

The Annual General Meeting of the University of Exeter Retired Staff Association was held on Friday 10th October 2014 at 6 p.m. in The Henderson Room, Xfi Building, Streatham Court, University of Exeter.

1. **Those present at the meeting**

There were 51 members of the Association present at the meeting (list attached to Minutes in file).

2. **Apologies**

26 Apologies were received (list filed with the minutes).

3. **Chair's Report**

A warm welcome to you all. Since you have all had the latest Newsletter you will know what has been going on recently. I will content myself with a few parting comments as I step down after three very enjoyable years as Chair of this august institution, all of 10 years old! We seem to be in good health with numbers holding up well, new groups inaugurated (Nature/Wildlife rambles and table tennis) and one or two trips arranged (to Stratford and the RSC and a cruise to Brixham, both ably organised by Bruce Coleman), not to mention the annual Christmas lunch, the Trivia quiz and the summer Garden Party, the last in the old cricket pavilion, with good weather on this occasion. It would be good to have larger numbers at these events. Our finances continue to remain pretty healthy, if declining a little. The University just about recognises our existence, with invitations to the Vice Chancellor's summer Garden Party and to address a retirement conference in April about the attractions of UERSA. Chris King and I attended the latter and I think we may have encouraged a few new recruits. Our Newsletter, ably edited by Rachel Kirby, is full and detailed and seems to be something all our members do appreciate, even if not taking part in any of our activities.

May I take this final opportunity to thank the members of the Committee for their support, interest and dedication over the year. Special thanks are due to Mary Banks who is stepping down as Immediate Past President – we will miss her cogent comments and keen interest – and to Frankie Peroni and also John Carroll who are stepping down as Committee members. Thanks very much for your contributions. But I am delighted that Alan Leadbetter was able to persuade Sue Odell to become President Elect for 2014-15, a most fitting candidate who knows the University and its personnel, past and present, inside out, and pleased to report that I was able to persuade David Batty to agree to be proposed as Chair. He will do a splendid job and keep order in Committee meetings. Ann Corbin has also agreed to serve as a Committee Member. However we still have a vacancy, so do think carefully about it. As always we need a continual supply of new and keen volunteers. In conclusion may I thank all the group organisers for their efforts over the year keeping the show on the road, and wish the new Committee all the best for the future.

Alastair Logan

4. **Treasurer's Report**

Wojtek confirmed that his Treasurer's Report for 2013/14 had previously been circulated with the AGM Agenda to all UERSA members via UERSA's Newsletter No. 31. (Copy of Report is attached to these Minutes).

Wojtek confirmed that the Report showed a credit balance of £6,474 being carried forward to 2014/15. He also pointed out that this year he had moved the cost of refreshments after the AGM from "Administration Costs" to "Events Expenditure", which explains the big drop in costs for the former and the comparable rise in deficit for the latter. Bruce Coleman then raised a concern that the University was changing its financial systems, and was using BACS in preference to cheques for payment of invoices, expenses etc. He had experienced this in other contexts, and had encountered substantial delays because an order number had to be obtained before the payment could be made.

Wojtek assured members that cheques would still be issued if a member so preferred, but if BACS was acceptable then just the relevant bank details were needed when making the claim and payment would be made very promptly (within 7 to 14 days usually). No order number was required in our case, because UERSA already comes within the University financial system itself.

A discussion ensued, during which several members wondered whether payment of membership

subscriptions, or indeed for events and activities, could also be made electronically or by credit/debit card. Wojtek promised to follow this up, and to find out the University's view.

5. **To confirm the Subscription Rates for 2014/15**

The Members present at this year's AGM unanimously agreed that the Subscription Fees for 2014/15 should remain at £6 per person/per couple. Cheques to be made payable to The University of Exeter.

6. **Election of Officers and Committee for 2014/15**

At the UERSA Committee meeting held on the 20th August 2014, the following Officers and Members of the UERSA Committee agreed to serve for a further year:

Tony Wragg will become **President** for a year from the AGM 2014.

Alan Leadbetter will become **Immediate Past President** for a year from the AGM 2014.

Wojtek Krzanowski (Treasurer)

Jan Reynolds (Secretary)

Chris King (Membership Secretary)

Susan Cousins (Social Co-ordinator)

Rachel Kirby (Newsletter Editor)

John Carroll (Committee Member)

Roger Coles (Committee Member and Website Editor)

Linda Hale (Committee Member)

The following Members of the Committee confirmed that they will be 'stepping down' from the Committee at the forthcoming Annual General meeting:

Mary Banks, (Immediate Past President)

Alastair Logan (Chairman)

Frankie Peroni (Committee Member)

N.B. Since the UERSA Committee Meeting, the following nominations have been put forward and agreed, subject to approval at the Annual General Meeting on 10th October 2014:

***Election of President Elect 2014/15**

It has been confirmed by **Alan Leadbetter** that **Sue Odell** has agreed to become **President Elect 2014/15**

***Election of Chairman 2014/15**

It has been confirmed by **Alan Leadbetter** that **David Batty** has agreed to become **Chairman**.

