Annual General Meeting
2pm on Saturday 15 September, 2018, in Lecture Room 1 of the Department of Engineering Science

1. Minutes of the last AGM, held on 16 September 2017 (appended)

2. Head of Department’s Report (will be presented separately, after the AGM, as Professor Lionel Tarassenko’s talk ‘Update on the 2020 vision for Oxford Engineering’)

3. Secretary’s Report

4. Accounts (appended) and Treasurer’s Report

5. Future activities of OEA

6. Any other business

Paul Buckley
Secretary
13 August 2018
Minutes of the Annual General Meeting, 16 September 2017

The President (Rod Smith) in the chair, with approximately 50 members present.

1. Minutes of the last AGM, on 17 September 2016

The Minutes were approved as a true record.

2. Head of Department’s Report

The Head of Department (Lionel Tarassenko) was to present his main report separately, as the talk ‘Update on the 2020 Vision for Oxford Engineering’ immediately following the AGM.

He explained that a new student prize had been created – the Matthew Greenwood Award - to recognise an exemplary contribution to the Department’s outreach work. The prize was in honour of undergraduate Matthew Greenwood, who had sadly died in 2016 before completing his course. Matthew had been passionate about attracting school pupils into engineering. The 2017, and first, recipient of the prize was Maruthi Malladi. Lionel presented the award to Maruthi following the AGM.

Lionel also reported that there had been several changes of academic staff during the last year. In particular Profs Tony Blakeborough, Ron Daniel, David Nowell and Paul Taylor had moved on or retired after many years of service to the Department. He wished them well. They would be well-known to many alumni.

3. Secretary’s Report

The Secretary (Paul Buckley) thanked Eva Williams on behalf of OEA, for having organised the Department’s Alumni Weekend event, and for her help with numerous other alumni matters during the past year.

Paul reported that the 2017 (and first) winner of the OEA 4th Year Project Presentation Prize, awarded on the occasion of the 2017 Lubbock Lecture, was Sam Attias. Sam would be giving a talk on his project ‘Nanomaterials in Revolutionising Diabetes Diagnostics’ later in the afternoon.

Paul also reported that teaching and research staff are now automatically added to membership of OEA when they leave the Department, in addition to former students.

4. Accounts and Treasurer’s Report

Acting Treasurer David Jeffcoat presented the OEA Accounts for the year to July 2017. He pointed out that these showed a balance of approximately £15000 but, as things stood, this was expected to fall over time, as OEA has committed to fund the 4th Project Presentation Prizes for at least 5 years but currently has no income. David also highlighted a one-off expenditure of £500 that the committee had approved, on a
gift for the former Treasurer for his exceptionally long and dedicated service to the society (see below).

5. Elections to the OEA Committee

The President (Rod Smith) reported that the Treasurer Clark Brundin had resigned during the past year, after serving 12 years in the role. Rod expressed the Society’s huge appreciation for Clark’s long service, and thanked David Jeffcoat for taking over as Acting Treasurer. There being no other nominations, David was elected as the new Treasurer.

Stephen Payne, Sarah Jones and Steve Sheard were retiring as members of the OEA Committee. Rod thanked them all for their contributions over several years. He noted that Stephen Payne would be re-joining ex-officio, as he was taking over from Steve Sheard as Associate Head of Department (Teaching).

As the net result, there were three vacancies on the committee for local members. The Secretary had received three nominations: Nigel Titley, and previously co-opted members Vaughan Michell and Sai Lakshmi. Consequently, Nigel, Vaughan and Sai were elected to the OEA Committee unopposed.

6. Further activities of OEA

Rod Smith briefed the meeting on the Committee’s deliberations on how best to expand the scope of the society’s activities for alumni. Some activities would need to be fund-raising, in order for OEA finances to be sustainable (see 4. above). The Committee were keen to learn from members what new activities they would most welcome.

Of several ideas suggested, the following seemed to have the most support from those present.
(i) Technical/social events; (ii) Production of a ‘Yearbook’ each year; (iii) Providing internship and placement opportunities for undergraduates; (iv) A web-site for advertising job vacancies.

The most popular by far was (i), with support from more than 50% of those present.

Rod told members that the Committee planned to carry out an email survey of those present, to provide an opportunity for further comments, and he encouraged members to participate.

A question from a member of the audience was: why not tackle the need for funds by asking members for donations? Rod replied that this would represent a new departure for the Society, but it was a good question, and would be considered by the Committee.

7. Any other business

There was no other business.

Paul Buckley
Secretary
SOCIETY OF OXFORD UNIVERSITY ENGINEERS

Income & Expenditure for the year ending 31st July 2018

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
<th>Expenditure</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>£</td>
<td>£</td>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Donation</td>
<td>1000.00</td>
<td></td>
<td>Student prizes</td>
<td>750.00</td>
<td>1000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ex-gratia payment</td>
<td>500.00</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Miscellaneous</td>
<td>9.33</td>
<td></td>
</tr>
<tr>
<td>Total income</td>
<td>1000.00</td>
<td>0.00</td>
<td>Total expenditure</td>
<td>750.00</td>
<td>1509.33</td>
</tr>
<tr>
<td>Less expenditure</td>
<td>(750.00)</td>
<td>(1509.33)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net income/(deficit)</td>
<td>250.00</td>
<td>(1509.33)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Balance Sheet

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets as at 31st July</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lloyds current account</td>
<td>3378.22</td>
<td>15250.90</td>
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<tr>
<td>PayPal account</td>
<td>377.32</td>
<td></td>
</tr>
<tr>
<td>United Trust Savings accounts</td>
<td>12500.00</td>
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</tr>
<tr>
<td>Total assets</td>
<td>15878.22</td>
<td>15628.22</td>
</tr>
<tr>
<td>Add back (income)/deficit for year</td>
<td>(250.00)</td>
<td>1509.33</td>
</tr>
<tr>
<td>Balance brought forward from prior year</td>
<td>15628.22</td>
<td>17137.55</td>
</tr>
</tbody>
</table>

Notes

1. The income and expenditure report shows actual cash paid and received in the year.
2. A donation of £1000 was received during the year from an alumnus and former pupil of the former Treasurer Clark Brundin.
3. Following the AGM in September 2017, £12500 was transferred to two new savings accounts with United Trust. £7500 was invested in a one year notice account paying 1.45% interest and £5000 in a 100 day notice account currently paying 1.5%.

David Jeffcoat, FCMA
Treasurer