ARMA (UK) Annual General Meeting
Date: Thursday, 16 June 2022
Virtual, Zoom

Chair: Jennifer Stergiou
Minutes: Hamish Macandrew
Attendees: See annex one
Apologies: See annex two

1.	**Welcome and apologises**
	Jennifer Stergiou welcomed members to the Annual General Meeting.
2	**Minutes of previous meeting 11 June 2020 (Enclosure 2)**
	The draft minutes of the meeting held on 10 June 2021 were presented and **approved** by the members.
3.	**Matters arising**
	No matters arising from previous minutes.
4.	**The Year Past**
	4.1 Introduction (Jenni Stergiou) Jennifer Stergiou (Chair) underlined the reliance that ARMA places on its volunteers for all areas of activity, including its governance, and expressed her gratitude to members for their time and commitment. She referred to the Association's overall response to the pandemic, including moving the office to 100% Working from Home, tight cost control, meetings held online and an entirely online Conference in October 2021. She confirmed ARMA's ongoing commitment to online delivery, while indicating that the Board was now considering some F2F offerings for 2022/23. She indicated that the Strategic Plan was now well underway, with an accompanying underpinning implementation plan with actions shared between Board and Committees. Outcomes so far included membership of EDIS and the Finance & Governance Review. Jenni went on to report on new projects delivered this past year including the launch of the new Research & Innovation Enabler Café Culture Toolkit, funding for Phase 2 of the Due Diligence project, the RLUK Research Catalyst Cohort and the Secondment project. **4.1 Finance and Governance (Sapna Marwaha)** Sapna Marwaha (Deputy Chair) provided an overview of Finance and Governance Committee activity over the past year. This year the focus has been on delivering the Strategic Plan. A review of Board effectiveness and skills audit have been carried out and Board received both IoD and EDI training this year, with further training in anti-racism and anti-ableism training coming this year, to be opened out more broadly to those in governance positions. Sapna then introduced two new members of Finance & Governance Committee, Vicky Marlow and Lizzie Hope-Dyer, and referred to ARMA's new and well-received inclusive recruitment policy. Sapna then concluded with an

	update on the remuneration and benefits project, reporting that the remuneration element had been completed with work underway on identifying an appropriate benefits offer. **4.3 Member Engagement (Matt McCallum)** Matt McCallum (Director of Member Engagement) provided an update on the membership numbers, membership profile and the results from the Member Survey 2021. He suggested that more work might require to be done to ensure that those in groups obtain as much value from ARMA membership as individual members. Member satisfaction remained high, and online delivery has ensured better engagement for events such as Study Tours, where numbers have been limited in the past. The Study Tour programme has been developed to involve more funders. Matt emphasised that he would like to see more members engaged in writing for The Protagonist, as well as other types of activity, and this was a priority for MEC going forward. He went on to highlight the value that SIG membership brings and thanked the SIG Champions for their ongoing energy, creativity and passion, adding that he would shortly be carrying out a light touch review to ensure that Champions are suitably supported. **4.4 Professional Development (Lorna Wilson)** Lorna Wilson (Co-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. Lorna advised that the focus over the past year has to been to restore the number of events to pre-Covid levels, and that these have been well supported. Almost 90% rate T&D events as good or excellent, but some participants have indicated that these are too short; in response, Lorna reported that there were plans to revert to some F2F delivery this coming year but emphasised that this would not be at the expense of ARMA's comprehensive online programme, which was here to stay. The new programme would be out later this year. Lorna reported some of the highlights of Conference 2021, which was fully online, and advised that the 2022 event would be hybrid. The qualifications programme continued to be well supported with 135 students currently on the programme. The Mentoring programme too had been well-received with 25 mentor/mentee pairs.
5.	**Treasurer's Report**
	5.1 Financial Review Alison Evans (Treasurer) presented the treasurers report, outlining the Association's financial position. While this has been a challenging year, the finances have continued to be healthy, thanks to increased membership, good cost control and focus on online delivery. Financial highlights included a larger T&D programme than predicted, a strong qualifications intake and a strong £90.6 contribution from Conference. Alison then shared two slides indicating where ARMA's funds come from and how it is spent.

