

Queen Elizabeth (Kensington) Branch, KCLA
Executive Committee Meeting
on 20th May 2009 James Clerk Maxwell Building Rm 6.13.

Minutes

Present:	John Brockhouse	Chair
	Pat Cox	Treasurer
	Ann Wood	
	Hilary Phillips	
	Mike Derome	
	Barbara McLennan	
	Lyn V Embling	Editor Envoy
	Henry V Embling	Membership Secretary

1. Apologies for Absence

Apologies were received from Mick Farrow, Helen Huckvale, Jean Atkins and Gary Thomas

2. Matters arising from minutes of previous Committee Meeting

The secretary had forwarded these via e-mail but they had not been received. HVE's notes on the meeting had recorded major actions arising:

HH to obtain Reunion pack from Kings Alumni Office.

HVE to confirm that Prof Clive Wilkinson was still prepared to be the Speaker at reunion on 3rd October.

HH to book Riverside Room for 3rd October.

All three actions had been completed satisfactorily.

3. Correspondence

HVE noted that GT had been very effective in responding to people approaching the Association via the website, and encouraging them to take an active interest.

JB said that he had received an e-mail from Jennifer Garner passing on the good news that the Alumni and Development Office had recently received industry awards. These recognize the good work, best practices and leading market programmes run by King's. They are: the gold award for 'Best alumni publication' for In Recognition; and the gold award for the Marketing Team as 'Marketing team of the Year'.

In Touch had also gained a gold award for best international alumni publication – the recipient being chosen from higher education institutions around the globe by The Council for the Advancement and Support of Education (CASE). King's first won a CASE award 10 years ago for the alumni magazine, so the success in this area continues.

4. Treasurer's report

PC reported that the balance in the Treasurer's Account currently stands at £2075.74. Interest is paid twice a year, the next being due towards the end of June and is likely to be about £20.

HP queried why tax was being charged on the interest, given that it was a Treasurer's account. PC said she would look into this.

Action: PC

The outstanding bill of around £700 for the reunion lunch several years ago had still not been received from Kings. AW noted that the accounts auditor had commented that if the invoice had not been received within 3-5 years it could be considered dead, but that repeated mention in the minutes was keeping this alive. It would not be mentioned from now on!

A profit had been made at the last reunion as some £750 had been received and the catering bill was only £573.

5. Envoy

LVE had written up Prof Price's address to the 2008 reunion and forwarded it to AW who was currently checking it over with Prof Price.

LVE was hoping to take part in the visit to the QEC archives that was being organised by King's on 13 June, and would do a write-up of this for Envoy. GT was also hoping to attend to obtain material for the website.

HVE had been contacted by Peter Gilyard-Beer regarding the death of David Bently, and was hoping that Peter would be able to provide an obituary.

JB informed that committee that Patricia Mills (Food Sciences 1977), a contemporary of his, had passed away on 1 February and that he would try to arrange for an obituary for Pat to be written for the next edition of Envoy. **Action: JB**

Target date for distribution of Envoy – beginning of August.

6. Website News

JB said that no further news on the website had been received from Gary since his e-mail of 19 April where had stated that he'd updated the website with news passed on to him in the preceding months, including initial information on the Annual Reunion.

JB said that he had informed the Alumni Office of the details of the reunion and would check the King's website to see if an announcement had been posted. **Action: JB**

7. Annual reunion 2009

HH had suggested increasing the fee to £30 for the next reunion. However the general consensus was that this was high, especially for attendees from outside of London who also had to pay for travel and possibly accommodation, and that the fee should be kept down at £25 if possible.

A profit had been made last year due to people arriving on the day who had not booked. In addition, costs had been kept as low as possible by cutting down on orange juice, having ordinary biscuits, and skipping the later tea in the afternoon.

HH had booked the River room but there was uncertainty as to whether she had also booked the Lecture Theatre for the speaker's address. JB took an action to contact HH to confirm room bookings and also ask her to book the catering. **Action: JB & HH**

It was agreed that the same format would be used as last year:

10:30 – 11:30	Coffee and biscuits
11:30 – 12:30	Talk by Prof. Clive Wilkinson
12:00 – 13:00	AGM
13:00 -	Lunch (including wine)

If the River room was to be used for the talk then it was noted there were no projection facilities. Mike Barker or GT might be able to provide a portable projector but this needed to be confirmed. JB would confirm. **Action JB**

HVE had already warned Prof Wilkinson that there might be problems regarding technical support equipment, and asked him to advise on what he needed.

The Calling Notice will be sent out with Envoy at the beginning of August.

8. KCLA Report

JB reported that there had been a KCLA Council meeting on 6 May at which there was an agenda of 17 items, two of which (including proposed constitutional changes) had to be deferred to the next meeting.

Andrew Parrish (KCLA Chair) had asked if it would be acceptable to attend the AGM & Reunion in October to say a few words about KCLA for the benefit of members who may not be aware of (or familiar with) KCLA, its function & relationship with QE(K)A. JB had briefed him on the profile of the membership in relation to Kings. It was agreed that he should be offered a slot to give a talk at the AGM for about 10 minutes. He would be welcome to stay for lunch on the same terms as the other attendees. JB will inform Andrew of the invitation and forward AP's email address to Henry so that he could be included in the standard invitation mailshot to the members. **Action: JB**

As has been customary, Mavis Everitt would be invited for lunch in appreciation of her services as auditor.

9. AOB

HVE noted that the Kings Alumni Office had several hundred additional QEC alumni on their mailing list who were not on the QE(K)A membership list and asked if details of the reunion could be distributed to these members via a 'flyer' inserted into the next (September) issue of 'In Touch'. JB offered to check with the Alumni Office. **Action: JB**

Potential suggestions for the 2010 reunion were mooted. These included:

- Guy's Old Operating Theatre Museum;
- St Thomas's;
- Boat trip on Thames (could be expensive);
- Leighton House;
- Other speakers – LVE proposed Prof Don Kelly but AW noted that, as several of the recent speakers had been Microbiologists, it might be more appropriate to have a speaker from another discipline – possibilities being Nancy Rothwell (Physiology), Mike Black (Botany) or Chris Dainty (Astrophysics).
- Possible speakers in areas other than their degrees – Andrew Birch (Cartoonist) and Maureen Palmer (Deacon at Guildford Cathedral)

HVE agreed to try and produce a histogram of members' degrees in order to assess interest areas. **Action HVE**

LVE would canvass suggestions from members in Envoy although AW noted that no response had been received when asking for ideas via the web site. It was agreed that we would also ask the membership about their preferences during coffee and lunch at the reunion in October and plan future reunion formats afterwards.

HVE noted that Mark Leitch, a physics graduate, was performing Mozart's 24th piano concerto in Bristol on 21st June. HVE could provide details if anyone were interested.

In the absence of the Secretary, LVE agreed to provide JB with her notes on the meeting.

10. Date and time of next Committee meeting

The next meeting will be the Annual Reunion on Saturday, 4 October.

The next committee meeting will take place on Wednesday 27 January 2010 at 6:30 pm (venue to be to be booked & confirmed by HH). **Action: HH**