

Minutes of **Annual General Meeting** held on Tuesday 17 November 2009 at 6.00 pm in Seminar Room 119, Sir Alexander Fleming Building, Imperial College, London SW7 2AZ.

Present: James Lovely, John Sanderson, Rod Rhys Jones, John Nuttall, Hilary Temple, Jaana Tarma, Anet Brown, Anna Rowe, Rita Leek, Paresh Parmar, John Little, Karen Little, Jack Sultoon, Emma Jones, Rodney Allen, Riitta Soininen, Renee Medney.

1. Apologies

1.1. Apologies were received from Andy Creighton, Joanne Dionissiou, Colin Gent, Michael Gore, Richard Tang, Peter Grootenhuis, Angela Joughin-Coppin, Derek Wickens and Jill Cook

2. Minutes of the last meeting

2.1. The minutes of the last meeting were presented and approved.

3. Matters arising not dealt with under other items

3.1. There were no matters arising.

4. Chairman's Report

The Chairman presented his report, highlighting the following points.

4.1. The audience numbers had increased by a factor of three from the previous year 2008-2009 (from 478 to 1540).

4.2. The details were shown on a display (guests x 3, alumni x 2, staff x 5, students x 20, schools x 4). This success was attributed to the high quality of speakers, who included 3 television personalities.

4.3. Membership had increased by 40% including 33 'donor' members taking us up to 185 in total. Paid membership has continued to rise at the same rate as last year, 15%.

4.4. Our database of all those who have attended our events was 500 last year but because of the large increase in our audiences is now close to 1000

4.5. These successes were attributed to the very high quality of speakers including three television personalities and the selection of subjects including "Eleven dimensions of the unifying theory" which attracted an audience of over 300.

4.6. Nine events were held during the year but this would increase to twelve in the coming year.

4.7. A Strategy sub-committee had been formed under the leadership of John Nuttall to consider the future of Friends. Its recommendations included consolidation of the our position in terms of audience and membership numbers. Improving efficiency of booking and membership processes and the experimental introduction of some new kinds of events.

4.8. The Chairman's Report was accepted and is available on the Friends' website.

5. Treasurer's Report

5.1. The Treasurer's report was presented by Bill Blackburn who had taken over the task from Manu Duggal. The Chairman gave thanks on behalf of the Friends to Manu for his much appreciated service to date. NB The Treasurer's report is attached to this document.

5.2. The current balance was in excess of £15,000.

5.3. The balance has been built up through high audience numbers and sustained by a donation from Winton Capital Management Lid which had given us the confidence to reduce subscription and ticket prices. It also allowed us to hold an excellent Summer Party to which

many of our past and future speakers and Imperial Staff attended. Friends donation to the Student Opportunities Fund had been increased this year over last year. The Treasurer expressed his gratitude for the donation from Winton.

5.4. The Treasurer asked the meeting whether a similar event should be held in the summer of 2010. The Chairman expressed his opinion that the opportunity to promote the Friends particularly to academic staff was of great value and the meeting agreed unanimously that a Summer Party should be included in the events calendar for this year.

6. Election of Committee Members

Two new Committee Members were proposed and they were introduced by the Chairman and elected to the committee.

- Paresh Parmar, who is a lecturer in Visual Science and Communication at the University of Westminster
- John Little, an alumnus from Physics 1973 who has worked with ICL and IPEX.

7. Future strategy

7.1. A sub committee had been set up to consider the future strategy of the Friends chaired by John Nuttall, who gave his appraisal of the possible future of Friends over the next five years, by means of a series of displays:

7.2. The mission of Friends was expressed

- To provide a sustainable channel for scientists of Imperial College to interact with 'friends' (students, parents, staff, ex-staff, neighbours, the business community, the public, schools, parents, benefactors and Alumni) in order
- to communicate the relevance, benefit and value of its work
- to create an open forum to share passion, enthusiasm and knowledge of science, technology and medicine
- to encourage social, political and economic support for Imperial College.

7.3. In the next two years Friends would consolidate its gains in membership and audience numbers, improve efficiency through the development of a new web site and database,

- Understand more about our "customers" - audience surveys.
- Update admin systems to reduce burden and enable growth.
- Increase levels of marketing and communications
- Sustain capacity audiences
- Extend and revitalise committee, new members, development of user groups and consultation group
- Increase co-operation with IC Alumni Office
- Continue the development of pod/video casts to extend the reach of lecture programme
- Establish links and build trust with other IC Societies
- Test market additional and new events

7.4. Within 5 Years:

- Friends as a role model of communications between science and society, bridging the gap
- A key function every month, a broad portfolio of events
- Greater external awareness of the activities and function of Friends
- Friends seen to encourage the public understanding of science especially amongst young people
- Increased links to college benefactors, greater support to college fund raising activities
- At least 1000 members

8. Any Other Business

8.1. The question of the possibility of becoming a charity was raised but in view of difficulties with Gift Aid and the impact on the cost of lectures the matter would be looked into.

8.2. A vote of thanks was proposed for the work of the Committee over the last year.

8.3. The Chairman thanked all the members present for their support throughout the years.

8.4. In the absence of any further business the meeting was closed by the Chairman at 6.55pm

Friends of Imperial College London
Treasurer's Report for AGM 17th November 2009

Statement of Accounts for period 1st September 2008 to 31st August 2009

SO Memberships (SO/Internet)	1,660.00	
Memberships (Cheque)	765.00	
Events (Internet)	3,527.00	
Events (Cheque)	4,465.00	
Winton Donation	5,093.00	
Income		15,510.00
Refunds	210.00	
Administrator	4,847.46	
Event Catering	2,974.02	
Printing, Promotion & Web	2,470.70	
Summer Party	3,502.21	
Miscellaneous	543.16	
Expenditure		14,547.55
Surplus for the Year		962.45
Surplus Brought Forward		5,230.71
Proposed Donation to Imperial		-2,000.00
Surplus Carried Forward		4,193.16

Note: The cash at bank as at 31/8/08 was £12532.14.

Our income increased by £3,000 compared with the 2007/8 period last year and our expenses were somewhat higher by £4,800. This reflects higher administrative and catering costs in response to the significant increase in the number of people attending our events, all of which were fully subscribed in the period. Over £5,000 of our income came from Standing Orders or Internet transfers and this helps us to be efficient and keep our costs low.

Friends' financial position maintains a sound position due to the continued support of Winton Capital, our most generous supporter, and the fact that our events are supported by the College which contributes our venues. We are very appreciative of this support. The Surplus to be carried forward is healthy and part of this will be invested in raising the profile of Friends and improving our administrative processes. Thereby supporting Friends' goals to promote public understanding of science while supporting the College.

The Committee has approved a donation of £2,000 to the Imperial College Student Opportunities Fund. This is an increase of £500 from the previous period and reflects the increased activity and support of Friends.

Manu Duggal retired as Treasurer with effect from 31st August 2009 and the incoming Treasurer is most grateful for his support in the handover.

Bill Blackburn
Hon. Treasurer