

# ARMA (UK) Annual General Meeting

**Date: Thursday, 10 June 2021**

**Virtual, Zoom**



**Chair:** Jennifer Stergiou

**Minutes:** Nicole van der Westhuysen

**Attendees:** See annex one

**Apologies:** See annex two

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| <b>1.</b> | <b>Welcome and apologises</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|           | Jennifer Stergiou welcomed members to the Annual General Meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>2</b>  | <b>Minutes of previous meeting 11 June 2020 (Enclosure 2)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|           | The draft minutes of the meeting held on 11 June 2020 were presented and <b>approved</b> by the members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>3.</b> | <b>Matters arising</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|           | No matters arising from previous minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>4.</b> | <b>The Year Past</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|           | <p><b>4.1 Introduction (Jenni Stergiou)</b><br/>Jennifer Stergiou (Chair) provided an overview of the changes and activities within the Association over the past year. This included the Association's overall response to the pandemic and providing additional support to the members during this time. Jennifer outlined the projects that ARMA has been involved in, including the ARMA Research Office Survey 2020, ARMA Research Culture Survey, the Due Diligence project and the ReMPro project. She also highlighted the work ARMA has been doing with regards to Equality, Diversity, and Inclusion.</p> <p><b>4.1 Finance and Governance (John Rogers)</b><br/>John Rogers (Deputy Chair) provided an overview of Finance and Governance Committee activity over the past year and reminded members of the key criteria on which all decisions are based. In particular, he emphasised the rigorous attention paid throughout the year to the Association's finances, ensuring that it remained in financial good health, despite the challenges associated with Covid-19.</p> <p><b>4.3 Member Engagement (Matt McCallum)</b><br/>Matt McCallum (Director of Member Engagement) provided an overview of the activities of the Member Engagement Committee over the past year.</p> <p>Matt provided an update on the membership numbers and the results from the Member Survey 2020. He reported that, going forward, the Member Engagement Committee would be focussing on developing more free online events, continuing to collaborate with partners and ensuring there would be more opportunities for members to be involved in stakeholder events, thus ensuring</p> |

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|           | <p>that the RMA voice is heard in decisions concerning the Research ecosystem. The next Member's survey would be launched in September 2021.</p> <p><b>4.4 Professional Development (Linsey Dickson)</b><br/> Linsey Dickson (Director of Conference and Chair of Professional Development Committee) provided an overview of the activities of the Professional Development Committee over the past year, including training and development, professional qualifications and the mentoring programme.</p> <p>Linsey reported that the conference would take place virtually this year from 5 – 7 October. The theme would be 'Responsible culture in a post-COVID world – inclusion and change'.</p> <p>Steff Hazlehurst, University of Cumbria, asked in the chat whether the 637 attendees at T&amp;D Events was 30% of the membership or 637 attendances, with some members attending multiple events? Hamish Macandrew clarified that it was 637 attendances, with some people attending multiple events.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>5.</b> | <b>Treasurer's Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|           | <p><b>5.1 Financial Review</b><br/> Alison Evans (Treasurer) presented the treasurers report, outlining the Association's financial position.</p> <p><b>5.2 Annual Accounts (Enclosure 5.2.1 &amp; 5.2.2)</b><br/> In accordance with the Agenda, no objections had been received relating to the Annual Accounts as at 5pm on Tuesday 8 June 2021, so the Annual Accounts were therefore deemed <b>approved</b> by the Membership.</p> <p>Steph Bales, Teesside University, commented in the chat that the financial accounts demonstrated the impact of lockdown on income from events (conference/training). Referring to Jenni Stergiou's comment earlier about blended events, Steph asked what the recovery plans of the Recruitment Working Group, committees and the Board were with a view to generating future income?</p> <p>Jennifer responded by saying that, in terms of events, this was something that the organisation was just starting to work through. ARMA would like to get back to offering face to face events, as and when it is safe to do so, but things have changed so it would not be the only form of T&amp;D activity in the future. Online or blended events can be more accessible and therefore fit well with ARMA's new EDI policy. Currently the Board are working up a plan for future events, including the conference. Jennifer added that, in spite of only seeing a modest income from events this year, ARMA is still in a good financial position.</p> |
| <b>6.</b> | <b>Appointment of Directors (Enclosure 5. 1 and 5.2)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           | <p>John Rogers (Deputy Chair) invited members to note that Alison Evans was co-opted by the Board to the post of Treasurer in April, following the resignation of Sue Angulatta. Alison's appointment</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|           | <p>to the role was endorsed by the membership at the 2020 AGM, with an effective date of 1st August 2021.</p> <p>In accordance with the Agenda, no objections had been received relating to the Appointment of Directors as at 5pm on Tuesday 8 June 2021, so the Appointments were therefore deemed <b>approved</b> by the Membership.</p> <p>John Rogers therefore reported the following appointments as endorsed by the membership:</p> <ul style="list-style-type: none"> <li>• Rachael Sara-Kennedy - for a period of three years from 1 August 2021, as Director without portfolio.</li> <li>• Saskia Walcott - for a period of three years from 1 August 2021, as Director without portfolio</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>7.</b> | <b>The New Strategic Plan – an introduction (Jenni Stergiou)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|           | <p>Jennifer Stergiou provided an overview of the new Strategic Plan.</p> <p>With a Mission focussing on professional development, strengthening the research management community and bolstering its advocacy role, the new Strategy comprises 3 strategic priorities and one corporate priority, and introduces 4 new overarching values.</p> <p>The 4 new overarching values comprise e:</p> <ul style="list-style-type: none"> <li>• Member focussed – keeping members at the heart of all that we do</li> <li>• Inclusive – actively removing barriers to participation</li> <li>• Collaborative – developing new partnerships and cherishing existing ones</li> <li>• Professional – evidencing the highest standards of professional conduct</li> </ul> <p>Steph Bales, Teesside University, congratulated the Board on the Strategic Plan. She asked, in terms of influence and policy, if the Board thought that there was an appetite from funders and government to hear ARMA members views. Jennifer Stergiou responded that in the past this may have felt like that was not the case, but that there was now strong evidence to suggest that this picture was now changing. Jennifer reported that in the last year the number of approaches that ARMA had from government and funders had grown. Examples of this include ARMA being on the UUK Advisory Board to the Adam Tickell review of bureaucracy and close links with Research England concerning their review of Research Assessment and what the next REF might look like.</p> <p>In accordance with the Agenda, no objections were received relating to the new Strategic Plan as at 5pm on Tuesday 8 June 2021, so the new Strategic Plan was therefore deemed <b>approved</b> by the Membership.</p> |
| <b>8.</b> | <b>Any other business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|           | No other business was noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>8.</b> | <b>Close of Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|  | Jennifer Stergiou thanked the Executive Office, the Board, Committees, Working Groups, SIG Champions, Event Leads, assessors and volunteers for all their hard work and contributions over the past year. The AGM was then declared closed. |
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The next meeting of the ARMA (UK) Annual General Meeting will take place in June 2022, date to be announced.