	With regards to 2022/23, a small price increase has been applied and mainly online delivery is assumed. An agreed and temporary deficit of c.£76k is planned for, enabling investment in two new posts and a more resilient structure, returning to budget equilibrium the following year. This is only possible as a result of having accumulated reserves to be able to fund this investment. **5.2 Annual Accounts** In accordance with the Agenda, no objections had been received relating to the Annual Accounts as at 5pm on Tuesday 14 June 2022, so the Annual Accounts were therefore deemed **approved** by the Membership.
6.	**Appointment of Directors (Enclosure 5. 1 and 5.2)**
	Sapna Marwaha (Deputy Chair) advised that, in accordance with the Agenda, no objections had been received relating to the Appointment of Directors as at 5pm on Tuesday 14 June 2021, so the following Appointments were therefore deemed **approved** by the Membership: • Lorna Wilson – for her second term of three years from 1 August 2022 as Director of Training & Development • Camelia Dijkstra – for a first term of three years from 1 August 2022 as Director without portfolio
7.	**Governance Review-Update (Jenni Stergiou)**
	Jennifer Stergiou provided an update on the Governance Review. Reporting in the New Year, the recommendations from the Finance & Governance Review included retaining the individual membership model, implementing a more formal communications strategy and appointing two new posts of CEO and Head of Membership Engagement. Many applications have been received from diverse backgrounds and evidencing an impressive range of skills, and indeed this quality of candidate has been recently mirrored in this year's Board candidates. Appointments to be made in late July, with the new post-holders to be in place by the end of the summer.
8.	**Any other business**
	Gus Bell indicated his support for F2F events, emphasising the importance of the networking element. Jenni Stergiou agreed with this, highlighting that from now on, the T&D offer would be a blend of online and F2F workshops. Simon Kerridge asked when the funds would be back 'in the black' after next year's deficit. Jenni responded that a one year deficit was planned and that the Association would return to a positive budget situation by 2023/24, as a consequence of increased membership income and additional projects generated by the two new posts. Alison Evans added that the Association still had a strong cash position to enable this investment. In response to a question from Anish Kurien, Matt McCallum advised that the membership numbers had increased from c.2500 in 2020/21 to the current position of 2811.

	Pauline Muya asked what the future plans for Qualifications were. Jenni responded by advising that a new Director of Qualifications would shortly be appointed from the existing Board. Lorna Wilson added that there was an Objective in the Strategic Plan relating to Qualifications and this would be progressed once the new DoQ was in post. This would include a light-touch review of the programme and its governance, although Jenni added that no substantial changes were planned.
8.	**Close of Meeting**
	Jennifer Stergiou thanked members for attending, and also 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.

The next meeting of the ARMA (UK) Annual General Meeting will take place in June 2023, date to be announced.

Annex one: Attendance list of ARMA Members

Ian Carter	Carter Research Navigation
Allan Nyunt	University of Cambridge
Laura Gower	Northumbria University
Lisa Boyce	University of Surrey
Linsey Dickson	University of Stirling
Frankie Liew	LSHTM
Tania Cleaves	University of Birmingham
Angus Bell	Brunel University
Jane Alder	Open University
Alison Lloyd	Manchester Metropolitan University
Camelia Dijkstra	University of Wolverhampton
Andrea Walker	University of Cambridge
Kirsty Dillingham	Heriot-Watt University
Charlotte Brady	The University of Edinburgh
Pauline Muya	Muya Research Management Ltd
Alice Cann	Brunel University London
Kiara Barker	University of Leeds
Kirsty Withers	University of Reading
Toni Ogunjimi	University of Oxford
Rosie Maccagnano	University of Edinburgh
Anish Kurien	Manchester Metropolitan University
Carol Heatley	Durham University
Victoria Schuppert	Brunel University London
Lizzie Hope-Dyer	University of Bath
Kiyal Eresen	University of Cambridge
Stefano Tommasone	University of Birmingham
Vicky Marlow	Wellcome
Ushma Gudka-Chik	Ushma Gudka-Chik
Rob Chapman	University of Kent
Leaona Clarkson	University of Sunderland
Lorna Wilson	Board
Alison Evans	Board
Jennifer Stergiou	Board
Matthew McCallum	Board
Sapna Marwaha	Board
Rachael Sara-Kennedy	Board
Saskia Walcott	Board

Annex two: Apologies

Steff Hazlehurst
Jon Hunt
Julie Bayley