

Minutes of the ARCOM Annual General Meeting 2015		
Held at: University of Lincoln, on Tuesday 8 th September 2015 at 17:00hrs		
		ACTION
1.	Apologies	
1.2	Apologies have been received from Robby Soetanto.	Note
2.	Minutes of 2014 Annual General Meeting	
2.1	The minutes of the 2014 Annual General Meeting were agreed as a fair and true account of the meeting.	Note
2.2	Chris Gorse suggested an amalgamation of the committee attendance currently noted at the start of the minutes with the other attendees currently listed at the end of the minutes, for consistency and clarity. David Boyd proposed this change to the minutes, Niraj Thurairajah seconded.	Note
3.	Matters Arising from 2014 AGM	
3.1	Size of Committee Ani Raiden confirmed this has been considered and developed at the committee meeting held in Nov 2015. It was agreed that at present and considering increased activity and size of conference, including paper submissions and necessary reviewing, the size is suitable and serves these needs.	Note
4.	Nominations to and Election of Committee	
4.1	Simon Smith (returning officer) outlined the nomination and election process. A number of committee members have stepped down from the committee; Andy Dainty, Charles Egbu, Rod Gameson. Ani Raiden thanked them for their service and support of ARCOM.	Note

	This change resulted in 4 spaces on the committee, and 6 nominations were received.																					
4.2	<p>The executive officers and committee members of ARCOM 2015-16 are listed below:</p> <p><i>Executive Officers</i></p> <table> <tr> <td>Ani Raiden</td> <td>Chair</td> </tr> <tr> <td>Simon Smith</td> <td>Immediate Past Chair</td> </tr> <tr> <td>Paul Chan</td> <td>Vice-Chair</td> </tr> <tr> <td>Fred Sherratt</td> <td>Secretary</td> </tr> <tr> <td>Apollo Tutesigensi</td> <td>Treasurer</td> </tr> <tr> <td>Shu-Ling Lu</td> <td>Membership Secretary</td> </tr> <tr> <td>Robby Soetanto</td> <td>Publications Officer</td> </tr> <tr> <td>Chika Udejaja</td> <td>Workshops Convener</td> </tr> </table> <p><i>Other Officers and Committee Members</i></p> <table> <tr> <td>Chris Gorse</td> <td>CIOB Liaison Officer</td> </tr> <tr> <td>Colin Booth</td> <td>International Liaison</td> </tr> </table> <p>David Boyd Steve Donohoe Scott Fernie Chris Harty Craig Thomson Niraj Thurairajah Dominic Ahiaga-Dagbui Alex Opoku Chrissi McCarthy Lloyd Scott Patrick Manu</p>	Ani Raiden	Chair	Simon Smith	Immediate Past Chair	Paul Chan	Vice-Chair	Fred Sherratt	Secretary	Apollo Tutesigensi	Treasurer	Shu-Ling Lu	Membership Secretary	Robby Soetanto	Publications Officer	Chika Udejaja	Workshops Convener	Chris Gorse	CIOB Liaison Officer	Colin Booth	International Liaison	
Ani Raiden	Chair																					
Simon Smith	Immediate Past Chair																					
Paul Chan	Vice-Chair																					
Fred Sherratt	Secretary																					
Apollo Tutesigensi	Treasurer																					
Shu-Ling Lu	Membership Secretary																					
Robby Soetanto	Publications Officer																					
Chika Udejaja	Workshops Convener																					
Chris Gorse	CIOB Liaison Officer																					
Colin Booth	International Liaison																					
4.3	Ani Raiden thanked Poorang Piroozfar for his service on the committee.	Note																				
4.4	Simon Smith proposed this new committee, Andy Dainty seconded.	Note																				
5.	Chairperson’s Report																					
5.1	Ani Raiden reported the first ever ARCOM overseas keynote, Chris in Vancouver Canada, and a well-received International collaboration with EPOC in the form of the doctoral workshop in Edinburgh this summer. Both events have strengthened our international relationships, and discussions are already ongoing with EPOC around potential workshops	Note																				

