

**Minutes of the 2013 Annual General Meeting
Held at the Concert Hall, Town Hall, Reading on 3 September 2013**

Present (Committee): Simon Smith (SS), David Boyd (DB), Andy Dainty (AD), Ani Raidén (AnR), Chris Gorse (CG), Paul Chan (PC), Charles Egbu (CE); Stephen Gruneberg (SG), Chris Harty (CH), Shu-Ling Lu (SL), Chika Udeaja (CU), Paul Stephenson (PS), Steve Donohoe (SD), Poorang Piroozfar (PP), Milan Radosavjlevic (MR), Fred Sherratt (FS)

Apologies (Committee): Robby Soetanto (RS), David Proverbs (DP), Andy Ross (AR), Rod Gameson (RG)

The meeting commenced at 1610hrs and the chair, SS, welcomed the 45 members present at the AGM.

1. Minutes of the 2012 Annual General Meeting

The minutes of the 2012 AGM was confirmed by members present to reflect a true and accurate record of affairs.

2. Action Points from 2012 Annual General Meeting

There were no actions required from the 2012 AGM.

3. Matters Arising

The following was considered as matters arising:

- a. Actions arising from 2012 Annual General Meeting (action points noted above)
- b. Nominations and election to the committee;
- c. Chairperson's report;
- d. Presentation of the financial accounts for the year ending 30 April 2013, and;
- e. Any other business: changes to the constitution

4. Nominations and Election to the Committee

CE outlined the nominations and election process. Three committee members have resigned from the committee, including MR, AR and PS. Four new nominations were received, including Colin Booth (University of West of England), Scott Fernie (Loughborough University), Victor Samwinga (Northumbria University) and Apollo Tutesigensi (University of Leeds). Checks were also made to ensure that nominees were fully-paid-up members of ARCOM at the time of nomination, and that all nominations were seconded by ARCOM members. This is also the first year when an online voting system was in place. As the number of nominations equalled the number of constitutionally available places on the committee, all nominees were duly elected for 2013-2014. The Executive Officers and Committee Members of ARCOM for 2012-2013 are listed below:

Executive Officers

Simon Smith	Chairperson
Charles Egbu	Immediate Past Chairperson
Ani Raidén	Vice Chairperson
Paul Chan	Secretary
Chris Harty	Treasurer
Shu-Ling Lu	Membership Secretary
Robby Soetanto	Newsletter Editor

Other Officers and Committee Members

Fred Sherratt
Stephen Gruneberg
Chris Gorse

Workshops Convenor
International Liaison
CIOB Liaison Officer

Colin Booth
Andrew Dainty
Scott Fernie
Poorang Piroozfar
Victor Samwinga
Chika Udejaja

David Boyd
Steve Donohoe
Rod Gameson
David Proverbs
Apollo Tutesigensi

5. Chairperson's Report

SS reflected on the ARCOM 2012 Conference in Edinburgh, and noted the positive feedback received. He also enjoyed hosting delegates in Edinburgh, his 'home' city. SS thanked his colleagues on the ARCOM Committee for their help over the past year. He expressed gratitude to the three committee members who are stepping down, MR, AR and PS. SS extended particular thanks to PS for his efforts as a longstanding committee member, having served for 25 years. He also recognised PS's contribution in the organisation of two conferences (in Sheffield Hallam and Kings College Cambridge), and his service rendered as Secretary and as Workshops Convenor. SS reported that ARCOM undertook quite a few activities in the past year, including the funding of travel and accommodation of Dr. Cynthia Adeokun from Covenant University in Nigeria as part of the ARCOM Travel Grant Scheme. Cynthia won the best paper award at the West African Built Environment Research Conference (WABER). SS also reported the initiation of the ARCOM Seminars, an initiative aimed to raise the intellectual debate in the field of construction management research. The purpose of the ARCOM Seminar is to engage with scholars who can add value to push the frontiers of construction management research, especially those from outside our immediate field. SS noted that the ARCOM Seminars represent an exciting initiative as the ARCOM community matures. SS noted that an ARCOM Seminar is expected later this year to discuss and debate on *The Dark Side of BIM*. SS also reported on continued success of the ARCOM workshops, especially in collaboration with organisations/institutions such as the Chartered Institute of Building (CIOB). He also urged members to contact the Workshops Convenor, Dr. Fred Sherratt (FS), if there are potential ideas for future workshops. SS also noted the success of launching the online voting system. More critically, he also welcomed the expansion of the Scientific Committee to aid in the peer-review process of the conference.

