

Welcome

Welcome to this morning's ARMA Annual General Meeting. The AGM will commence shortly.

- This meeting will be recorded. You may wish to switch off your camera.
- Please ensure that your microphone is switched off.
- Please ensure that your name is correctly stated in the list of participants for this meeting, as we will take this list from Zoom for the Minutes. It is easy to change your name – just right-click on the name at the bottom left-hand corner of your video image or find your name on the participants list, hover your mouse and click **more**.
- If you would like to ask a question, please use the chat function. There will be several opportunities to pose questions during the meeting.
- If you would like to refer to the agenda and meeting papers, click the link in the chat.



uk

arma

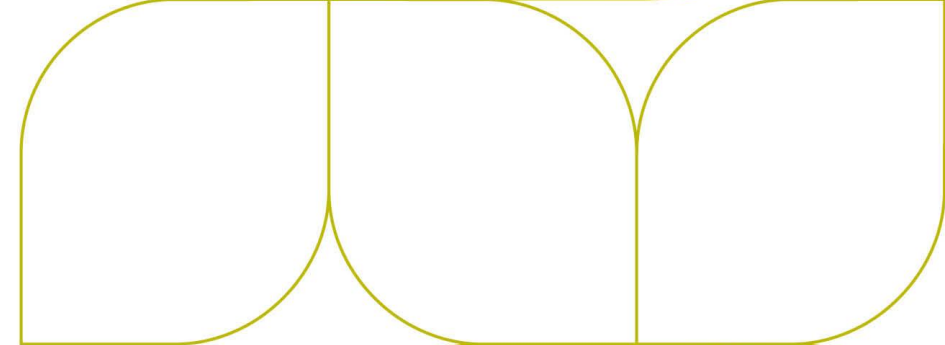
Association of Research
Managers and Administrators

Annual General Meeting

16 June 2022

Jenni Stergiou

Chair



Agenda

- Welcome and apologies
- Minutes of the previous meeting, and matters arising
- The Year Past
- The Treasurer
- Board Appointments
- Update on the Governance Review
- Any other business



uk

arma

Association of Research
Managers and Administrators

Welcome and Apologies

Minutes of the Previous
Meeting and any matters
arising – 10 June 2021

The Year Past

2021/22

The Year Past

2021/22

- Introduction (Jenni Stergiou)
- Finance & Governance (Sapna Marwaha)
- Membership Engagement (Matt McCallum)
- Professional Development (Lorna Wilson)



ARMA Governance – in a nutshell

arma



Pandemic Response year 2

- Executive Office fully WFH
- Continued tight cost-control
- All scheduled Board, Committee and Working Group meetings held online
- All events including Conference 2021 held online...
...but discussions underway to reintroduce some F2F events in 2022/23, including Conference Day 3



Strategic Plan 2021-24

progress to date

Number of Objectives

Completed: 2

On-Track: 17

Not yet underway: 5

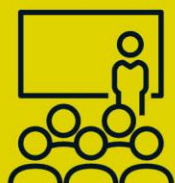
including the following Board deliverables:

- Revised and more targeted key stakeholders listing
- New Inclusive Recruitment policy now being implemented
- Member of EDIS
- Finance & Governance Review concluded January 2022



New for 2021/22

arma



**First ever
online conference**



**Finance &
Governance Review**



**Research Libraries
UK Research
Catalyst Cohort**



**UKCDR
consultancy**



**UKRI Due Diligence
Phase 2**



**ARMA Secondments
Project (with NIHR
and AMRC)**

uk

arma

Association of Research
Managers and Administrators

Finance and Governance

Sapna Marwaha

Deputy Chair



Strategic Planning

...bringing our vision, mission and priorities to life, while identifying clear actions to be carried out in accordance with ARMA's values.



Corporate priority:

organisational effectiveness,
governance and sustainability

- Improving the efficiency and effectiveness of our organisation
- Delivering value for money
- Keeping our members' interests at the heart of all decision making.



Board Effectiveness

- Board effectiveness assessment as part of Finance & Governance Review.
- Institute of Directors training on our roles and responsibilities as directors.
- EDI training to help us be inclusive and authentic leaders. Anti-racism and anti-ableism training scheduled for this autumn.
- Skills audit highlighting our strengths and gaps, enabling better recruitment decision making.



Committee Recruitment

- New members of F&GC recruited in May, bringing new skills and expertise.
- New inclusive recruitment practice road-tested with positive results.