	<p>in the future. ARCOM are pleased and happy to work with the US and will to continue to collaborate in the future.</p> <p>The double blind review process has been introduced to the ARCOM conference, this has naturally increased administrative responsibilities and efforts, but is considered beneficial. This will be better automated in the future, and continued for subsequent conferences. Feedback on this has been positive, and it has been suggested that the blind reviewing has led to more sincere feedback which is of benefit to both reviewers and authors.</p> <p>New sessions have been included within the 2015 conference, the comparative study session has its own stream and will be run by Chris Harty and Henrik Linderoth tomorrow. A second ARCOM Fringe event has also been introduced, and indeed proved successful!</p> <p>Funds have been invested in the live programme this year, people have been printing and reading full papers in advance of the conference. We will be seeking feedback on this in terms of use, so far feedback has been positive, but we have also been requested to email out the hard copies in advance to allow highlighting of where people want to be throughout the conference.</p> <p>Beyond the conference, ARCOM is also still very active, we have hosted doctoral workshops on Health, Safety and Wellbeing in Edinburgh in February 2015, one on research methods in Dublin in April and the PhD symposium in June jointly with EPOS.</p> <p>Regarding administration, the ARCOM office has now moved to Manchester where Chris Neilson is the conference secretary - dealing with financial traffic and conference management. We would like to thank Reading University for their previous hosting of the ARCOM office, and their support over the past years.</p> <p>It has been a busy and positive year, and we now have a significant change in the committee. Development of ARCOM is ongoing as always, to seek to optimise what we provide for our membership.</p> <p>We would also welcome more involvement from the membership in terms of dialogue and involvement in workshops and seminars going forward.</p>	
<p>6.</p>	<p>Treasurer’s Report</p>	
<p>6.1</p>	<p>Chris Harty presented the report.</p> <p>Key headlines for 2014-15 include £79,540.94 income, £78,447.53 expenditure, resulting in a surplus of £1093.41.</p> <p>ARCOM have made investment in the conference management system, administration and enhancing the IT provision and webpage.</p>	

	<p>ARCOM has a stable income and expense, and overall a healthy provision.</p> <p>Treasurers Report was proposed by Paul Chan, seconded by Will Hughes.</p>	Note
6.2	<p>David Boyd queried what are ARCOM’s current assets.</p> <p>Chris Harty advised a balance of £93,419.37.</p> <p>Chris Harty confirmed this varies due to the cycle of when we pay for things such as the conference venue, however overall this remains stable and healthy.</p>	Note
6.3	<p>Chris Harty formally handed over the role of Treasurer to Apollo Tutesigensi. He thanked Simon Smith for his handover when he became treasurer, and for setting the system up so well. Chris hopes to offer Apollo the same support going forward.</p> <p>Chris also noted thanks to Lucina at Reading University for her administrative support during this time.</p>	Note
6.4	<p>Ani Raiden noted that ARCOM are carefully budgeting and planning, particularly with regard to the conference budget.</p> <p>Chris Carter of Loughborough University has developed an overview and data analysis system for the conference, so we have an updated budgeting tool for the conference which is constantly monitored to ensure this remains healthy. As a result of this for example we were able to reduce the gap between the early bird/full rate to ensure better planning and forecasting.</p>	Note
7.	Any Other Business	
7.1	<p>David Thorpe confirmed the blind reviewing raises the status of the conference, and he was very pleased to see it being put in place and to continue going forwards.</p>	
7.2	<p>There being no further matters, the meeting closed at 17:41.</p>	

List of members present at the 2015 ARCOM Annual General Meeting (AGM)

Surname	Forename	Institution
Raiden	Ani	Nottingham Trent University
Simon	Smith	The University of Edinburgh
Tutesigensi	Apollo	University of Leeds
Booth	Colin	UWE, Bristol
Donohoe	Steve	Plymouth University
Thomson	Craig	Glasgow Caledonian University
Lu	Shu-Ling	University of Reading
Jia	Andrea	Curtin University
Udeaja	Chika	Northumbria University
Chan	Paul	University of Manchester
Doree	Andre	University of Twente
Boyd	David	Birmingham City University
Young	Bert Ediate	University of Reading
Thurairajah	Niraj	Birmingham City University
Thorpe	David	University of Southern Queensland
Dainty	Andy	Loughborough University
Larsen	Graham	University of Reading
Ahiaga-Dagbui	Dominic	Robert Gordon University
Hughes	Will	University of Reading
Gorse	Chris	Leeds Beckett University
Piroozfar	Poorang	University of Brighton
Harty	Chris	University of Reading
Kulczak	Richard	University of Brighton
Sherratt	Fred	Anglia Ruskin University