

Minutes of the ARCOM Annual General Meeting 2017		
Held at: The Trust Room, Fitzwilliam College, Storey's Way, Cambridge, CB3 0DG.		
		ACTION
1.	Apologies	
1.2	Formal apologies have been received from: Dominic Ahiaga-Dagbui, Ani Raiden, Scott Fernie, Chika Udejaja, Robby Soetanto, Chrissi McCarthy.	Note
2.	Minutes of 2016 Annual General Meeting	
2.1	The minutes of the 2016 Annual General Meeting were agreed as a fair and true account of the meeting. Chris Harty proposed, David Boyd seconded.	Note
3.	Matters Arising from 2016 AGM	
3.1	Nominations to the Committee	
	PC explained that Ani R was not able to attend as returning office, and so SS was taking on this role for the 2017 AGM. SS noted we have 21 positions on the ARCOM committee, and as 4 people have left and 3 joined, and election is therefore not necessary this year.	
3.2	Election to the Committee	
	Paul Chan gave a note of appreciation for each of the leaving committee members: Chris Harty, Dominic Ahiaga-Dagbui, Scott Fernie and Chrissi McCarthy. Paul Chan welcomed the new members: Alex Copping (Uof Bath) Vivienne Chow (Reading), Patrick Manu (UWE). Dave Root proposed, Will Hughes seconded, no objections.	

	The formal committee structure for 2017 is as noted at the end of these minutes.	
4.	Chair's Report	
4.1	<p>Paul Chan reported on the progress and development of the workshops and seminars – updates of this year' activity can be found in the ARCOM Newsletter. The Expertise theme is progressing, and we have this year held workshops on Asset Management @ Glasgow Caledonian University and a workshop co-organised with CHoBE on ECR grant applications workshop @ University of the West of England.</p> <p>We have several workshops planned for 2018, including the Meaning of Numbers (quantitative studies) that will be in two parts, the first to focus on quantitative data collection and interpretation, the second to explore the production of numbers, how are they produced and consumed. Also a workshop is proposed on Digital Integration with a link to the CIOB. Special Issues are hoped for from these collaborations.</p> <p>PC clarified the different roles of Working/Published papers at the ARCOM 2017 conference, and that WPs are not published in Scopus PP are. We have had approx. one third WPs and two thirds PP this year, which was perhaps linked to the need for an DOI number for some delegates. It was confirmed that this will continue for 2018, although the terminology will change slightly to indexed papers and working papers for clarification. Working papers will be available online but not indexed, and can be taken down when requested through info@arcom.ac.uk which reaches both the chair and the conference secretary.</p> <p>PC also paid tribute to Stephen Donohoe, an ARCOM committee member who recently passed away. We will be making a donation to contribute to a defibrillator in his name.</p>	
5.	Treasurer's Report	
5.1	<p>Apollo Tutesigensi presented the Report as appended to these minutes.</p> <p>He noted that the statements presented at 2016 were in draft form, but have now been examined by our independent examiner and been confirmed.</p> <p>Last year's financial accounts for have also now been examined, and so can be presented here as confirmed (and not draft).</p> <p>The accounts were agreed and accepted, proposed Niraj Thurairajah, seconded Chris Gorse, no objections.</p>	Note

5.2	<p>Apollo Tutesigensi confirmed we have now contacted HMRC and paid all necessary tax.</p> <p>PC explained that previous strategy was to accumulate as much as possible, however in order to avoid a tax burden we are now trying to reinvest but maintain a working amount in the ARCOM accounts.</p>	Note
5.3	<p>A vote was carried out to change the ARCOM constitution to correctly reflect the auditing process of the accounts now being undertaken.</p> <p>Currently, the constitution requires an ‘audit’ of the account, yet this could be considered excessive and would cost around £4k per year. The proposal changes the constitution to ‘independently examine’ the accounts which costs less than £1k per year, and is fully acceptable to HMRC.</p> <p>Proposal to change working was voted on: For 35 Abstentions - 0 Against – 0</p> <p>Motion carried: the amendment will be made to the constitution.</p>	Note
7.	Any Other Business	
7.1	None.	
7.2	There being no further matters, the meeting closed at 16:38	

Nominations to the Committee for 2017/2018

Nominee	Institution
Dr. Emmanuel Aboagye-Nimo	University of Brighton
Dr. Colin Booth	University of West of England
Professor David Boyd	Birmingham City University
Dr. Paul Chan	The University of Manchester (Chair)
Dr. Vivien Chow	Loughborough University
Dr. Alex Copping	University of Bath
Professor Chris Gorse	Leeds Beckett University (Vice-Chair)
Dr. Shu-Ling Lu	University of Reading (Membership Secretary)
Dr. Patrick Manu	University of West of England
Dr. Alex Opoku	University College London
Dr. Ani Raidén	Nottingham Trent University (Immediate Past Chair)
Dr. Libby Schweber	University of Reading
Professor Lloyd Scott	Dublin Institute of Technology
Dr. Simon Smith	University of Edinburgh
Dr. Fred Sherratt	Anglia Ruskin University (Secretary)
Dr. Robby Soetanto	Loughborough University (Publications Officer)
Dr. Craig Thomson	Glasgow Caledonian University
Dr. Niraj Thurairajah	Birmingham City University
Dr. Apollo Tutesigensi	University of Leeds (Treasurer)
Dr. Chika Udeaja	University of Salford

List of members present at the 2016 ARCOM Annual General Meeting (AGM)

