

AGENDA OF THE ANNUAL GENERAL MEETING  
TO BE HELD AT 11:00 ON SATURDAY 15<sup>TH</sup> SEPTEMBER 2018  
AT ST. CUTHBERT'S SOCIETY, DURHAM

1. Welcome and introductions (5 mins)
  - i. Chair
  - ii. Principal
2. Apologies for absence
3. Approving minutes from last meeting, and matters arising (10 mins)
4. Reports and updates (15 mins)
  - i. Chair's report
  - ii. Treasurer's report
  - iii. Event Manager's report
  - iv. Update from the Principal
  - v. Update from the Development Officer
  - vi. Update from the President
5. Discussion items (45 mins)
  - i. Proposal for prioritising initiatives to be funded by the Association
  - ii. Association fundraising proposal
6. Elections (15 mins)
  - i. Chair
  - ii. Secretary
  - iii. Four elected committee members
  - iv. Up to three co-opted members
  - v. Two members of Events Committee
  - vi. One Website Manager
7. AOB (5 mins)
8. Next meeting date

# St. Cuthbert's Alumni Association

The alumni association of St. Cuthbert's Society, Durham University

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APPENDICES TO THE AGENDA OF THE ANNUAL GENERAL MEETING  
HELD ON SATURDAY 15<sup>TH</sup> SEPTEMBER 2018

Item 3: Matters Arising

Past AGM actions				2018 update	
Action Ref.	Section	Details	Owner	Status	Comments
AGM 2017-01	Chair's Report	DP requested that recent Cuth's successes be advertised on cuths.org and in Cuthbert's Chronicle. HLE was actioned to identify successes in Dunelm magazine and birthday honours list	Harry Lewendon-Evans	Closed	Successes have been advertised in Newswire. via social media, in the Chronicle, and on cuths.org. This is an ongoing action
AGM 2017-02	Treasurer's Report	Chair and Treasurer to develop strategy for spending reserves	Richard Peralta, Greg Dodwell	Closed	<p>The Committee has been working to develop a strategy to spend the liquid resources of the Association. To this end, the Committee has endeavoured to make available up to £3,000 per year for the next 3 years to be applied for by any interested party in the JCR (see agenda item 5.i for details). This will allow the Association to utilise the cash it has available, whilst retaining the financial resources to cover its commitments as they fall due. More funding may be made available at the discretion of the Committee.</p> <p>The Committee is actively looking to initiate schemes to increase its recurring excess income to a level of at least £3,000 a year, with a target to achieve this in 3 years, in order to ensure that we are able to continue to offer this level of potential award to any interested parties.</p>

Past AGM actions				2018 update	
Action Ref.	Section	Details	Owner	Status	Comments
AGM 2017-03	Treasurer's Report	Treasurer to amend financial statement to highlight distinction between subscriptions and donations	Greg Dodwell	Closed	Section renamed to "Subscriptions and donations" for consistency and included in this year's accounts
AGM 2017-04	Durham Colleges Associations Survey	HLE to ensure Chronicle is distributed to all alumni via email	Harry Lewendon-Evans	Closed	The Chronicle is now published by email with a focussed "stand-alone" email to all alumni for whom we have an email address
AGM-2016-01	Chair's Report	Spend time on refreshing location map, and target local and regional events	Harry Lewendon-Evans	Closed	We continue to seek volunteers for regional events. Events have been run in Cambridge, Hong Kong and Durham, as well as London
AGM-2016-02	Treasurer's Report	New account to be opened to receive money from Virgin Money account	Victoria Silcock	Closed	Account opened. Chair, Treasurer and Events Manager are signatories
AGM-2015-04	Chairman's update	Consider inclusion of the names of the World War One Cuthbert's fallen on the memorial plaque in the garden	Association Committee, Simon Stanley	Open	To be reviewed with Elizabeth and Development Officer closer to the time of publication
AGM-2015-05	Chairman's update	Consult Michael Aris' family re. naming the proposed lecture series after him	Mark Rowland	Open	This is still in the pipeline but has been de-prioritised in the immediate term whilst we work through the fundraising and investment proposals
AGM-2015-06	Chairman's update	Proofread Bernard's Robertson's History of the Society, including identifying sections which may benefit from photos etc. from the archives	Mark Rowland	Open	Since Bernard's death, Mark has been working to complete proofreading and editing.

