

<b>Minutes of the ARCOM Annual General Meeting 2018</b>		
Held at: Riddell Hall, 185 Stranmillis Rd, Belfast BT9 5EE		
		<b>ACTION</b>
<b>1.</b>	<b>Apologies</b>	
	<p>Formal apologies have been received from:</p> <p>Colin Booth, Alex Copping, Emmanuel Aboagye-Nimo, Robby Soetanto</p>	Note
<b>2.</b>	<b>Minutes of 2017 Annual General Meeting</b>	
	<p>The minutes of the 2017 Annual General Meeting were agreed as a fair and true account of the meeting.</p> <p>Lloyd Scott proposed, John Spillane seconded.</p>	Note
<b>3.1</b>	<b>Nominations to the Committee</b>	
	<p>Ani Raiden explained the nomination process to the AGM.</p> <p>There are 21 places on the committee and we currently have a full committee which would have opened voting, however over summer one member had to take temporary leave and in July we received one valid nomination, as no further nominations were forthcoming we proceeded with that nominee and no election was held.</p>	
<b>3.2</b>	<b>Election to the Committee</b>	
	<p>Ani Raiden presented the 2018 Committee to the AGM, including new member Michael McCarney.</p> <p>A discussion was had around members currently on 'leave' due to special circumstances. It was agreed that they would be able to return to the committee through the normal election process that occurs annually.</p> <p>Ani Raiden noted that Colin Booth had been in the position of International Liaison officer, and confirmed that Alex Copping has agreed to stand in on that role until Colin returns.</p>	

	<p>Fred Sherratt proposed, Chris Gorse seconded, no objections.</p> <p>The Committee for 2018 is as noted at the end of these minutes.</p>	
<p><b>4.</b></p>	<p><b>Chair's Report</b></p>	
	<p>Paul Chan formally handed the role of ARCOM Chair to Chris Gorse.</p> <p>Paul reflected on his term of service. He appreciated ARCOM is about building a community, and how it was good to see new faces at the conference and that discussions here show there has been wider engagement with colleagues in other disciplines.</p> <p>He commented that he has introduced tracks to the conference and hopes this becomes normal within the community, and is grateful to colleagues for proposing tracks and to these conveners for taking an active role in the paper review process. He hopes this will continue and strengthen, to ensure direction and avoid repeating the 'usual' papers and perhaps enabling ARCOM to steer and direct the conversation within our community.</p> <p>He is also proud of the workshops and seminars held under his chair. This has included two significant events, one on expertise building on a Special Issue within CME and one on social value which has resulted in an edited book to be published this year by Routledge. We have also had several workshops focusing on methodology, including a 2 day workshop on the Meaning of Numbers, Part 2 of which will look at the generation of numbers and how they are used and will be held in January 2019. Further workshops are already proposed, details can be found in the newsletter, including one in Australia on infrastructure development.</p> <p>Paul reflected on the future of ARCOM, and noted that this Feb we had a strategic visioning workshop to see what we will be talking about in 2035, when our current PhD students are on the committee, and what they might be thinking and talking about. There is a summary in the workshop of the newsletter.</p> <p>Paul noted that it continues to be a challenge to develop a positive image for construction management academics, such as Brian Cox or Mary Beard, able to connect with societal issues. Yet this is something we should perhaps aspire to.</p> <p>Paul noted he is very much looking forward to Chris's chair term and supported the need to engage with industry practitioners, as championed in the ARCOM 2019 conference which will focus on production.</p> <p>Finally, Paul thanked all the committee for their support and for helping to make the conference what it is.</p>	

	<p>Chris Gorse thanked Paul for his service as chair, and reiterated how grateful he is for his support in the organisation of this conference, he feels very much indebted to what Paul has done. He hopes to bring some new dimensions to ARCOM, but also leaving nothing behind from what PC has achieved.</p> <p>There was a formal Vote of Thanks for Paul and his chairmanship.</p>	
<b>5.</b>	<b>Treasurer's Report</b>	
	<p>Apollo Tutesigensi presented the Accounts as appended to these minutes.</p> <p>He noted it had been a good financial year with regards to income and expenditure.</p> <p>There has been a difference in committee expenses from last year, this is due to the away day (held biannually) which was this year in Belfast, and so more expensive than some have been previously.</p> <p>Also a difference in credit card charges due to the % nature of the charges, as we had more transactions this year.</p> <p>The Doctoral Workshops were highlighted, there have been several successful ones in 2018, including a residential, so again this has been a larger expense this year than last.</p> <p>The Headline figures show a surplus of £4740, whereas the previous year recorded a loss. This was as expected given conference costs.</p> <p>Apollo noted that we are now taxed at 19%, and ARCOM have duly paid £223 tax.</p> <p>We retained reserves £4517 to bring forward so our asset total is now £58,938 – which is a slight increase on last year.</p> <p>Apollo noted that we need to be making a little more surplus to ensure we are able to run ARCOM for a year without income, and that ideally these reserves should be around £70k, but this can be done prudently and incrementally with a year on year amount of around £3-4k.</p> <p>No comments were made on the accounts, accepted as presented.</p>	
<b>6.</b>	<b>Any Other Business</b>	
6.1	Chris Gorse was keen to form an ARCOM subgroup for international participants, and sought interest from the AGM. This would be formed	

