

Minutes of the Annual General Meeting of Friends of Imperial College held on Tuesday 8 November 2011 at 6.00pm in Lecture Theatre 207, Skempton Building, Imperial College, London SW7 2AZ.

Present: Roderick Rhys-Jones (Chairman), Bill Blackburn (Hon Treasurer), Katri Yates (Membership Secretary), Riitta Soininen (Hon Secretary), John Little, Rita Leek, John Nuttall, Paresh Parmar, Paul Garwood, Peter Grootenhuis, Ian Somerville, Caroline Nuttall, Karen Little, Selwyn Castleden, Jaana Tarma, Travis Spurling, Dave Gordon, Jim Cunningham, Alan Bergman, Viorica Bergman and Hilary Temple.

1. Apologies for absence
  - 1.1. Apologies had been received from David Hattersley, John Prestage, Anna Rowe, Jim Wheeler, Cliff & Soozee Gundle, Rodney and Anne Allen
2. Minutes of the last meeting
  - 2.1. The minutes of the last AGM held on 16 November 2010 were read and approved.
3. Chairman's report
  - 3.1. The Chairman gave his report for the year 2010-2011, saying that Friends had had another successful year, consolidated membership numbers with a modest increase from previous year and organised our first external event (trip to Diamond Light). The Annual Report is available in full on the Friends of Imperial College website.
  - 3.2. A post-lecture survey had been organised after one of the lectures and indicated that all attendants enjoyed the lecture.
  - 3.3. Total attendance at events was slightly lower than last year. Katri Katri Yates interjected to point out that there had been 11 events in the year - one less than in the previous year. Chairman suggested an analysis of visitor profiles, particularly why 66% of visitors attend only one lecture.
  - 3.4. The Chairman was asked whether it was difficult to find lecturers or was there a queue of speakers waiting for a slot. The Chairman explained that the committee members are constantly "scouting" for new lecturers, as well as keeping in mind speakers who had been put forward in previous years but had not had a chance to speak yet.
  - 3.5. Marketing strategy will be considered during 2011-2012.
  - 3.6. The Chairman thanked members of the Committee for their support and help during the past year.
4. Hon Treasurer's Report
  - 4.1. The Hon Treasurer reported that the membership income had increased and expenditure had been cut by efficiencies in administration and good negotiation with College catering.
  - 4.2. The Treasurer thanked the College for the provision of lecture theatres and technical staff for Friends events.

4.3. The Hon Treasurer was asked about the accounting year; he explained that the accounting year is the academic year 1<sup>st</sup> September to 31<sup>st</sup> August.

5. Resignations from Committee

5.1. John Sanderson resigned as Honorary Secretary; Riitta Soinen was elected as new Honorary Secretary.

5.2. Rodney Allen will step down from committee for health reasons.

6. Election of Committee Members

6.1. Paul Garwood was elected as a new member of the committee. Paul has offered to help with finding lecturers and help with marketing.

6.2. Katri Yates was elected as a new member and will act as membership secretary.

7. Discussion re suitable timing of lectures for 2012-13

Chairman has been concerned about the timing of the lectures. Lectures starting late had compounded by lengthy question sessions, book signing, wine reception and slow service at Ognisko. The current timetable is as follows:

7.00pm	Welcome
7.05pm	Introduction
7.10pm	Lecture
8.05pm	Questions
8.25pm	Thanks
8.30pm	Wine reception commences
9.00pm	Supper commences
11.00pm	End of supper or later

In discussion it was pointed out that an earlier start time would make it impossible for some members of the audience to arrive in time and a later start would mean finishing very late. Dave Gordon proposed staying with the 7.00pm start time and was seconded by Travis Spurling. Riitta Soinen suggested that supper orders could be taken in advance in order to speed up service at the restaurant. Jim Cunningham suggested that we ask audience to arrive at 6.45pm for 7.00pm start; Chairman agreed this could be done.

8. Discussion re setting up of Friends of Imperial college as a charity

Chairman explained the reasons a charitable status should be considered:

- Friends does meet the criteria for public good
- Charitable status would give more potential for raising and gifting money, including benefiting from gift aid
- Friends would enjoy a greater status within the College

A drawback of charitable status would be more bureaucracy

Hillary Temple pointed out that we might need a Chartered Accountant, although if turnover was below £20,000 an independent person would be sufficient. Ms Temple also asked what would qualify for gift aid.

Alan Bergman pointed out that it might be possible to backdate gift aid and tax concessions for up to 2 years.

It was agreed that the committee will investigate the benefits and disadvantages of charitable status for Friends of Imperial College and report back at the next years AGM.

9. Any other business – none was raised

10. Meeting closed at 6.50pm