## Item 4.i: Chair's Report

### Achievements and noteworthy updates

#### **University alumni strategy / Colleges Associations group**

A group of the Chairs/Presidents of the various Associations now meets twice a year in London and Durham and discusses common issues across our respective Associations, and provides feedback on University strategy. Representatives join from DARO (Durham Alumni Relations Office), and invited guests that has previously included the Vice-Chancellor, University Secretary, and a Pro-Vice Chancellor to discuss different topics.

Progress from the University on their review of arms-length bodies – organisations like alumni associations and sports groups that are a vital part of the University and alumni experience, but don't fall under direct management by the University – has stalled over the last year. We expect the University to outline a set of principles by which the University will engage with these bodies, without setting a rigid set of criteria for all bodies. For Associations, we expect the exact arrangements to be agreed on a college-by-college basis, within the principles.

The group has heard more about the University's plans in a global context, including the appointment of a new Pro Vice Chancellor (International). Durham continues to be highly rated in UK league tables, but performs less well on international rankings, meaning it is more difficult to attract top students (and means our degrees are less well-recognised on the international stage). I believe this is an area that SCAA can become more actively engaged in future by organising further international events and publicising both Cuths and the University to a wider audience.

We continue to maintain a summary table of the differences and similarities between our Associations and to share best practice. I updated this document in August 2018, and published it [here](#).

#### **Communications**

The Association's key communications channels have been evaluated over the past year by Rebecca Turner, to see which ones are reaching the most alumni and what sort of news and information is getting the most engagement from them. Facebook and LinkedIn are performing well and will be the focus of our energies, and are where we can increase our reach (including a broader demographic of alumni) quickly.

We have done an evaluation of our database in light of GDPR, and are currently cleaning our email newsletter list. Our aim is to grow this over the next year. A privacy policy is currently being drafted to be put on the website.

Over the next year we will be reviewing and updating the website (including finding a new host).

#### **College Council**

Elizabeth Archibald and Fiona Ellis shared letters in June to advise that College Councils are to cease to exist, and will be replaced by an explicitly advisory body. I won't repeat the content of the letters, which you can read [here](#) on cuths.org. I think it is important that the Association – and equally the JCR, SCR, and

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Fellows – continues to fully engage in the future of the Society in whatever governance fora (formal or informal) are set up in future.

## **Bernard Robertson**

Bernard Robertson was a Cuths undergraduate, and served as a governor, tutor, Boat Club coach, project manager, Vice Principal and twice as Principal, as well as having a long history with the Association.

While he passed away last October, only a couple of days after the 2017 AGM, it is fitting that we can recognise his contributions and achievements in this 2018 Alumni Weekend which also marks the Boat Club's 125<sup>th</sup> Anniversary. Bernard had great love for the Boat Club, having been first introduced to SCSBC whilst still at school.

On behalf of the Association, I wish to acknowledge formally everything he did for the Society and the Boat Club over so many years.

You can read a fuller obituary in the [Cuthbert's Chronicle](#).

## Future plans

### **Expenditure and fundraising proposals**

At this AGM, we will discuss two proposals that I see as being fundamental to the Association's and the Society's efforts over the next few years.

The first proposal is an **investment strategy**<sup>1</sup> through which we can spend available funds to further the Association's aims<sup>2</sup>. By investing in those initiatives which demonstrate the biggest and widest impact for the Society and its members, we can demonstrate the benefits of having a diverse, active, effective Alumni Association.

The second proposal is for **alumni subscription packages**<sup>3</sup>, including receiving a physical copy of the twice-annual Cuthbert's Chronicle alumni magazine, reduced-price entry to events, and updates on how your money is being used to fund the initiatives outlined above. We are seeking to approve a set of packages with different benefits, that stays true to our principle that all alumni shall be members of the Association, and in doing so ensuring that we can continue to fund high priority initiatives.

