

BIG AGM Minutes – 26 July 2012

York National Rail Museum

Present: Chair Andy Lloyd, Administrator Sarah Vining, Coordinator Rachel Mason, Ordinary Member without Portfolio Brian Macken, Secretary Ashley Kent, Treasurer Dave Porter and approximately 70 members.

Agenda Item	Discussion Points	Actions
1) Minutes of last AGM	Minutes were voted as a fair and accurate account of the 2011 Annual General Meeting.	
2) Matters Arising	There were no matters arising.	
3) Chair's Report	<p>Andy thanked all the Skills Reps and the people who gave up their time to make the Skills Days happen.</p> <p>Andy reminded the membership that Dave Porter was in the Science for All working group and that we joined ASDC as a corporate member and attended the conference this year. BIG was also represented at the Science Communication Conference.</p> <p>The membership was also reminded that there was a small surplus from the 2011 Event which enabled the Executive Committee to fund four bursaries. Previously the Membership has said they want the bursaries to help new people in the sector. It is most definitely the case that there are many people applying for the bursaries and the demand for bursaries is greater than we can satisfy. BIG could always benefit from more money to help fund more bursaries.</p> <p>http://www.big.uk.com/Resources/BIG%20Chair%202012.pdf</p>	
4) Treasurer's Report	<p>As we elected a new treasurer in 2011, it was a challenge to get the bank to recognise Dave Porter as the new treasurer of BIG.</p> <p>We now have a debit card to use with the PayPal account. The card is in Sarah Vining's name and will be used mostly for emergencies and items related to the BIG Event.</p> <p>Membership has risen, which increased our income. However we are also having more Skills events which means an increase in Administration costs.</p> <p>The BIG Event is still our largest expenditure.</p> <p>The 2011 Little Event did make a small loss.</p> <p>Elin Roberts asked what the PayPal fees are and Dave explained that PayPal charges us fees which do seem large, however they make the administration side of BIG much easier and more efficient. The use of PayPal also allows us to bring in more members and therefore more income. Richard Ellam asked why</p>	

	<p>the fee total was red on the printed report. This is because of the location of the total on the excel spreadsheet used to create the report.</p> <p>A correction to the report was made: the report should say BIG Event, not BIG Event 2010.</p> <p>http://www.big.uk.com/Resources/BIG%20Accounts%202011%20FINAL.pdf</p>													
5) Proposed changes to our 1992 Constitution	<p>The constitution hasn't been changed since 1992. However, the way BIG works has been changing as per previous member votes in previous AGMs. At the end of December 2011, the Executive Committee looked at the constitution and made some suggested changes. These have been posted on the website and there were no more than four comments made to the Chair about the proposed changes.</p> <p>The membership was asked to vote to accept the proposed changes in an online poll: 127 votes were cast (this is about ¼ of the membership) and 99.2% agreed to the changes and 0.8% rejected the proposed changes. The new constitution has been approved and can be seen online: XXX</p>													
6) Governance of BIG	<p>The Executive Committee has recognised that the status of BIG might pose some risk to the members – this is because the way BIG is structured, all members carry the financial risk of the organisation. This means that every member could be financially liable for debts incurred by the organisation or claims made against the organisation. Our largest liability is the BIG Event; however most of this is covered by the membership fees. We also have approximately £10K reserve in the bank; however the membership has no protection from any fraud or theft.</p> <p>Some potential options have been investigated, but no action has been taken as of yet because the Executive Committee wanted to get the thoughts and opinions of the membership and didn't want to rush into a decision.</p> <p>We have three options:</p> <p>A. Change our status and become a registered charity</p> <table border="1" data-bbox="472 1480 1506 1771"> <thead> <tr> <th data-bbox="472 1480 991 1518">Pro</th> <th data-bbox="999 1480 1506 1518">Con</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 1518 991 1592">Easier to attract funds</td> <td data-bbox="999 1518 1506 1592">Registration and annual submission of audited accounts to charity commission</td> </tr> <tr> <td data-bbox="472 1592 991 1666">Limits liability of members and executive committee</td> <td data-bbox="999 1592 1506 1666">Additional administration costs</td> </tr> <tr> <td data-bbox="472 1666 991 1771"></td> <td data-bbox="999 1666 1506 1771">Have to show we are being charitable or show a benefit to the community – not just be a membership</td> </tr> </tbody> </table> <p>Cost is approximately £1500 a year.</p> <p>B. Change our status and become a Community Interest Company (CIC)</p> <table border="1" data-bbox="472 1883 1506 2022"> <thead> <tr> <th data-bbox="472 1883 991 1921">Pro</th> <th data-bbox="999 1883 1506 1921">Con</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 1921 991 2022">Limits liability</td> <td data-bbox="999 1921 1506 2022">Registration and annual submission of accounts in a standard form to Companies House</td> </tr> </tbody> </table>	Pro	Con	Easier to attract funds	Registration and annual submission of audited accounts to charity commission	Limits liability of members and executive committee	Additional administration costs		Have to show we are being charitable or show a benefit to the community – not just be a membership	Pro	Con	Limits liability	Registration and annual submission of accounts in a standard form to Companies House	
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	Annual report to satisfy CIC Test (i.e. have worked for benefit of nominated community – not just members)	
	Additional administrations and accounting costs.	
	<p>Cost is approximately £500 a year.</p> <p>C. Remain as we are but put other measures in place to address the issues of concern. For example:</p> <ul style="list-style-type: none"> a. Take out public liability insurance b. Create bank measures to limit the amount of money Treasurer and Administrator can take out. 	
	<p>Richard Ellam suggested Limited Liability Trading company as we might not have to submit audited accounts and therefore the admin would be small and cheap. The Executive Committee will look into this as option four.</p> <p>Dave Ansell questioned whether a change in status might result in a change in who 'owns' BIG.</p> <p>The question of whether we should look at options for limiting members' liability was put to an online vote before the AGM. 96.8% voted to look at the options and to bring them to the 2013 AGM for a vote and or discussion.</p>	<p>All members are invited to send thoughts, comments and suggestions to the executive committee.</p> <p>Andy urged the members to keep the conversation going even after the 2012 BIG Event was finished.</p>
7) Election of Officers	The online vote closed.	
	Committee members are elected, while Skills Representatives are not.	Interested in being a skills rep? Speak to the Exec!
	<p>Andy Lloyd was re-elected as Chair.</p> <p>Savita Custead stood down as Vice Chair and Bridget Holligan was elected.</p> <p>Dave Porter was re-elected as Treasurer.</p> <p>Ashley Kent was re-elected as Secretary.</p> <p>Brian Macken stood down as the Ordinary Member without Portfolio and Ben Craven was elected.</p>	
8) Any Other Business	Noel Jackson brought up the idea of Professional Standards as was discussed in a previous AGM and urged the Committee to continue to keep abreast of what was happening so that the BIG membership don't lose out.	Check out what ASE are doing.
	Dave Porter mentioned that the Science For All working group discussed the brokerage model, but nothing has been discussed in the group since. It seems there is still a large part	Executive Committee continue to look into the

	<p>of the membership who doesn't want a formal qualification as it would cost too much.</p> <p>Andy Lloyd said that the science communication sector is very diverse. As an organisation, BIG aims to give as much training to members as possible.</p> <p>In the 2011 AGM, the membership didn't want anything; however the current Executive Committee will continue to keep an eye on the issue.</p>	<p>matter.</p>
	<p>Richard Ellam said thanks to the Committee on behalf of the membership and also made special mention to Sarah Vining and Rachel Mason for all their hard work on the BIG Event.</p>	