	<p>with the intention of reaching out internationally to the wider community.</p> <p>Henning Grosse noted his interest in this.</p> <p>It was noted that Alex Copping has started this process, and will seek to develop this proposal going forwards.</p> <p>Chris Gorse felt it would be fantastic to have representation from each continent within ARCOM.</p>	
6.2	<p>There being no further matters, the meeting closed at 16:30</p>	

**Nominations to the Committee for 2018/2019**

<b>Nominee</b>	<b>Institution</b>
Dr. Emmanuel Aboagye-Nimo	Nottingham Trent University
Professor David Boyd	Birmingham City University
Dr. Paul Chan	The University of Manchester (Immediate Past Chair)
Dr. Vivien Chow	Loughborough University
Dr. Alex Copping	University of Bath (International Liaison)
Professor Chris Gorse	Leeds Beckett University (Chair)
Dr. Shu-Ling Lu	University of Reading (Membership Secretary)
Dr. Patrick Manu	The University of Manchester
Dr Michael McCarney	Glasgow Caledonian University
Dr. Alex Opoku	University College London
Dr. Ani Raidén	Nottingham Trent University
Dr. Libby Schweber	University of Reading
Professor Lloyd Scott	Dublin Institute of Technology (Vice-Chair)
Dr. Simon Smith	University of Edinburgh
Dr. Fred Sherratt	Anglia Ruskin University (Secretary)
Dr. Robby Soetanto	Loughborough University (Publications Officer)
Dr John Spillane	University of Limerick
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 2018 ARCOM Annual General Meeting (AGM)**

<b>Surname</b>	<b>Forename</b>	<b>Institution</b>
Smith	Simon	The University of Edinburgh
Tutesigensi	Apollo	University of Leeds
Raiden	Ani	Nottingham Trent University
Loosemore	Martin	UNSW
Thomson	Craig	Glasgow Caledonian University
Lu	Shu-Ling	University of Reading
Zhang	Sujuan	Hong Kong University
Patel	Hiral	n/a
Chan	Paul	University of Manchester
Hayes	Aaron	Really Good Ideas
Boyd	David	Birmingham City University
Manu	Patrick	University of Manchester
Thurairajah	Niraj	Birmingham City University
Brooks	Tara	Queens University, Belfast
Murphy	Martina	Ulster University
Bogle	Gary	Ulster University
Spillane	John	University of Limerick
Grosse	Henning	University of Gloucestershire
Gorse	Chris	Leeds Beckett University
Sherratt	Fred	Anglia Ruskin University
Chow	Vivien	Loughborough University
Cheung	Clara	University of Manchester
Scott	Lloyd	Dublin Institute of Technology
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 2018**



## Association of Researchers in Construction Management (ARCOM)

<b>Contents</b>	<b>Page</b>
Legal and administrative information	1
Independent examiners' report	2
Income & Expenditure Account	3
Balance Sheet	4
Notes to accounts	5

Association of Researchers in Construction Management (ARCOM)  
as at 30 April 2018

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 Udeaja	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 2018

**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 Bohorun FCCA FCMI ACIE

BOHORUNS Chartered Certified Accountants & Registered Auditors

Independent Examiner

6 Howley Park Business Village

Pullan Way

Leeds. LS27 0BZ

31. 08. 2018

Association of Researchers in Construction Management  
Income & Expenditure Account  
For the year ended 30 April 2018

	2018		2017	
	£	£	£	£
<b>Income</b>				
Fees Received		111,566		87,863
<b>Expenditure</b>				
ARCOM Seminars			1,872	
Conference Expenses	75,739		67,609	
Conference Prizes	1,291		2,112	
ARCOM Committee Expenses	10,617		4,319	
ARCOM Administration	8,653		7,864	
Credit Card Charges	4,421		3,069	
Doctoral Workshops	5,105		1,874	
Accountancy	1,000		990	
Individual Membership Refund			20	
		<u>(106,826)</u>		<u>(89,729)</u>
<b>Excess of Income over Expenditure</b>		<u>4,740</u>		<u>(1,866)</u>
Corporation Tax		<u>(223)</u>		<u>(1,698)</u>
<b>Adjusted Excess (Deficit) of Income over Expenditure</b>		<u><u>4,517</u></u>		<u><u>(3,565)</u></u>

Association of Researchers in Construction Management  
Balance Sheet

For the year ended 30 April 2018

	Notes	2018		2017	
		£	£	£	£
<b>Current assets</b>					
Debtors & Prepayments	1	2,632		10,114	
Cash at bank and in hand		60,110		45,297	
		62,742		55,411	
<b>Current liabilities</b>	2				
Taxation		223			
Accruals		3,581		990	
<b>Net current assets</b>			58,938		54,421
<b>Total assets less current liabilities</b>			58,938		54,421
<b>Reserves account</b>					
Reserves brought forward at 1 May 2017			54,421		57,987
Retained Reserves for the year			4,517		(3565)
			58,938		54,421

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

Dr Paul Chan

Date:

31 AUGUST 2018

Association of Researchers in Construction Management  
Notes to the accounts  
for the year ended 30 April 2018

	2018	2017
<b>1 Debtors</b>	<b>£</b>	<b>£</b>
Prepayments and accrued income	2,632	10,114
	2,632	10,114
	2,632	10,114
	<b>2018</b>	<b>2017</b>
<b>2 Current liabilities</b>	<b>£</b>	<b>£</b>
Accruals and deferred income	1,000	990
	1,000	990
	1,000	990