## **Website**

Our website [cuths.org](http://cuths.org) is hosted by an alumnus Matt Cox who has supported us brilliantly over the last few years. However, he has decided to scale back his web hosting business, and so we will need to migrate our website elsewhere. Volunteers are sought to help make this happen as seamlessly and as effectively as possible

## **Academic and professional events, and publications**

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<sup>1</sup> See agenda item 5.i Proposal for prioritising initiatives to be funded by the Association

<sup>2</sup> As set out in the constitution [which you can read [here](#)]

<sup>3</sup> See agenda item 5.ii Association fundraising proposal

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We have a full social calendar, but I believe we should be offering a wider range of events including academic and professional events to appeal to as wide a range of alumni as possible. We have previously suggested potential events, and seek volunteers to bolster the Events Committee to put these in train:

- A flagship academic lecture in London (for which we have been offered the Accountants Hall in London courtesy of past a President, Mike Izza).
- Industry networking events hosted by alumni

Two important publications are being progressed with the editorial and/or financial help of the Association. Bernard Robertson's updated history of the Society, which Mark Rowland continues to edit since Bernard's passing, and Simon Stanley's study of Cuths WWI fallen, are both in progress.

It has been an absolute pleasure to serve as Chair over the last three years (and the last... ten (!!)... years on the committee, and I'm truly proud of everything we have achieved. I hope the Association can continue to flourish using some of the groundwork we have put in place, of which the expenditure and fundraising proposals are key pillars. I'd like to thank all the dedicated members of the committee – elected, volunteer, or ~~bullied~~ co-opted – as well as past and present Society staff and Development Officers for their efforts in supporting and developing the Association and its alumni.

Richard Peralta  
Chair  
August 2018

## Item 4.ii: Treasurer's Report [Period ended 31 July 2018]

I am pleased to present my first report as St Cuthbert's Association Treasurer. The Association remains in a strong financial position, generating a small loss this year, mainly due to the regularisation of the accounting process. No significant use of the Association's resources has occurred, and all events have covered their costs. Discussions around the use of the Associations existing resources and ongoing fundraising are dealt with in other reports to this meeting.

I have, with the support of the committee, decided to amend the period end to which the financial statements of the Association are made up to 31 July (previously 31 August), meaning these financial statements present an 11-month period. This was to allow more time to complete and distribute the accounts prior to the AGM. In practice, this makes very little difference due to the limited activity of the Association during August.

I have also taken the opportunity to this year redesign the presentation of the financial statements to better reflect the activity of the Association during the period. Income and expenditure related to the year is presented as you would expect, along with the bank balance as at the period end, and any amounts due to or from the Association which are committed, either due to past activity or ongoing Association agreement.

I have also elected to present a cash flow statement for the period, which is more analogous to what has been presented previously. This illustrates the increase in cash during the period (the Association's only liquid asset), although available resources have declined slightly as at 31 July 2018 when compared to 31 August 2017.

Administratively, alongside Matt and Rich, we have tried to improve and simplify the operation of the Association bank accounts during the period. To this end a new Barclays account has been opened which is intended to be the main trading account for the Association, including online access to make payments. Any payments require authorisation from 2 of myself, Rich or Matt, and each individual has a debit card attached to this account. This should help reduce the burden on individuals to finance events and then reclaim from the Association, which takes time and may not be viable for all individuals who may be interested in contributing to the Association. The HSBC account held will remain open for standing order direct debit payments, however any other remaining financial assets will be cleared post period end into the main Barclays account.

In terms of the PayPal account, I have tracked the costs of using this during the period. With no consistent sources of income, it is important to assess the costs and benefits of all areas of our operations. PayPal fees have cost £42 this year, and as we now have online banking available which will allow real time tracking of payments received, I will be looking to phase out the use of this going forward, should other more economical options present themselves.

With regard to specific events during the period, the Founders Dinner in October generated a small profit of £333, which is used to cover the cost of the Ranald Michie Prize sponsored by the Association every year. This was well attended by 27 individuals after last year's AGM, and we look forward to the Founders Dinner this year which will also celebrate the 130th anniversary of the founding of the Society. Discounts to event such as these have proved successful, and in a bid to continue to encourage attendance at Association events we currently expect these to remain in place, subject to any wider packages that may be offered by the Association going forward.



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The St Cuthbert's Day lunch was also well attended and essentially broke even – a good time was had by all. Thanks must go to Matt Glover for organising both events, and without him we certainly wouldn't have the ongoing level of events in place which we currently enjoy.

The Alumni quiz night and auction was also well supported with £182 generated from sales of old Cuthberts memorabilia. Thanks to all who were involved in creating and organising this event, and I look forward to defending my title next year!

