



Minutes of the ABPCO AGM

Thursday 24th June 2021 – via conference call 9.30am – 11am

Member Attendees: Adam Baggs, Allison Garroghan, Barbara Calderwood, Caroline Windsor, Charlie Silva, Charlie Smith, Clare Beach, David Parker, Deborah Collins, Elaine Miller, Emma Duffy, Fiona McGillivray, Garth Halliday, Gemma Lamb, Heather Bonner, Heather Enticott, Heather Lishman, Dr James Musgrave, Jane Elsom, Jennifer Jenkins, Jo Powel, Johnny Martinez, Jude Cosway, Kate Sargent, Katie Bolton, Laura Nason, Louise Wyborn, Lyndsey Rafferty, Marion Rankin, Martin Linfield, Michael Smith, Natalia Calcetero, Nicola Pearce, Paul Cuthbert, Paul Gentry, Paul Szomoru, Peter Vlachos, Rachael Bartlett, Rose Padmore, Rosie Jacques, Samantha Salisbury, Samantha Shamkh, Sammy Connell, Sandra Eyre, Sarah Leigh, Shelley Spencer, Steve Daun, Sue Etherington, Therese Dolan, Uta Boger-Brown, Yvonne Szuca

Apologies: Anne Taft, Candice Kass, Jacinta Scannell, Louise Edwards, Sarah Byrne, Sandro Carnicelli, Rob Eveleigh, Marchella Mitchell, Greg Carew, Nikki Cotton-Winfield

Welcome from the Joint Chair – Michael Smith

Item 1 – Opening Remarks by Michael Smith

Welcome and today's agenda introduced.

Item 2 – Minutes of the 33rd Annual General Meeting (Chair)

Rose Padmore proposed, and Kate Sargent seconded that the minutes of the 33rd AGM held virtually on Friday 26th June 2020 be APPROVED and signed as a correct record. AGREED unanimously.

Item 3 – Changes to the constitution

There have been no changes to the constitution.

Item 4 – Adoption of accounts for financial year ending 30th April 2021. Martin Linfield

Martin presented a report on the audited accounts. He noted that the official audited accounts are available from Heather Lishman if anyone would like to study them. They show an income of £100,135 giving a surplus of £23,924.

The results are better than members may expect because 2/3 of our income is carried forward from the previous year, so we had a really good base before Covid hit. The accounts for the year 21-22 will be impacted much more as we offered 40% off bills last year, so we are bringing forward the equivalent of 2/3 of 60% - so just 40% of 'normal' years.

Our industry Partners and Members continue to help us maintain the level of fees and activity for all members. Our aim is to keep corporate membership at the same proportions of total membership i.e. a maximum of 1 industry member to every 2 full members

We have spent a lot of time studying the finances and have mapped out a number of different scenarios. Our goals are:

- Strengthen a financially strong, relevant and forward-thinking ABPCO
- Strengthen retention of loyal followers and attract new audiences
- Generate new revenue streams
- Foster change and strengthen agility

We understand that we are not through the challenge of Covid, so are proposing a 10% reduction off the standard fees for renewals for next year, and the Chairs will explain some other initiatives that we are introducing to allow us to afford to implement this.

Jo Powel proposed, and Emma Duffy seconded that the accounts be adopted.

Item 6 – appointment of auditors for the financial year 01/05/2021 – 31/04/2022

Martin recommended that we remain with the accountants Jon Essam & Co Ltd
David Parker proposed, and Shelley Spencer seconded

Item 7 – Martin outlined the membership fees for 2021 - 2022 for renewals for existing members, and that multi-member discounts are still available.

Item 8 – A recap of the first year and a scene setter for 2021-22

Michael gave a reminder of the key strategic goals in the published business plan, then handed to the relevant taskforce leaders to update on progress:

- Jo Powel from Macmillan Cancer Support to update on the learning taskforce.
- Shelley Spencer from the SEC to update on the sustainability taskforce.
- Kate Sargent from BioScientifica Ltd to update on the accreditation taskforce.

Item 9 – New members

We welcomed all of the new members that have joined us during the last year – and we hope to meet you at a live event very soon.

Item 10 – The ABPCO Executive Committee

Michael led a thank-you to the retiring members of the ABPCO Executive committee; Kate Sargent, Jo Powel, Sandro Carnicelli and Anne Doherty.

We agreed to increase the size of the executive as we have ambitious plans, and a number of taskforces. We also agreed to extend Martin's tenure as Treasurer for a year as he has a deep-rooted understanding of the finances and our goals. The larger executive also gives a better base for succession planning.

Delighted to welcome; Garth Halliday from Renewable UK, Emma Duffy from the Royal College of Radiologists, Jane Elsom from The Company of Biologists as In-house PCO representatives, Sarah Byrne from Mosaic Events and Samantha Salisbury from Jonsam Events as Agency PCO representatives, Steven Daun from P&J Live as an industry representative and Dr James Musgrave from the UK Centre for Events Management at Leeds Beckett.

ABPCO Committee

Name	Category	Role	Appointed	Period	Time left on Exec at June 21
Martin Linfield	Industry	Treasurer	January 2017	3 years	Co-opted for an additional year
Shelley Spencer	Industry		June 2018	3 years	1 optional
David Parker	Full in-house		June 2019	3 years	1 years + 1 optional
Michael Smith	Full in-house	Joint Chair	June 2019	3 years	1 years + 1 optional
Rob Eveleigh	Full agency		June 2019	3 years	1 years + 1 optional
Barbara Calderwood	Full agency	Joint Chair	June 2019	3 years	1 years + 1 optional
Garth Halliday	Full in-house		June 2021	3 years	3 years + 1 optional
Emma Duffy	Full in-house		June 2021	3 years	3 years + 1 optional
Jane Elsom	Full in-house		June 2021	3 years	3 years + 1 optional
Sarah Byrne	Full agency		June 2021	3 years	3 years + 1 optional
Samantha Salisbury	Full agency		June 2021	3 years	3 years + 1 optional
Steven Daun	Industry		June 2021	3 years	3 years + 1 optional
Dr James Musgrave	Academic		June 2021	3 years	3 years + 1 optional

Item 11 – Business Plan 2021 – presented by Barbara Calderwood

An overview of the strategy days was presented with the key focus this year to include:

- Growth – the community, PAYG, Member get Member, digital marketing, member get member.
- External voice (Adam Baggs gave an update)
- Inaugural Festival of Learning – outlined by Steven Daun, Emma Duffy and the Excellence Awards by Heather Lishman

Item 12 - Questions from the membership - none

Item 13 - AGM and members meeting closed at 10.15 and then there was an informal 'coffee and chat' networking session.

A recording was made of the event – and the details can be heard via this.