

Minutes of the Annual General Meeting

held at Imperial College on 5th December 2017, at 18:00 under the Chairman Roderick Rhys Jones

1 Apologies for Absence:

No apologies for absence.

2 Minutes of the last AGM

The minutes of the 2016 AGM were reviewed and approved.

3 Report by the Chairman

Comments

The Chairman, Rod Rhys Jones gave an informative report on Friends' activities through the year. He showed a series of tables drawing attention to the significant increase in membership, the increase in school students attending and college students – included below.

New Activities included a successful trip to the European Space Agency at Darmstadt. Consideration was being given to repeating this trip, and that to Tuscany.

A Hackspace launch had been successful and funds raised to support early days development.

Website improvements, including ease of access, layout, and potential for additional functions.

Friends made a donation to the President's Scholarship Fund of £4000. The Chairman thanked members, particularly Azad Ayub and Rita Leek for their significant donations

The College was thanked for its continued support in the provision of lecture theatres and technicians to facilitate lectures.

He commented that there were still difficulties with email distribution

The chairman thanked Friend's administrator, Angie Watson, for her contribution to the smooth and effective running of the organisation.

Membership

Membership continued to rise year on year with a rise of 18% over the previous year.

Retention of members however was a problem as renewals remained the same. The number of new members had risen significantly

	Lapsed	Renewed	Rejoined	New	Total Members
2006-2007	0	0	0	118	118
2014-2015	-125	228	36	121	385
2015-2016	-154	231	37	130	398
2016-2017	-165	233	37	201	471

Number of events

The number of events organised by the committee remained substantially the same.

	2012/13	2013/14	2014/15	2015/16	2016/17
Events	13	24	22	21	21
Public lectures	7	8	11	9	9
Member only	6	16	9	12	12

Audience numbers

Quantum physics, artificial intelligence and surprisingly Bit Coins were the most popular public lectures

Public lectures

Our bizarre futures of Bit coins	274
Artificial intelligence	288
Synthetic biology	189
Large Hadron collider	282
Managing energy transition	217
Quantum Physics on Stage	292
The Compatibility Gene	183
Quantum gravity	315
Why is life the way it is	230
Turning the tables on cancer	126
Terra Incognita	78

Members Behind-the-scenes events

Data science institute	49
Royal Institution	28
Next generation neural interfaces	33
University College London Observatory	24
Bio engineering and blast injury	23
White city campus	38

Members only social events

Soiree Design Futures	56
Summer Party	16?
After lecture suppers	176
AGM	20
GRAND TOTAL	2937

Ticket Sales

	2012/14	2014/15	2015/16	2016/17
Total ticket Sales	1830	2130	1867	2937
Complimentary	55	69	222	668
Member attending	842	852	700	1055
Member quests	313	271	201	215
Non-members attendance	176	330	239	329
Staff	53	79	40	67
Student	253	227	212	403
Supper reservations	135	216	102	176

2 Information Management

General Data Protection Regulation (GDPR)

Friends was arranging to comply with data Protection Legislation by ensuring that only those records that could be held under the legislation were held. Members and supporters were to be advised by email of the policies to be adopted. It was pointed out that the Privacy Notice on the website has been updated.

Sharing personal data

The demand made from Imperial about sharing our database with them was mentioned, but no decision has been made yet. A protocol for the retention of member data has been drafted and discussions are to continue with the College

4 Report of Hon Treasurer:

The Treasurer, Bill Blackburn, produced his usual informative and graphic account of the movement in funds during the year, together with the Annual Accounts of the Charity which were duly approved by the members present, on a show of hands. Attached at the end of the report.

A three-year review of Expenditure was made which demonstrated how effective the Friends have been in expanding the number of activities without incurring additional administrative expenditure

Thanks were given again to Ayub Assad for his annual contributions in support.

Mention was made of our ability to continue donating to the College's Presidents Scholarship fund.

A Hackspace report mentioned how its purpose is being fulfilled for the hot-housing of selected commercial projects and how funds for these have been raised by the Friends active promotion.

A report was made about the Friends income categorisations and the amounts raised respectively

A commitment was made to submit the Annual Accounts to 31st August 2017, to the Charities Commission by April 2018.

An application for Gift Aid has been made and we await the HMRC response

Some consideration was given to questions from the room, in particular as to how to use our surplus funds; and what cost would be incurred should the college not support the Friends by providing free room-hire and technical support. No conclusion was reached here, other than to invite members to make further suggestions to the Board for their consideration.

5 Election of Officers:

The constitution states that two committee members must resign in rotation, and seek re-election if they so wish. Rod Rhys Jones, Rita Leek, John Sanderson stood down; all three applied to be re-elected to the committee

Paul Garwood and Stewart Katz proposed and seconded their re-election, which was carried unanimously. A show of hands approved this.

Riitta Soinnen was re-co-opted on to the committee and thanked for her continued support

The Trustees of the Charity had held a successful first Annual Meeting attended by Roderick Rhys Jones, John Little, Bill Blackburn, Sarah Waterberry

Gift Aid application has been made and we await the HMRC response

Some consideration was given to questions from the room, in particular as to how to use our surplus funds; and what cost would be incurred should the college not support the Friends by providing free room-hire and technical support. No conclusion was reached here, other than to invite members to make further suggestions to the Board for their consideration.