We continue to receive a small level of standing order donations on a yearly basis. These are much appreciated and we thank the donors for these. Should anyone wish to set up a standing order donation, please contact the Treasurer.

Debtors at the period end constitute payments for the St Cuthbert's Day lunch – the majority of these have been recovered post year end.

We continue to carry an estimated creditor for the Bernie Robertson history. Bernie's sad passing has left the timing of this somewhat fluid, however the Association remains committed to funding an element of the costs of publication of this document. Therefore a creditor of £3,000 remains. As in previous periods, it is expected that book sales until breakeven will be credited to the Association. Remaining creditors include payments due to the Chairman for the costs of the Founders Dinner (£1,152) and website related cost (£244), Events Manager (£46), Quiz Night deposit due to the Treasurer (£50), gifts agreed at last year's AGM (£200), and the ongoing funding of the Ranald Michie Prize (£150). Furthermore, the Association has agreed a donation arising from the Quiz night income of £200 to the JCR Sports and Societies budget, which remains unpaid at year end. It is not the Association's aim or intention to build up creditor balances, and the majority of these have been settled post year end. Due to the ability of key members of the Committee to now use debit cards linked to the Association account, going forward I would expect creditors to reduce considerably. The Association's financial position does not indicate any issues in settling these creditors as they fall due.

The Association remains in a strong financial position, and the Committee is undertaking ongoing discussions as to how best to utilise the financial surplus for the benefit of all Alumni Association members.

Greg Dodwell  
Treasurer  
August 2018

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## St Cuthbert's Association Income & Expenditure Account for the period ended 31 July 2018

	Note	2018 £	2017 £
Income	1	2,218	1,558
Operating expenses	2	- 2,638	- 849
<b>Profit on activities</b>		<b>- 420</b>	<b>709</b>
Other income	3	25	25
<b>Profit for the year</b>		<b>- 395</b>	<b>734</b>

## Assets and liabilities as at 31 July 2018

<i>Cash</i>			
	HSBC	17,298	17,787
	Barclays	1,978	-
	Paypal	471	910
		<u>19,747</u>	<u>18,697</u>
<i>Debtors</i>	4	188	75
<b>Total assets</b>		<b><u>19,935</u></b>	<b><u>18,772</u></b>
<i>Creditors</i>	5	- 5,041	- 3,483
<b>Net asset position</b>		<b><u>14,894</u></b>	<b><u>15,289</u></b>

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## Cash flow statement

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b><i>Cash flows from operating activities</i></b>		
Profit for the year	- 395	734
<i>Adjustments for:</i>		
(Increase) in debtors	- 113	- 75
Increase in creditors	1,558	333
<b><i>Net cash from operating activities</i></b>	<u>1,050</u>	<u>993</u>
<b><i>Cash flows from investing activities</i></b>		
Purchase of fixed assets	-	-
<b><i>Net cash used in investing activities</i></b>	<u>-</u>	<u>-</u>
<b>Net increase in cash and cash equivalents</b>	1,050	993
Cash at start of year	18,697	17,705
<b>Cash at end of year</b>	<u><u>19,747</u></u>	<u><u>18,697</u></u>

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## Note 1

Turnover is made up of the following:-

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Founders Dinner	1,485	1,002
Lunch receipts	525	481
Quiz night	182	-
Miscellaneous	25	-
<b>Total turnover</b>	<u>2,218</u>	<u>1,483</u>

## Note 2

Operating expenses are made up of the following:-

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Founders dinner	1,152	-
Ranald Michie Prize	150	150
St Cuthbert's Day Lunch	494	75
Television	-	98
Photos for DU library books	-	36
Website hosting, printing and mailing	289	124
Hosting guests	-	32
Discounts	61	-
Paypal fees	42	-
Quiz night deposit	50	-
Gifts and donations	400	-
<b>Total operating expenses</b>	<u>2,638</u>	<u>515</u>

## Note 3

Other income is made up of the following:-

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Donations and subscriptions	25	25
Interest	0	0
	<u>25</u>	<u>25</u>

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## Note 4

Debtors are made up of the following:-

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Lunch payments	188	75
	<u>188</u>	<u>75</u>

## Note 5

Creditors are made up of the following:-

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Robertson History	3,000	3,000
Cuths Lunch	-	333
Founders meal	1,152	-
Quiz deposit	50	-
Ranald Michie Prize	150	150
Gifts and donations	400	-
Other creditors	289	-
	<u>5,041</u>	<u>3,483</u>

## Item 4.iii: Event Manager's Report

This year has been another good one for social engagement with members of the Association. The standardisation of a regular calendar of events has been a recent achievement that I believe is helping to improve awareness of social events and the advent of the events committee has provided some great extra impetus. Many thanks to Theo Harrison (2016) who stepped down after a couple of months to focus on his further studies, but shared some brilliant ideas and enthusiasm early on, and Digby Walker (2016) who has been a major help over the year.

