

ARMA (UK) Annual General Meeting

Date: Thursday, 11 June 2020

Virtual, MS Teams Meeting



Chair: Stephanie Bales

Minutes: Nicole van der Westhuysen

Attendees: See annex one

1.	Welcome and apologies
	Steph Bales welcomed the ARMA members to the Annual General Meeting.
2	Minutes of previous meeting 18 June 2019 (Enclosure 2)
	The draft minutes of the meeting held on 18 June 2019 were presented and approved by the members.
3.	Matters arising
	No matters arising from previous minutes.
4.	ARMA Annual Report
	4.1 Chair's Report Steph Bales presented her Chair's Report, outlining changes within the Association over the past year and progress made. The following was noted: • ARMA returned a surplus for the third year running, as a result of improved financial governance and good cost control. • A brief overview was provided on the business as usual activities of ARMA, including training and development, and qualifications. • ARMA has commissioned Research Consulting to conduct ARMA's first Research Office Survey. The results will be shared and made available via a webinar on 9 July 2020. • An Equality, Diversity and Inclusion (EDI) Advisory Group was established to support the development of an EDI policy and an equality impact assessment on the ARMA governance structure. The latter has been delayed due to COVID-19, however the draft EDI policy will be available for consultation on the website from 15 July 2020. • ARMA has been collaborating with the African Academy of Sciences and has made good progress in delivering ARMA's element of the ReMPRO project, designed to strengthen RMA capacity in African research organisations. • ARMA has also been collaborating with a consortia of HEI's on a Research England-funded initiative, exploring the feasibility of a national service for Due Diligence in UK funded research projects. • ARMA has continued to provide the secretariat and chair for INORMS, supporting the RAAAP survey and two international working groups. 4.2 Treasurer's Report (Enclosure 4.2.1) Sue Angulatta (Treasurer) presented the treasurers report, outlining the Association's financial position. In these uncertain times of COVID-19, Sue highlighted the importance of maintaining

	financial resilience through strong financial control, debt recovery and strong financial governance. 4.3 Annual Accounts (Enclosure 4.3.1 & 4.3.2) In accordance with the Agenda, no objections were received relating to the Annual Accounts as at 5pm on 10 June 2020, so the Annual Accounts were therefore deemed approved by the Membership 4.4 Risk Mitigation John Rogers (Deputy Chair) briefed members on the risk mitigation actions taken by the Board and the association to ensure the association weathers the COVID impact as best as possible.
5.	Appointment of Directors (Enclosure 5. 1 and 5.2)
	In accordance with the Agenda, no objections were received relating to the Appointment of Directors as at 5pm on 10 June 2020, so the Appointments were therefore deemed approved by the Membership John Rogers (Deputy Chair) therefore reported the following appointments as endorsed by the membership: • Sapna Marwaha, Versus Arthritis – Deputy Chair, with effect from 1st August 2021 • Alison Evans, University of Bristol – Treasurer, with effect from 1st August 2021 • Dr Jon Hunt, University of Bristol – Director without portfolio • Matt McCallum, University of Newcastle - Director of Member Engagement.
6.	Any other business
	The following questions were posed by members: Simon Kerridge, University of Kent, asked if, due to potentially low attendance numbers, ARMA was considering hosting a combined physical and virtual AGM next year. Steph Bales reported that ARMA is planning to host a physical AGM at the next conference, but that virtual attendance would be considered. Angus Bell, Brunel University, asked about VAT on conference fees as education conferences do not normally charge VAT. Sapna Marwaha reported that it would be highly unlikely that ARMA would be able to benefit from the education exemption, but undertook to investigate further. Ushma Gudka, Brunel University, asked about the split between self-funded and University funded members, and whether there would be any support for self-funded members. Sue Angulatta reported that the majority of ARMA members were part of a group, but that those UK citizens paying for their own membership would be able to declare it in their tax return as a tax reducer (details on the ARMA website). Jenni Stergiou added that ARMA was currently looking at ways to make it easier for self-funded members, such as monthly or quarterly instalments.