Lizzie Hope-Dyer,
Head of Pre-Award,
Research and Innovation Services,
University of Bath



Vicky Marlow
Cells, Systems and Tools Team Manager,
Funding Management,
The Wellcome Trust



Reward and Remuneration

- Pandemic has changed the way we work – fully-remote working model
- Reward and remuneration needs to keep pace
- Salaries independently benchmarked last year
- Currently exploring benefits package that will deliver real value



Thank you



uk

arma

Association of Research
Managers and Administrators

Membership Engagement

Matt McCallum

Director of Membership Engagement



Our members

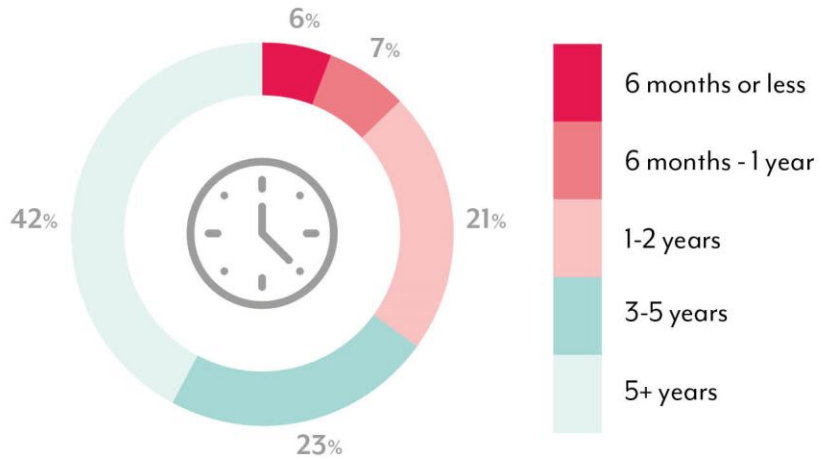
- We **currently** have 2,811 members.
- 90% of our members are from UK HEIs. (2021 – 95%)
- 89% of members joined through group memberships. (2021- 94%)
- 44% of organisations with group memberships also had representation on the Director's Forum (63/143)
- Non HEI members come from a mix of funders, research institutes, consultancies and statutory bodies



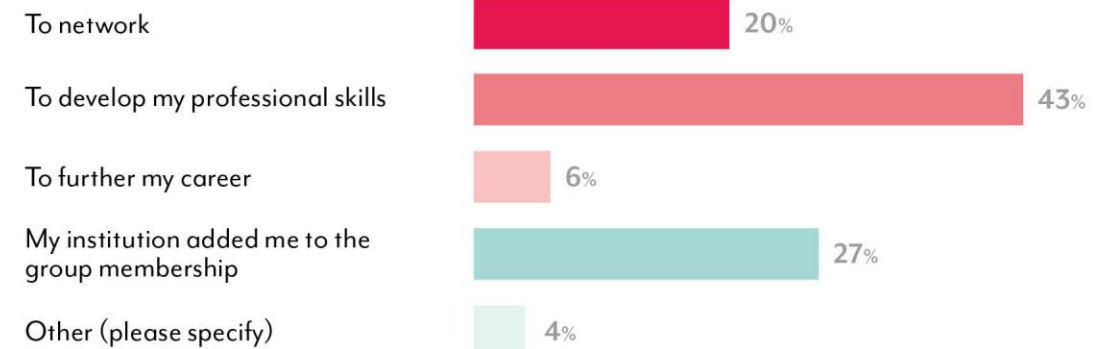
ARMA Member Survey 2021

arma

How long have you been a member of ARMA?



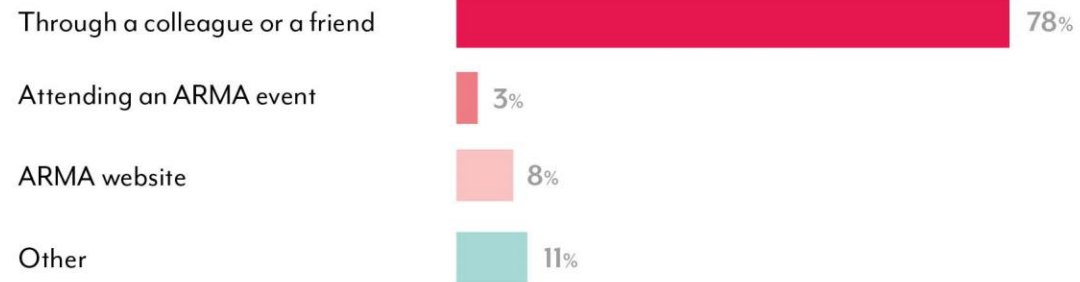
What was your main reason for choosing to join ARMA or renew your membership this year?