The Founders' Dinner at the New Street Grill was well attended with around 30 alumni gathering after last year's AGM and the St Cuthbert's Day Lunch in March saw 20 or so convene at the Mall Tavern in West London. Cuth's Christmas facilitated alumni convening in London and Cambridge in December. After some great initial pick-up regionally in 2016 and 2017 this should be given a renewed focus in 2019.

In April the inaugural Association pub quiz took place, ably assisted by James Smith (2004) who fired off a series of excellent general knowledge questions. As well as seeing 30 or so alumni gather to pit their wits, including some new faces at Association events, around £200 was raised to make a donation to the JCR to support sports and societies. We look forward to the Founders' Dinner, to celebrate 130 years of the Society, which will be held on Saturday 27th October – details will have emerged by the time of the Alumni Weekend in Durham.

There are still plans to get an annual Spring lunch/dinner off the ground in the north and it is with much regret that we were not able to do so this year. It remains a priority for the 2019 calendar. It would also be great to continue to expand the range of events that the Association supports.

The events committee would absolutely welcome more members (recent graduates or not-so-recent graduates) to help achieve these aims. I hope the AGM will provide an opportunity for anybody who would like to volunteer to get involved and help increase the scope of Association events.

I would finally like to take this opportunity, as the Chair steps down, to thank Richard for all his hard work during his term.

Matt Glover  
Events Manager  
August 2018

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Item 4.iv: Update from the Principal,  
Item 4.v: Update from the Development Officer, and  
Item 4.vi: Update from the President

Updates not received before publication

## Item 5: Discussion items

See separate documents for:

- Item 5.i Proposal for prioritising initiatives to be funded by the Association
- Item 5.ii Association fundraising proposal





## Item 6: Elections

Group	Role	Name	Elected at meeting
<b>Elected officers<sup>1</sup></b>	Chair	TBC (prev. Richard Peralta)	AGM 2015
	Secretary	TBC	To be elected at AGM 2018
	Treasurer	Greg Dodwell	AGM 2017
	Events Manager	Matt Glover	AGM 2016
<b>Elected members<sup>1</sup></b>	Elected member #1	Mervyn Drage	AGM 2016
	Elected member #2	TBC (prev. Alex Baulf)	AGM 2015
	Elected member #3	TBC (prev. Mark Rowland)	AGM 2015
	Elected member #4	TBC	To be elected at AGM 2018
	Elected member #5	TBC	To be elected at AGM 2018
<b>Co-opted members<sup>1</sup></b>	Co-opted member #1	Ed Fetherston-Dilke	Committee meeting 11 Oct 2016
	Co-opted member #2	TBC	Volunteers sought at AGM 2018
	Co-opted member #3	TBC	Volunteers sought at AGM 2018
	Co-opted member #4	TBC	Volunteers sought at AGM 2018
<b>Other roles<sup>2</sup></b>	Social media and comms manager	Rebecca Turner	AGM 2017
	Website manager	TBC	Volunteers sought at AGM 2018
	Events committee member #1	Digby Walker	AGM 2017
	Events committee member #2	TBC	Volunteers sought at AGM 2018
<b>Ex-officio members<sup>3</sup></b>	Principal	Elizabeth Archibald	N/A
	President	Amy Kuner	N/A
	Development Officer	Harry Lewendon-Evans	N/A
<b>Other volunteers<sup>3</sup></b>	Various	Simon Stanley	N/A
		Derrick Phillips	N/A
		Lex Radon	N/A

Footnotes:

<sup>1</sup> Three-year term

<sup>2</sup> These roles could be filled as part of the four existing co-opted members, as additional co-opted members, or fulfilled by volunteers. Suggested two-year term if filled by volunteers

<sup>3</sup> Length of term not applicable