Surname	Forename	Institution
Copping	Alex	University of Bath
Smith	Simon	The University of Edinburgh
Tutesigensi	Apollo	University of Leeds
Booth	Colin	UWE
Aboagye-Nimo	Emmanuel	University of Brighton
Thomson	Craig	Glasgow Caledonian University
Lu	Shu-Ling	University of Reading
Root	David	Wits University
Raisanen	Christine	Chalmers University
Chan	Paul	University of Manchester
Dumen	Dilek Ulitas	University of Reading
Boyd	David	Birmingham City University
Lorch	Richard	BRI
Thurairajah	Niraj	Birmingham City University
Cui	Qingbin	University of Maryland
Opiyo	Neema	University of Manchester
Kanishe	Neema	University of Birmingham
Spillane	John	Queens University, Belfast
Orstavik	Finn	USN, Norway
Gorse	Chris	Leeds Beckett University
Dainty	Andy	Loughborough University
Harty	Chris	University of Reading
Urquhart	Stephen	Curtin University
Sherratt	Fred	Anglia Ruskin University
Voller	Leenje	TU Delft
Algiers	Afroz	Stanford University
Kurwi	Sahar	Loughborough University
Doree	Andre	University of Twente
Chow	Vivien	University of Reading
Cheung	Clara	University of Manchester
Adesi	Michael	Dublin Institute of Technology
Shelbourn	Mark	University of Salford
Scott	Lloyd	Dublin Institute of Technology
Gjerde	Morten	Victoria University of Wellington
Hughes	Will	University of Reading
Schweber	Libby	University of Reading



ASSOCIATION OF RESEARCHERS IN **CONSTRUCTION MANAGEMENT**

Financial Statements

Association of Researchers in Construction Management (ARCOM)

Accounts

For the year ended 30 April 2017

Association of Researchers in Construction Management (ARCOM)

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**Association of Researchers in Construction Management (ARCOM)
as at 30 April 2017**

Legal and administrative information

Executive Members

Dr Paul W Chan	New Chair Appointed 6 September 2016
Dr Ani Raiden	Immediate past chair, Stepped down from chairmanship on 6 September 2016
Professor Chris Gorse	Vice Chair Appointed 6 September 2016
Dr Apollo Tutesigensi	Treasurer Appointed 24 July 2015
Dr Fred Sherratt	Secretary
Dr Shu-Ling Lu	Membership Secretary
Dr Robby Soetanto	Publications Officer
Dr Chika Udejaja	Workshop Convenor

Address **C/o Dr P W Chan**
School of Mechanical Aerospace and
Civil Engineering (MACE)
University of Manchester
Sackville Street
Manchester
M13 9PL

Accountants **Bohoruns**
Chartered Certified Accountants &
Registered Auditors
6 Howley Park Business Village
Pullan Way
Leeds
LS27 0BZ

Bankers **Natwest Bank**
196 Monton Road
Monton
Eccles
Manchester
M30 9NW

Association of Researchers in Construction Management (ARCOM)

Independent examiner's report to the members on the unaudited financial statements of Association of Researchers in Construction Management (ARCOM)

I report on the accounts of the Association of Researchers in Construction Management for the year ended 30 April 2017

Respective responsibilities of members and independent examiner

The members are responsible for preparing the members report and the financial statements.

Basis of independent examiners' statement

My examination was carried out in accordance with the General Directions given by the Companies Act 2006. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to these matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep proper accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


D P Boherun FCA FCMI

BOHORUNS Chartered Certified Accountants & Registered Auditors

Independent Examiner

6 Howley Park Business Village

Pullan Way

Leeds. LS27 0BZ

3rd August 2017

Income & Expenditure Account
For the year ended 30 April 2017

	2017		2016	
	£	£	£	£
Income				
Fees Received		87,863		86,294
Expenditure				
ARCOM Seminars	1,872		1,506	
Conference Expenses	67,609		41,246	
Conference Prizes	2,112		2,482	
ARCOM Committee Expenses	4,319		6,243	
ARCOM Administration	7,864		11,313	
Credit Card Charges	3,069		2,627	
Doctoral Workshops	1,874		383	
Accountancy	990		960	
Individual Membership Refund	20			
Non-ARCOM Conference Expenses			7119	
Sundry Expenses			975	
Conference Secretary Expenses			3000	
		(89,729)		(77,854)
Excess of Income over Expenditure		(1,866)		8,440
Corporation Tax 2015/2016		1,698		-
Adjusted Excess (Deficit) of Income over Expenditure		(3,565)		8,440

Balance Sheet
For the year ended 30 April 2017

	Notes	2017		2016	
		£	£	£	£
Current assets					
Debtors	1	10,114		14,507	
Cash at bank and in hand		45,297		44,440	
		55,411		58,947	
Current liabilities					
Accruals	2	990		960	
			54,421		57,987
Net current assets			54,421		57,987
Total assets less current liabilities			54,421		57,987
Reserves account					
Reserves brought forward at 1 May 2016			57,987		49,549
Retained Reserves for the year			(3,565)		8,440
			54,421		57,987

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.

Dr Paul W Chan



Date:

21 AUGUST 2017

Association of Researchers in Construction Management
Notes to the accounts
for the year ended 30 April 2017

	2017	2016
	£	£
1 Debtors		
Trade debtors		1,695
Prepayments and accrued income	10,114	12,812
	10,114	14,507
	10,114	14,507
	2017	2016
	£	£
2 Current liabilities		
Accruals and deferred income	990	960
	990	960
	990	960