Series. Membership fees had been increased, and one day conferences had been successful. The PG Conference is coming in well within the budget.  The Treasurer raised the issue of the printing of the newsletter as a significant source of expenditure and suggested that this be considered.  Due to the change in Treasurer, a resolution was presented and passed unanimously in order to comply with change of signature requirements from the Co-Operative Bank:  It was resolved that:  • The Co-operative Bank p.l.c. (“the bank”) shall continue as our bankers in accordance with our original application  • the bank shall be authorised to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories Section 4b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s),our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)  • the bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account signatories Section 4b  • the bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our account (including the opening of new accounts), affairs or property, as shown in the account signatories Section 4b  • the bank shall be sent a copy of any future resolutions which affect the terms of these resolutions  • the bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations, constitution, rule book or byelaws  • the bank shall be notified in writing of any change of directors, trustees, members or officials, where applicable some charities are also registered as Ltd, so will need to include full list  • the bank shall be notified in writing of any change of official authorised to sign on our behalf  • the bank shall otherwise continue to operate our account(s) in accordance with the business account mandate  • the bank shall be notified in writing of any overall change of control in the organisation  • all signatories to the account are aged 18 or over  • in the case of joint account holders, we agree that on application by one of us for an overdraft on the account the bank may provide oral pre-contractual information to one of us only prior to the overdraft being agreed. In this case any overdraft terms will be sent to multiple account holders after the overdraft is agreed and available to use. | | | | **Exec** |
| 3.4. Membership  A written report was provided to which the Membership Secretary spoke.  3.5 Recruitment  A written report was provided to which the Recruitment Officer spoke. | | | |  |
| 3.6. Newsletter and Web Editor  A written report was provided. It was noted that it was coming to the point that sponsors of the newsletter would need to be renewed, and it was hoped that the number of sponsors would be increased.  The newsletter article on open access was highlighted by members present as useful. The continued value of the newsletter for members was also stated by members present.  3.7 PG Student Representative  Charlotte Bendall was welcomed to the post. It was noted that a major task during the first year had been developing an e-list of PG members. This was progressing well. A written report was also provided.  3.8 Webmaster  No report.  3.9 International Liaison  No report.  3.10 Social Media  This was a new role that had been developed over the year. It was reported that the Association now has a presence on Twitter, Facebook and LinkedIn. The York conference was also making extensive use of Twitter with streams having their own hashtags and a ‘Twitter Wall’ being used in the publishers area. | | | |  |
| A member present requested that the newsletter publish a piece on ‘tweeting for dummies’  4. Elections  Chris Ashford and Mark O’Brien were elected to a second term and will take on the Officer roles of Secretary and Treasurer respectively. Sarah Blandy will take on the position of Membership Secretary.  Nominations were called for vacant positions on the Executive. Geeta Gill, Ben Livings, Jen Hendry, Jess Guth, and Rosie Harding were nominated. Since there were four vacancies this year and one remaining from 2012, all five nominees were duly elected.  Newly elected members were encouraged to attend the next Executive meeting to be held on 28.03.14. New members would also be added to the Executive mailing list.  5. Any Other Business  None.  6. Next Meeting  The next AGM will be held at the RGU, Aberdeen conference on 10.04.14. | | | | **CA**  **CA/MS** |