6 Any Other Business

It was suggested that the speakers talk via throat microphones, as their voices were often too quiet or broken up. This will taken into consideration

There being no further matters to consider, the Meeting was called to an end at 18:45.

Treasurer's Report for AGM 5th December 2017

Statement of Accounts for period 1st September 2016 to 31st August 2017

Overall summary

This report summarises the financial status of Friends of Imperial College. Our financial position has continued to improve following adjustments to ticket prices, generous donations and continued support of the College through provision of facilities and hosting Friends Summer Party.

We have received a major donation from Mr Azad Ayub, equivalent to the amount received in previous years from Winton Capital Management. Furthermore, we have introduced the ability of Friends to make donations when booking tickets. This will also enable us to claim Gift Aid as appropriate to the person making the donation.

The information is derived from the Friends database that underpins the website. The accounts at this point are not formally audited.

Friends annual income is close to the Charities Commission threshold of £25,000 thus triggering the requirement for an "independent examination" of the accounts. In previous year, it exceeded this threshold due to the inclusion of costs relating to the Tuscany science tour. The financial examination was undertaken and the accounts submitted on time. To ensure a consistent approach, the accounts will be submitted regardless of exceeding the threshold.

The accounts do not reflect a claim for Gift Aid. Steps are underway to make this claim relating to the period since Friends achieved charitable status.

Income

Our income from subscriptions and event charges during 2016-17 was £24,953. This compared with £44,687 in 2015-16 (£23,821 excluding Tuscany tour).

We received generous support of £5,000, plus additional donations totalling £3,277 from a large number of Friends.

The College provides venues and technical support for our events. This assists achievement of Friends' goals of promoting public understanding of science while supporting the College achieve its strategic aims, in particular *We will build strong relationships with our alumni and friends. This lifelong exchange of ideas and support benefits all of us.*

Figure 1 should that a 84% of payments are now online, which is positive in terms of operating efficiencies, PayPal has risen from 22% of payments to 41%, with cheques and cash reducing to low levels. PayPal fees are paid by the purchaser, so do not impact Friends accounts, although these amounted to £576 during 2016-17.

The Committee approved a donation of £4,000 to the Imperial College President's Scholarship Fund. the same as the donation made in the previous year.

A cheque was presented to Professor Alice Gast, President of Imperial College London at the Summer Party in June 2017.

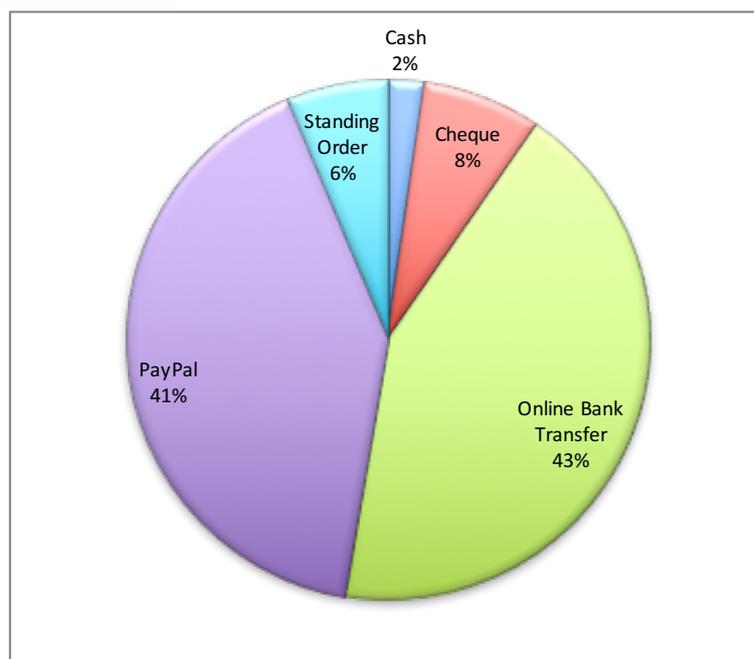


Figure 1 - Comparison of Payment Methods

Expenditure

The table below summarises expenditure by major category for the past three financial years. A new category of “Event Costs”. This has been included to separate out the additional costs incurred for the major events which take significant organisational effort and also incur costs that are recognised in the account. Note that there was no tour event during the financial year, although the trip to Darmstadt in October 2017 incurred some administration costs associated with the preparation before financial year end.

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Admin	£14,803	£14,042	£14,816
Event Catering	£4,585	£5,100	£4,853
Event Costs	£2,322	*£1,183	£937
Printing, Promotion & Web	£1,112	£1,178	£1,433
Petty Cash Expenses	£220	£345	£682
Summer Party	Funded by College	Funded by College	Funded by College

* Excludes Tuscany event costs were recorded as £20,865.

For the past three years, the College has funded Friends Summer Party, which has provided an excellent opportunity for members, College staff and speakers to engage further.

We are grateful for Angie Watson’s administrative and promotional support. During 2016-17 and continuing in the current programme year, we are liaising with the College to improve event promotion and also allocating committee members to help manage each event and thereby improve liaison and balance the workload across the committee

Over and above these direct costs, volunteer members have devoted considerable time to the effective running of the organisation for which Friends is most grateful. The independent examination of accounts was arranged by Stewart Katz, at no cost to Friends, for which we would like to record our thanks.

Bill Blackburn, Hon. Treasurer
5th December 2017