6. Treasurer's Report

CH reported a stable membership income, £1,985 (Individual) and £3,350 (Institutional); he noted that the stability of the membership income is in part due to professionalising and integrating the online membership and conference registration system. CH noted that the ARCOM 2012 Conference in Edinburgh was particularly successful, drawing an income of approximately £67,000 (the expenditure was approximately £43,000; thus making a surplus of around £24,000). With the surplus, CH noted that there are plans to invest the surplus in the running of workshops and the ARCOM Seminars. CH also reported that a sponsorship was also extended to WABER in the last financial year, as part of the sponsorship to ARCOM given by the CIOB. CH reported that ARCOM is in a very healthy financial position, with a cash balance of around £56,000.

7. Change to the ARCOM Constitution: Inclusion of Workshops Convenor as an Executive Officer

SS reiterated that the current ARCOM Constitution allows for a list of seven Executive Officers who will be exempted from the annual vote, including the Chair, Vice-Chair, Immediate Past Chair, Treasurer, Secretary, Membership Secretary, and Newsletter Editor. SG asked if there are sufficient checks and balances in place to ensure that non-performing Executive Officers can be dealt with. SS reassured the attendees that he is confident that non-performing Executive Officers can be dealt with appropriately. SS

proposes that the Workshops Convenor be included in the list of Executive Officers to be exempted from the annual vote. CE seconded the proposal to alter the constitution. The constitution will be amended to include the Workshops Convenor in the list of Executive Officers.

8. Any other business

David Root raised the issue of hard copies of older proceedings of the ARCOM Conference. SS clarified that there is a stock of proceedings stored in Reading, and that ARCOM is happy to offer these copies for free. However, interested parties will have to collect the copies from Reading. SS and Will also reminded the group that ARCOM Proceedings since 1997 are fully available on open access via www.arcom.ac.uk.

There being no further matters, the AGM closed at 1645hrs.

List of members present at the 2013 ARCOM Annual General Meeting (AGM)

Surname	Forename	Institution
Aboagye-Nimo	Emmanuel	Nottingham Trent University
Ahiaga-Dagbui	Dominic	University of Edinburgh
Booth	Colin	University of West of England
Charlson	Jennifer	University of Wolverhampton
Dahiru	Dauda	Ahmadu Bello University
Dikko	Kado	Ahmadu Bello University
Dorée	André	University of Twente
Downey	Mark	University of Reading
Fuertes	Alba	Plymouth University
Gidado	Kassim	University of Brighton
Hughes	Will	University of Reading
Kao	Chung-Chin	The Chartered Institute of Building
Koh	Tas Yong	University of Hong Kong
Mihara	Hitoshi	Institute of Technology, Japan
Mohd Latif	Hafizah	University of Reading
Morrey	Nicola	Loughborough University
Mukalula	Peter M	University of Zambia
Navarro-Astor	Elena	Universidad Politecnica Valencia
Obiozo	Ritan	Nelson Mandela Metropolitan University
Räisänen	Christine	Chalmers University of Technology
Root	David	Witwatersrand University
Sexton	Martin	University of Reading
Shah	Raj	Liverpool John Moores University
Thomson	Craig	Glasgow Caledonian University
Tutesigensi	Apollo	University of Leeds
Wamuziri	Sam	Glyndwr University
Wanigarathna	Nadeeshani	Loughborough University
Zou	Raymond Rui	University of Reading