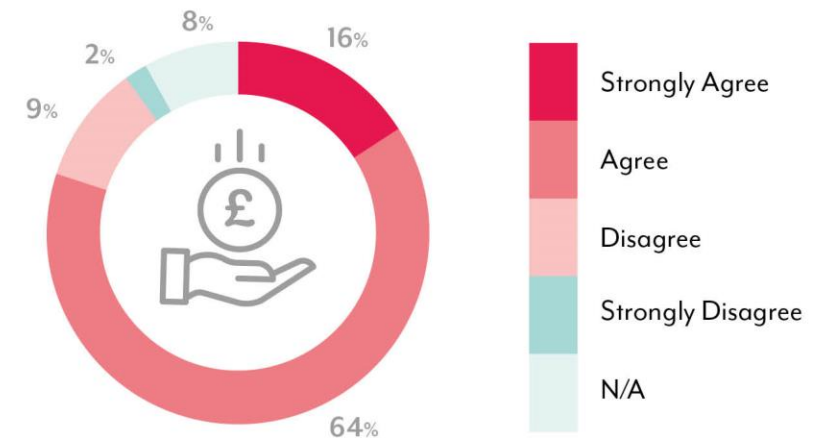
ARMA Member Survey 2021

arma

How did you hear about ARMA?



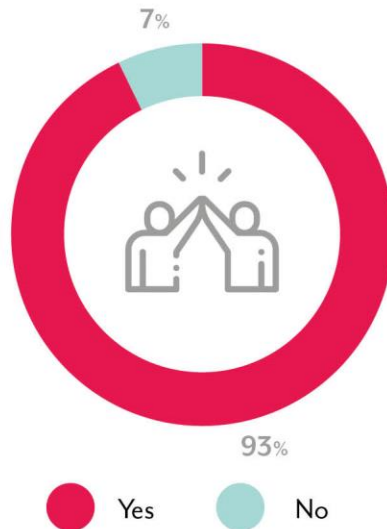
To what extent would you agree that ARMA membership offers good value for money?



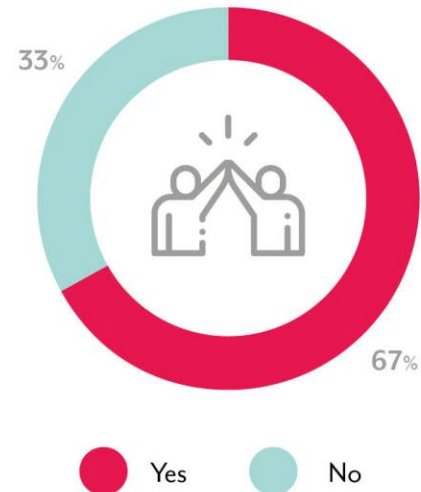
ARMA Member Survey 2021

arma

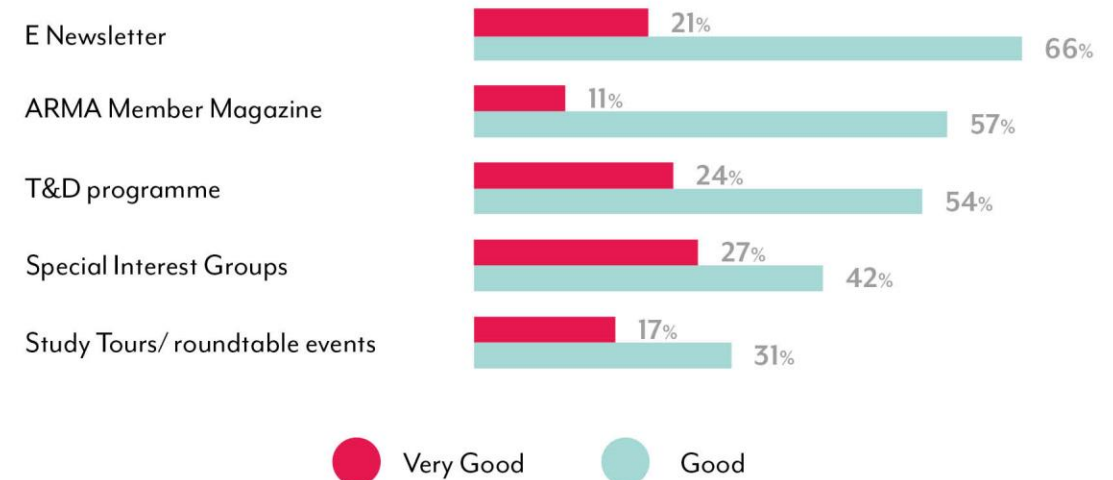
Would you recommend ARMA to your colleagues?



Would you consider ARMA's Training & Development programme as part of your personal development plan?



During the time that you have been an ARMA member, how would you rate the benefits that you have experienced?