8.	Closing Presentation
	Jenni Stergiou (incoming chair) thanked outgoing chair, Steph Bales, for her leadership, support and hard work. ARMA's future plans were then outlined, and the following was noted: • A membership survey will be conducted in September, as we would welcome hearing our members' views. • On the back of the survey, ARMA's new 3-year strategy will be developed this autumn. • Priorities will include financial resilience, enhanced member benefits and continuing the work already started on EDI. • We will also investigate new modes of delivery across all ARMA services and products, review the current membership model, and continue to work in partnership with other organisations. Concluding the meeting, Steph Bales thanked everyone for attending and acknowledged with gratitude the outstanding support she'd received from members over the years.

The next meeting of the ARMA (UK) Annual General Meeting will be on Friday 18 June 2021 at ICC Wales, time to be announced.

Annex one: Attendance list of ARMA Members

Surname	Name	Institution
Alexander	Susan	University of Stirling
Anderson	Alexandra	The London School of Hygiene and Tropical Medicine
Angulatta	Sue	University of Sussex
Bales	Steph	Teesside University
Ball	Janet	University of Edinburgh
Balukiewicz	Kim	Tate Britain
Bayley	Julie	University of Lincoln
Beaton	Rachel	University of Stirling
Bell	Angus	Brunel University London
Boyce	Lisa	University of Surrey
Bradley	Claire	University of Stirling
Cabrera-Sharp	Victoria	University of Birmingham
Charlett-Day	Ann	University of Sheffield
Claridge	Mark	Institute of Cancer Research
Craske	Nikki	Edge Hill University
Cunningham	Kay	The University of Sheffield
Cuthill	Vanessa	The British Academy
Dickson	Linsey	University of Stirling
Dillingham	Kirsty	Heriot Watt
Evans	Jennifer	University of Bristol
Evans	Alison	University of Bristol
Exley	Claire	University of Stirling
Fanstone	Ben	University of Stirling
Ferguson	Sue	Aberystwyth University
Glover	Yasmin	Glasgow Caledonian University
Gudka	Ushma	Brunel University London
Guennewich	Jessica	University of Surrey
Hazlehurst	Steff	University of Cumbria
Hegenbarth	Carly	University of Warwick
Kerridge	Simon	University of Kent
Kirk	Calum	Newcastle University
Krumins	Sophie	Coventry University
Kurien	Anish	Manchester Metropolitan University
Kurt-Dickson	Aygen	London School of Economics

Law	Ian	University of Stirling
Lewis	Sam	University of Lincoln
Lobley	Sharron	Manchester Metropolitan University
Lowe	Nicola	University of Edinburgh
Maron	Moir	University of Stirling
Marshall	Gordon	University of Stirling
Marwaha	Sapna	Versus Arthritis
Matheron	Sue	University of Plymouth
Mawby	Zoe	University of Stirling
McCallum	Matthew	Newcastle University
McCormack	Kelly	University of Leicester
Mistry	Gita	The Francis Crick Institute Ltd
Muya	Pauline	Muya Research Management Ltd
Noone	Hilary	Newcastle University
Oshea	Michelle	Brunel University London
Pickerden	Claire	White Rose University Consortium
Pratola	Federica	Brunel University London
Ralph	Matthew	Brunel University London
Reynolds	Andrea	Northumbria University
Rogers	John	University of Stirling
Schuppert	Victoria	Brunel University London
Sherko	Dalia	Brunel University London
Smith	Jennifer	University of Sheffield
Starbuck	Sue	Royal Holloway
Stergiou	Jennifer	Northumbria University
Sutherland	Karen	University of Stirling
Theurich	Laura	University of Surrey
Thury	Anne	The London School of Hygiene and Tropical Medicine
Udoudo	Ofonime	University of Salford
Watson	Gemma	University of Glasgow
Whalley	Sarah	Newcastle University
Wilson	Lorna	Durham University
Woolley	Michelle	University of East London