***Election of Committee Member 2014/15**

It has been confirmed by **Alastair Logan** that **Ann Corbin** has agreed to become a **Committee Member**.

***A unanimous vote in favour of all these nominations was received at the Annual General Meeting.**

N.B. At the Annual General Meeting it was reported that **John Carroll (Committee Member)** wished to resign from the Committee. As yet no nominations have been received.

7. **Reports on the Activities of the Special Interest Groups**

Walking Group – Trevor Preist (Leader)

The following report was received from Trevor:

“In September the Walking Group celebrated its 200th event with a walk on Woodbury Common led by Judy Mead.

The first walk was held in February 2005 and to date we have had 3175 participants who have collectively walked a distance of 18,150 miles!

This implies an average turnout of 16 and an average distance walked of 6 miles.

In the early years the walks were led by 3 or 4 individuals but recently many more have led either regularly or sporadically .

In the 9 years, 25 individuals have offered walks and I am extremely grateful to them for their efforts in planning new walks and leading.

I am also grateful to all the participants for making the walks such an enjoyable and friendly experience.

Keep fit and cheerful by walking with us.”

Gardens Group – Anne Mayes (Leader)

Anne Mayes reported that during 2014 eight visits had taken place: 4 in Devon, 2 in Somerset and 2 in Cornwall. She thanked all the members who always turned up for her events, and she also thanked Roger (Coles) for his very successful UERSA Web Pages.

Table Tennis Group – Ruth Preist (Leader)

Ruth mentioned that the Table Tennis Group is going very well.

Wine Tasting Group – John Carroll (Leader)

Although John wasn't able to attend the Annual General Meeting, he reported that although he had tendered his resignation as a Committee Member he will continue as a Leader of the Group until, possibly, next February.

Parking at the Exeter Cricket Club for Members' cars while UERSA Members participate in UERSA trips.

Bruce Coleman reported that parking space at the Cricket Ground may well be unavailable from April 2015 until August/September 2016.

8. **Amendment to UERSA's Constitution**

Approval was given at this Annual General Meeting to an amendment to the UERSA's Constitution, as follows:

Item 2 Membership

(b) Associate membership is open to those who have retired from a university other than Exeter and are resident in or near Exeter. Associate members may participate in any of the activities of the Association but may not hold office or vote at General Meetings.

Associate Membership Subscription Fees will be the same as UERSA Membership.

(A copy of the Amended/up to date Constitution is attached to these Minutes).

After the meeting had finished, the Members were then able to enjoy a complementary glass of wine and nibbles in the Xfi Café.

UNIVERSITY OF EXETER

RETIRED STAFF ASSOCIATION

Treasurer's Report for 2013/14

The UERSA account is held within the general University financial system, and is audited as part of this system at the close of each financial year on 31st July. I am extremely grateful to Bridget Kendrick of Finance Services for being such a helpful and efficient point of contact with that system. Bridget has now handed over responsibility for UERSA to Mrs Lynda Swallow, and I look forward to working with her next year.

The position at audit for the immediate past and two preceding years is given below. "Events" are those that have been advertised in newsletters for all members, while "Activities" are those held within special interest groups. It was agreed by the Executive Committee some years ago that the latter should aim to break even but the former could be supported from general funds; events that benefited in this way last year were the refreshments after the AGM, the Christmas lunch, and the summer Garden Party. "Administration Costs" cover printing, photocopying, postal charges, and general running expenses, while "Disbursements" comprise donations approved by the Committee. Last year these were to Wonford Methodist Church who supplied crockery for use at the Garden Party, and to Exeter Cricket Club who made available the pavilion for the Garden Party as well as parking space throughout the year for members attending events.

	31-07-14 £	31-07-13 £	31-07-12 £
Surplus Brought Forward	6,519	6,594	6,614
Subscription Income	1,308	1,404	1,427
Administration Costs	-138	-333	-387
Events			
- Income	2,146	1,603	1,575
- Expenditure	-3,143	-2,438	-2,444
Activities			
- Income	6,781	6,728	6,422
- Expenditure	-6,820	-6,858	-6,413
Disbursements	-180	-180	-200
Surplus Carried Forward	6,474	6,519	6,594

This year I have moved the cost of refreshments after the AGM from "Administration Costs" to "Events Expenditure", which explains the big drop in costs for the former and the comparable rise in deficit for the latter.

We continue to *almost* break even on the year's activities, the deficits in the last three years having been just 0.7%, 1.1% and 0.3% of the balance respectively. However, the balance of just under £6,500 continues to be very healthy, so the Committee has once again proposed to maintain the subscription at £6.

I can supply detailed information about individual transactions on request, and will be very happy to answer any questions at the AGM.