Study Tours and Roundtables

arma

Virtual Study
Tours and
roundtables

9



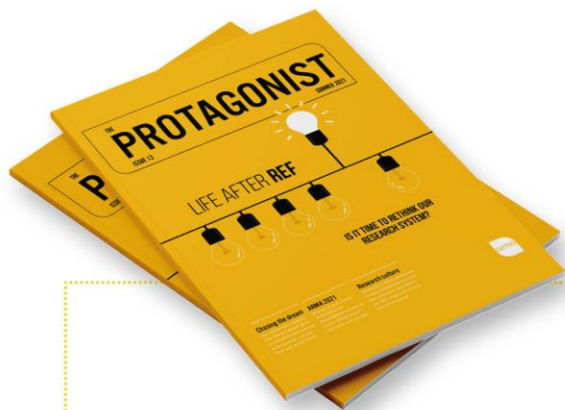
Attending
members

660



The Protagonist

arma



Summer 2021

28

Total
contributors



Winter 2021/22

29

Special Interest Groups

arma



Total SIGs:

14



Largest SIG:

**Research
Impact**



Total SIG
subscribers:

4,671



Total SIG
Communications

1,254

SIG Highlights

- RMA Toolkit Guide
- Proactively working across the University/NHS research management interface through shared events and survey of needs
- Active participation in ethics and best practice consultation events with strategic partners (UKRN, UKRI)
- Leading ARMA's conversation on UKRI Pathways to Impact consultation
- Collaborating with UKRI and UUKi on the Arts & Humanities Participation in Horizon Europe event
- Leading Information-sharing roundtables on post-award processes and systems

Thank you



uk

arma

Association of Research
Managers and Administrators

Professional Development

Lorna Wilson

Co-Chair, Professional Development
Committee



Online Events

arma

2020/21

Total
Events Held

12

Total
Delegates

317



Online Skills
Workshops

2021/22

Total
Events Held

26

Total
Delegates

525

Our webinars

how our participants rated us

"Proportion of respondents that rated the event as good/excellent"

89.3%

Average of all feedback received from
all 26 events ran in 2021/22



Our webinars

participants' reflections

'Aside from the content, I'd add that the atmosphere was great - really friendly and positive tone, set by the two presenters. The chance to meet both experienced impact managers and people in related roles keen to learn, in such a comfortable setting, is very valuable and appreciated'.

(Embedding Impact in Bids)

'It would be great to see this run again as I have told others in my institution how good it was, very informative'

(EDI in the Funding Landscape)

'The webinar was a great opportunity to exchange experiences with colleagues from different HE institutions. A three hours webinar cannot provide sufficient time for an in-depth discussion. Nevertheless, the webinar offered a great introduction to the theme by identifying several important elements that enhance the quality of research proposals.'

(Raising the Quality of Research Proposals)

arma

Association of Research
Managers and Administrators



Conference 2021

arma



Delegates

454



Live sessions

47



Posters

12



On-demand webinars

25

Conference 2021

how our delegates rated us

"Proportion of respondents that rated the event as good/excellent"

93%

Post-Conference Survey



Conference 2021

delegates' reflections

This was the best conference I've ever been to. I'm autistic, so conferences have tended to be very overwhelming for me, but this was perfect. In terms of accessibility, it was amazing – dark mode was especially useful.

I would say I got more out of this ARMA conference than any other I have attended in person. The ability to go back and watch/listen to talks meant I could go at my own pace (making notes) and not miss anything due to clashes etc. In addition, I find networking highly intimidating, so was relieved of not having to do that f2f.

Thank you for putting so much effort into making this a success. I really enjoyed the virtual environment and thought you did an excellent job of creating your first virtual conference. I felt I had the benefits of a face to face conference without the time demands, health risks, carbon footprint and financial costs.



Certificate in Research Management Qualification

arma



Graduates
this Year:

5



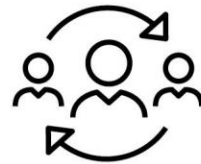
Autumn 2021
Intake:

28

Foundation

17

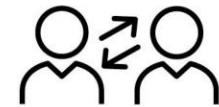
Advanced
students



Total Students
currently in the
ARMA CRM
Academy:

135

ARMA Mentoring Programme



Mentor/
mentee pairs

25

CRM Student Reflections

“It was very beneficial to attend presentations by the ARMA mentors, meet others who had signed up for the course and know from them about what their work involves, how their organisations functioned etc. I have also benefitted from the flexibility I have got to complete this course as I can do it at my own pace.”

“You will be very well supported through this programme by ARMA; they are a very welcoming and friendly team who are approachable and helpful. The learning is interesting, current and well structured with excellent webinars.”