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## Annex one: Attendance list of ARMA Members

| Surname       | Name      | Institution                        |
|---------------|-----------|------------------------------------|
| Alexander     | Susan     | University of Stirling             |
| Allen         | Kirsty    | University of Oxford               |
| Alvarez Serra | Ana       | University of Bath                 |
| Bales         | Steph     | Teesside University                |
| Bayley        | Julie     | University of Lincoln              |
| Beaton        | Rachel    | University of Stirling             |
| Bell          | Angus     | Brunel University                  |
| Blair         | Nicola    | University of Stirling             |
| Bolderstone   | Louise    | King's College London              |
| Boyce         | Lisa      | University of Surrey               |
| Boyle         | Christine | AHRC-UKRI                          |
| Carr          | Ruth      | Edge Hill University               |
| Carter        | Ian       | Carter Research Navigation         |
| Claridge      | Mark      | Institute of Cancer Research       |
| Collet        | Sophie    | University of Bristol              |
| Craske        | Nikki     | Edge Hill University               |
| Cusiter       | Jen       | University of Edinburgh            |
| De Angelis    | Barbara   | University of Greenwich            |
| Dickson       | Linsey    | University of Stirling             |
| Dillingham    | Kirsty    | Heriot-Watt University             |
| Eliasson      | Miwako    | King's College London              |
| Elliott       | Catherine | Teesside University                |
| Evans         | Alison    | University of Bristol              |
| Fanstone      | Ben       | University of Stirling             |
| Farrow        | Kate      | University of Greenwich            |
| Glover        | Yasmin    | Glasgow Caledonian University      |
| Green         | Helen     | University of Glasgow              |
| Hazlehurst    | Steff     | University of Cumbria              |
| Hibbert       | Dawn      | University of Northampton          |
| Hitchens      | Catherine | University of East London          |
| Krzak         | Anna      | University of Edinburgh            |
| Kunz          | Anthea    | University of Birmingham           |
| Kurien        | Anish     | Manchester Metropolitan University |
| Lewis         | Sam       | University of Lincoln              |
| Lobley        | Sharron   | Manchester Metropolitan University |

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| Marlow       | Vicky     | Wellcome                              |
| Marshall     | Gordon    | University of Stirling                |
| McCallum     | Matt      | AHRC-UKRI                             |
| McCutcheon   | Valerie   | University of Glasgow                 |
| Milsom       | Abbie     | Coventry University                   |
| Murphy       | Michael   | King's College London                 |
| Mustard      | Jill      | University of Bristol                 |
| Nimmo        | Jennifer  | University of Glasgow                 |
| Odena        | Angels    | Aston University                      |
| Paradiso     | Francesco | University of Wolverhampton           |
| Parker       | Zena      | Liverpool School of Tropical Medicine |
| Raventos     | Teresa    | University of Leicester               |
| Richards     | Matt      | Aston University                      |
| Robinson     | Alison    | University of Strathclyde             |
| Rogers       | John      | University of Stirling                |
| Sara-Kennedy | Rachael   | UKRI                                  |
| Schuppert    | Victoria  | Brunel University London              |
| Smith        | Simon     | Northumbria University                |
| Starbuck     | Sue       | Royal Holloway                        |
| Stergiou     | Jennifer  | Northumbria University                |
| Stone        | Natalie   | University of Exeter                  |
| Stowe        | Laura     | Swansea University                    |
| Taylor       | Joy       | University of Stirling                |
| Waddell      | Malcolm   | Birmingham City University            |
| Walcott      | Saskia    | Walcott Communications Ltd            |
| Wilson       | Charis    | University of Edinburgh               |
| Witchell     | Jaydene   | Cranfield University                  |
| Withers      | Kirsty    | University of Reading                 |
| Yearsley     | Nathan    | University of Liverpool               |

## Annex two: Apologies

| Surname | Name     | Institution                  |
|---------|----------|------------------------------|
| England | Louise   | EMAS NHS Trust               |
| Muya    | Pauline  | Muya Research Management Ltd |
| Selioti | Kalliopi | Kingston University          |

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