Wojtek Krzanowski (Treasurer)

UNIVERSITY OF
EXETER
RETIRED STAFF ASSOCIATION
(UERSA)

CURRENT CONSTITUTION

Amended and Approved by AGM 2014 (See: Item 2(b))

1. **THE ASSOCIATION**

The Association shall be called the University of Exeter Retired Staff Association.

2. **MEMBERSHIP**

(a) Membership of the Association is open to all retired employees and retired former employees of the University, in all categories, including semi-retired employees. Joint membership with spouses/partners is also available. The widows, widowers and partners of deceased employees are also eligible for membership.

(b) Associate membership is open to those who have retired from a university other than Exeter and are resident in or near Exeter. Associate members may participate in any of the activities of the Association but may not hold office or vote at General Meetings. Associate Membership Subscription Fees will be the same as UERSA Membership.

3. **PURPOSE**

The purpose of the Association is to enable its members to remain in touch with each other and with the University through a range of activities to be determined by the membership and arranged by the Executive Committee of the Association.

4. **FINANCE**

(a) The Association shall be empowered to own financial and other assets on behalf of its members, to open accounts with authorised financial institutions and/or to appoint another institution to hold and administer its assets. The Executive Committee shall be empowered to make such arrangements and shall, through the Treasurer, make a report on the financial year past to the AGM.

(b) The Association's financial year shall run from 1 August to 31 July following.

(c) No member shall derive direct material benefit from the activities or finances of the Association.

(d) The Association may raise or donate funds for charitable purposes or other purposes of benefit to the University or the wider community.

5. **PRESIDENCY**

(a) The Association, at its Annual General Meeting, will elect from its members a President who shall hold office for one year. The Presidency may be held jointly by a member and his/her spouse/partner. The President shall be an ex-officio member of the Executive Committee.

(b) The Association will also elect a President-designate, who will assume the office of President the following year.

(c) The President-designate and the immediate Past President may deputise for the President and may also attend meetings of the Executive Committee.

6. **EXECUTIVE COMMITTEE**

(a) The business of the Association will be conducted by the Executive Committee consisting of the Chair, the Secretary, the Treasurer, the Membership Secretary, the Social Secretary, the Editor of the Newsletter, four General Members, and the President ex-officio.

- (b) The above officers will be elected by the Annual General Meeting and will serve for a three-year term which may be extended for a further term of three years. **The General Members will be elected annually for one year, renewable for up to four years.**
- (c) Should the AGM be unable to fill an office or other designated Executive Committee position by reason of lack of nominations, the vacancy shall be filled by appointment by the Executive Committee for one year at a time (renewable) until the AGM is able to elect a replacement.
- (d) The Executive Committee will have the power to fill casual vacancies by co-option between Annual General Meetings.
- (e) The Executive Committee will also have the power to co-opt any Member of the Association or invite him/her to attend one or more meetings to assist it in carrying out its duties.
- (f) The Executive Committee will have the power to appoint sub-committees.
- (g) The quorum of the Executive Committee will be five.

7. **ELECTIONS**

Elections to the offices of President and President-designate and to the Executive Committee will be by simple ballot where two candidates are nominated and by preferential ballot where three or more candidates are nominated for a particular position. (See Note)

8. **SUBSCRIPTION**

Members and Associate Members will pay an annual subscription to be decided by the Annual General Meeting.
The subscription for joint membership will be the same as for individual membership.

9. **GENERAL MEETINGS**

- (a) Following the Inaugural General Meeting held on 7 October 2004 to establish the Association and elect its first officers and Executive Committee, an Annual General Meeting will be held in October each year. At least three weeks notice will be given together with a call for nominations for the Presidency and, where appropriate, for membership of the Executive Committee.
- (b) The quorum of the Annual General Meeting shall be 30.
- (c) A Special General Meeting will be convened by the Secretary, giving at least three weeks notice, on the request of not less than 30 members of the Association or at the request of the Executive Committee. The quorum of a Special General Meeting shall be 20.

10. **AMENDMENTS**

- (a) The provisions of this Constitution may be amended by the Annual General Meeting.
- (b) Proposed amendments, with a proposer and seconder, will be circulated in writing with papers for the Annual General Meeting, but amendments to proposed amendments may be tabled at the Annual General Meeting.

11. **DISSOLUTION**

The Association may be dissolved by a resolution agreed by a two-thirds vote of the Executive Committee and passed by a two-thirds vote of a General Meeting, one month's notice of the proposal having been given to members.

NOTE

A simple ballot requires members to place an X against the name of their preferred nominee and the nominee with the most votes is elected. A preferential ballot requires members to place nominees in order of preference by placing 1 against their first choice, 2 against their second, and so on. The outcome is calculated by scoring the preferences 1 for a first choice, 2 for a second, and so on. The nominee (or nominees if more than one place is at issue) with the lowest score is elected.