“I really enjoyed studying for my Certificate in Research Management Foundation with ARMA. Not only did it directly help me within my role as a Research Grants Administrator but it broadened my general knowledge of the research landscape in the UK. It was challenging and interesting in equal measure and helped me to develop my research and writing skills as well as my Research Grants knowledge. The Team were always on hand to answer my questions and had constructive feedback on all of my assignments helping me make the most out of the qualification.”



Thank you



uk

arma

Association of Research
Managers and Administrators

The Treasurer

Alison Evans

Treasurer

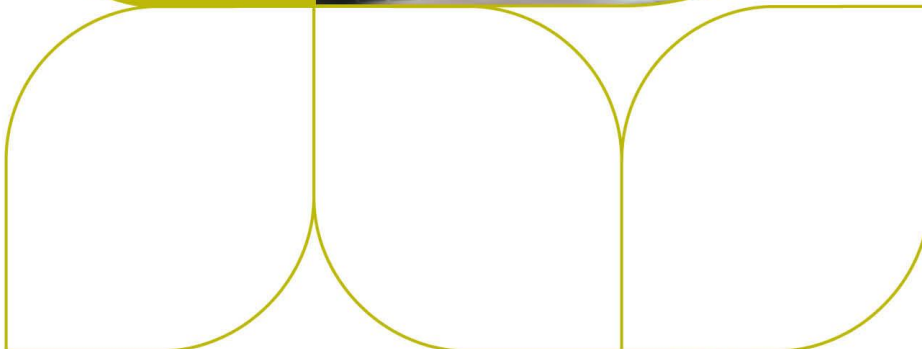


Financial Highlights

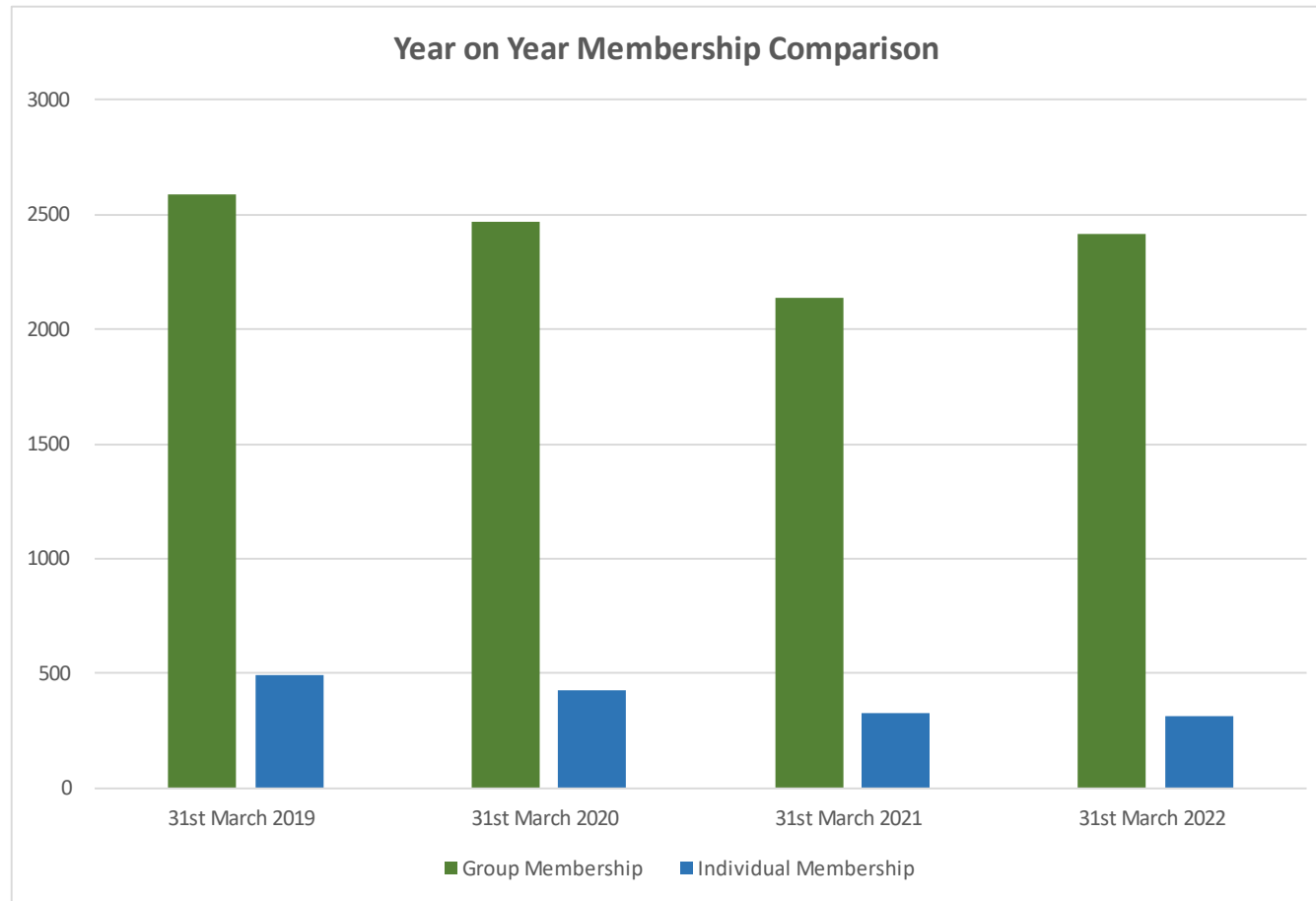
2021/22

End of Year Position

- Operating surplus of £116.4k compared with projected budget surplus of £22.7k.
- Membership fees and Training & Development income substantially *ahead of* budget, by £26.1k and £18.4k respectively.
- Expenditure £119.1k *under* budget
- Strong cash position of £423.9k

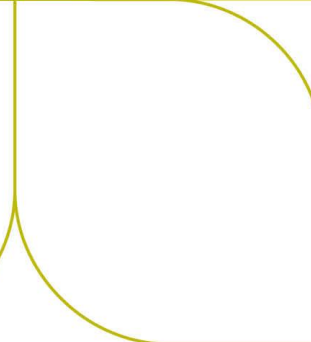
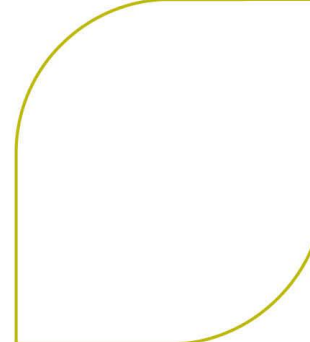
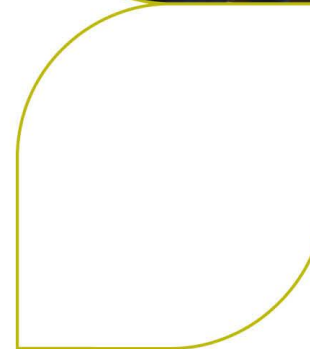


Membership recovery

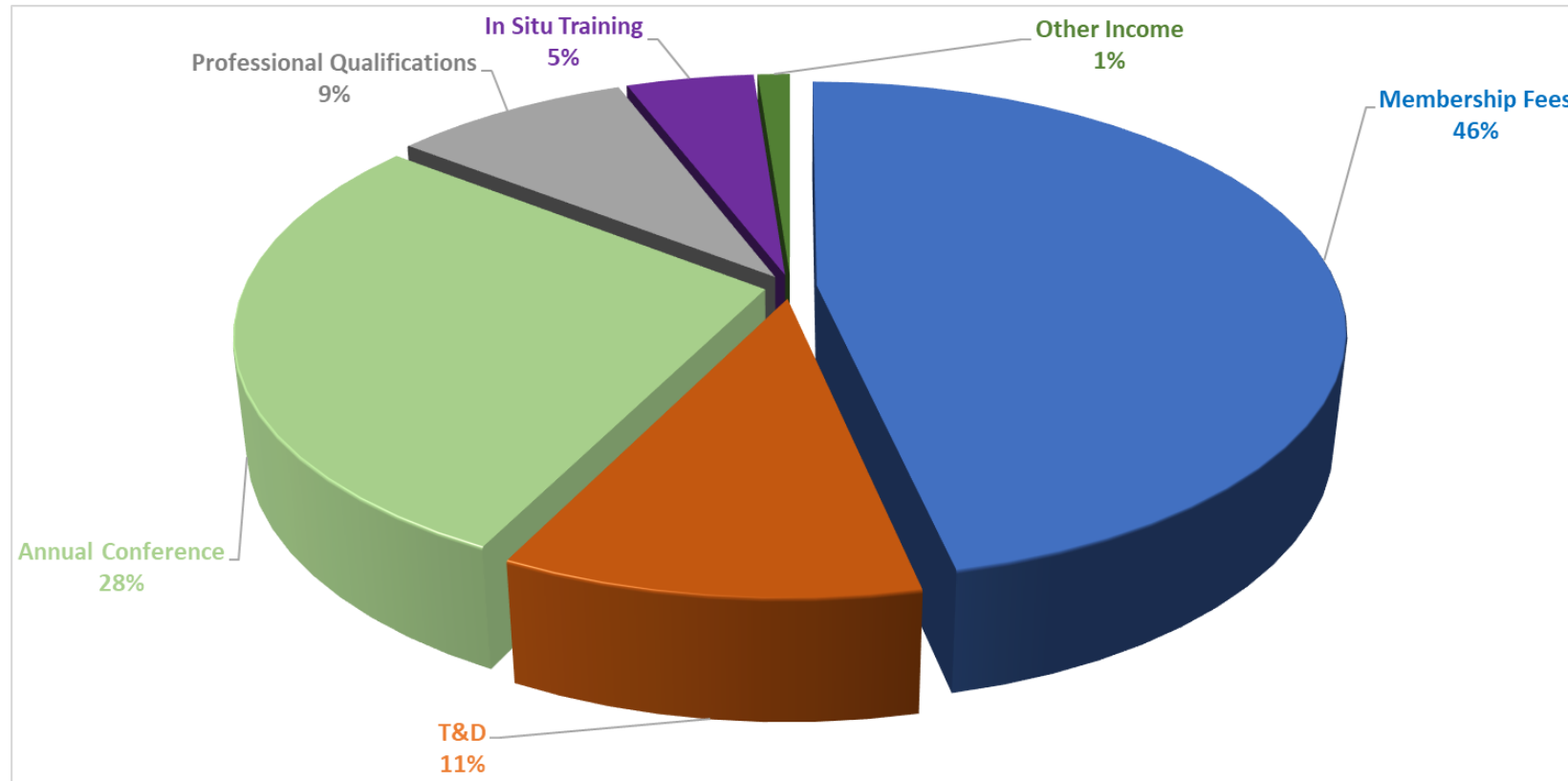


Financial Highlights in detail

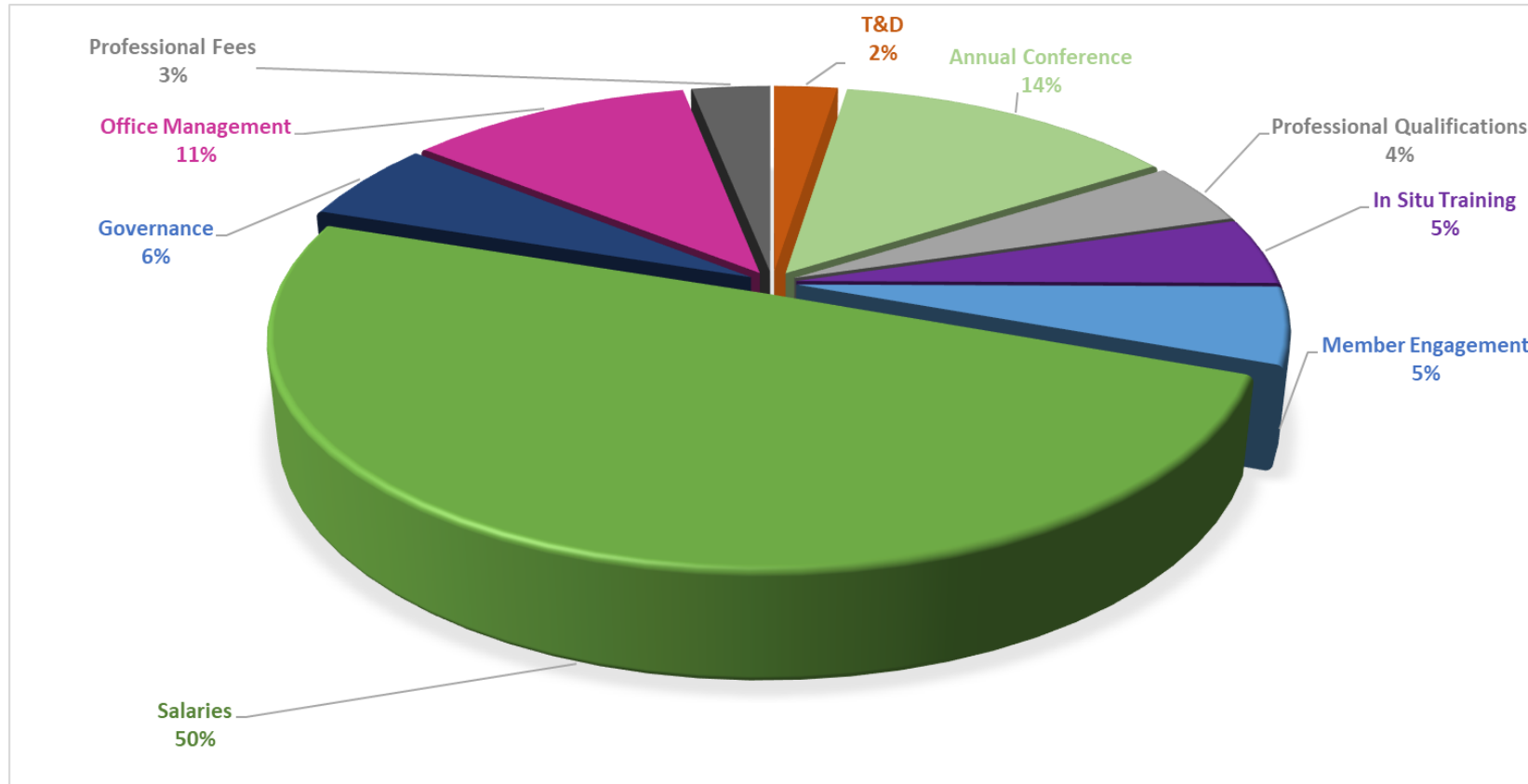
- 18 more webinars than originally budgeted for
- Strong 2021 Qualifications intake
- £90.6k contribution from our Virtual Conference



Where ARMA funding came from last year



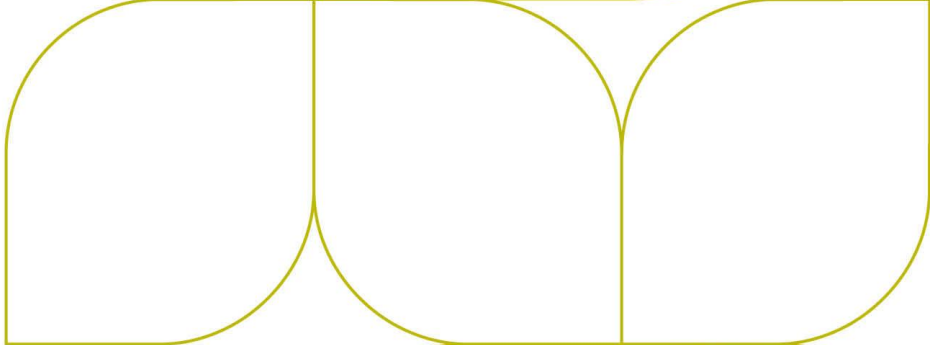
...and how we spent it



Plans for 2022/23

investing in our future

- Realistic budget, based on actual 2021/22 figures, but with a 2% increase to our prices.
- Conservative, pragmatic assumptions with no stretch targets
- Mainly online delivery
- Planned deficit of £76,056, to enable investment in new roles and more resilient structure. P&L to return to equilibrium for 2023/24
- Continued cost control measures



uk

arma

Association of Research
Managers and Administrators

Approval of the Annual Accounts 2021/22

Thank you



uk

arma

Association of Research
Managers and Administrators

Board Appointments

Sapna Marwaha

Deputy Chair



Board Appointments

Members are invited to endorse the appointment of:

Lorna Wilson



Camelia Dijkstra



uk

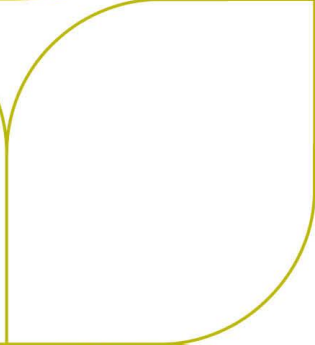
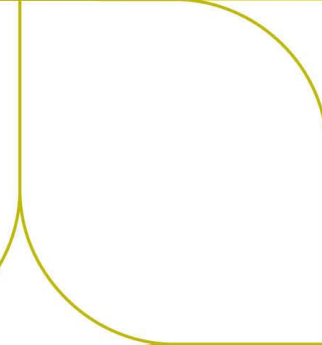
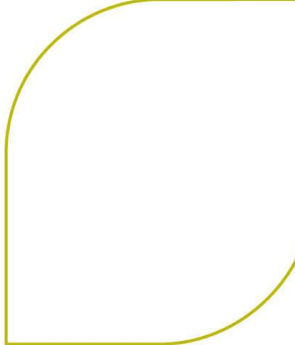
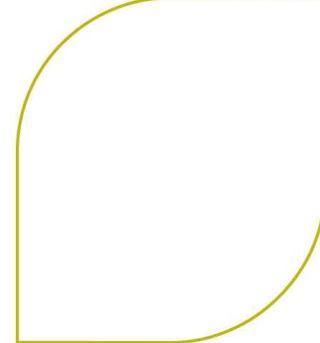
arma

Association of Research
Managers and Administrators

Update on the Governance Review

Jenni Stergiou

Chair



Governance Review

- Finance & Governance Review concluded January 2022
- Board decision: investment in CEO and HoME roles
- Opportunity to create new Exec Office structure
- Recruitment timeframe for new roles



uk

arma

Association of Research
Managers and Administrators

Any other
business

Close of meeting

Thank you for attending!

