

ANNUAL GENERAL MEETING

The 24th Annual General Meeting of the Engineering Professors' Council
will be held at
16.30 on Tuesday 15th May, 2018
in the Weston Building at Harper Adams University, Newport, Shropshire TF10 8NB

AGENDA

Item	Lead	Paper
1. Apologies	SKS	Verbal
2. Minutes of the 23 rd Annual General Meeting held on 22 nd May 2017 at the IET, Savoy Place, London	SKS	AGM 18-01
3. Matters arising (not covered elsewhere in the agenda)	SKS	Verbal
4. Approval of appointment of Policy & Research Officer	SKS	Verbal
5. President's Report	SKS	Verbal
6. Treasurer's Report and Approval of the Accounts for the financial year ended 31 July, 2017	JR	AGM 18-02
7. Election of President-Elect for 2018/19	SKH	AGM 18-03
8. Subcommittees	GH, AS, HH	Verbal
9. Equality & Diversity Policy	SKS	AGM 18-04
10. Congress venue for 2019	SKS	Verbal
11. Any other business	SKS	



23rd ANNUAL GENERAL MEETING

**Minutes of the Meeting
Held at the IET, Savoy Place, London
on 22nd May 2017**

1. Apologies for Absence

Professors Helen Atkinson (University of Leicester), Tony Unsworth (University of Durham), Alison Hodge (Aston University), Mike Blundell (Coventry University), Jesper Christensen (Warwick University), Colin Turner (Ulster University) and Mike Clee (Swansea University)

2. Minutes of the 22nd Annual General Meeting

The minutes of the 22nd Annual General Meeting (AGM) held on 6th April 2016 at Senate House, University of London were APPROVED

3. Matters arising (not covered elsewhere in the agenda)

There were none.

4. Approval of appointment of Executive Director and Policy Research Officer

The appointments of Johnny Rich as Executive Director and Inês Direito as Policy Research Officer were APPROVED.

5. President's Report

4.1 Professor Stephanie Haywood outlined the key activities of the Engineering Professors' Council (EPC) over the previous year while explaining what the EPC does:

- **Attempts to influence in time of change** – the EPC responded to a number of consultations on issues such as the Stern Review, the 2nd REF, TEF and the Industrial Strategy Green Paper as well as giving written and oral evidence on the impact of Brexit on Higher Education to the Commons Education and Skills Select Committee and compiling a briefing paper on the implications

and opportunities for science and research with the UK outside the European Union. Responses to the consultations, along with a recently written protocol on consultations can be found on the EPC website.

- **Events and services** – events held for members included the Annual Congress held at the University of Hull in September 2016 which included a workshop for Early Career Research staff held due to a strong response to a poll to the membership; the Recruitment and Admissions Forum held at the Institution of Mechanical Engineers in November 2016 and the joint conference “New Approaches to Engineering in Higher Education” with the IET in May 2017. Services offered to the membership include the contextual learning and degree apprenticeships toolkits now available on the EPC website and a current project is the development of a HE hub for engineering with the RAEng.
- **Review of strategy** – the EPC bi-annual retreat was brought forward to January 2017 so a new strategy for the EPC could be developed before the new President takes over at the AGM. The strategy document is available to download from the EPC website.
- **EPC Membership – What does it mean ?** – the EPC provides four main benefits: it represents, informs, supports and provides a network for its membership. It is expected that the new EPC website will be structured around these four benefits, providing information under each one.

6. Strategy and new brand

JR presented the new EPC strategy, entitled Making Waves with the main aims of making the EPC:

- More democratic and representative
- More engaging and inclusive
- Providing clearer membership benefits
- More sustainable

The strategy document sets out the EPC’s new vision, mission and values, with key changes:

- The Council will be comprised of up to 3 representatives from each institution. The main annual event for the Council will be the AGM
- Membership to be extended to academics at all levels
- The main Committee to be renamed as the Executive Board
- The three sub Committees will become Committees
- Working Groups will continue to report to the Committees
- Communities will be set up for e.g. the Sectoral Groups, Early Career Staff and Engineering Faculty Deans.
- A new initiative will be the Engineering Academic Network (EAN). All academics in member universities will automatically be members but others can join individually. The main annual event of the EAN will be the Annual Congress.

A question was asked about how the process would work with more than one representative from a university and it was explained that the reasoning behind this was to allow a university that had separate departments for individual engineering disciplines rather than one engineering school to be able to be better represented. It will be up to each university to decide how many they have. Many may decide to have just one as is the case currently, but up to three would be allowed. There was then a discussion as to whether the representatives need to be professors and if not, would the EPC be less credible if it is not composed of professors and senior staff. However, this is the case currently (that not all representatives are professors) and it was not felt to cause a problem.

7. Approve changes to memorandum and Articles of Association

SKH presented the paper listing the proposed changes to the Memorandum and Articles of Association as a result of the new strategy.

The changes were APPROVED by a unanimous show of hands.

8. Treasurer's Report and Approval of the Accounts for the financial year ended 31 July 2016

The Honorary Treasurer presented his report to the membership for approval stating that there was a £18-19k surplus compared to a £9k loss in the previous year. The surplus was mainly due to a period of time between Executive Directors resulting in lower salary payments and also because the new Director held tight reins in his first year.

The accounts for the financial year ended 31 July 2016 were APPROVED by a show of hands and would be signed by the President.

Proposed: Dr Georgina Harris, Manchester Metropolitan University

Seconded: Prof David Harrison, Glasgow Caledonian University

9. Approval of the recommendation for subscription levels for 2017/18

The Executive Director explained that the EPC's income comes solely from membership subscriptions and that there are insufficient resources for the proposed future activities. There is a need to upgrade the website to provide better, more targeted information for the membership. The creation of the EAN will also require investment.

The President requested the acceptance of the proposal to increase annual subscriptions for 2017/18 by 5% across all subscription bands, together with the proposed discount structure for advanced subscriptions, continuous

payment arrangements and early payment along with the pegging of future subscription increases to the Retail Price Index.

There was a question about why RPI was suggested rather than the Consumer Price Index and the President said that this was not cast in stone and would be monitored.

The proposal was ACCEPTED by a show of hands.

10. Election and co-option of Committee members and Honorary Officers for 2017/18

10.1 The President asked for the approval of the re-appointments of Prof David Harrison as Honorary Secretary and Prof Jim Yip as Honorary Treasurer and the re-appointments were APPROVED.

10.2 Professor David Harrison, Honorary Secretary, then thanked Professors Alison Hodge, John Dear and Mike Blundell whose 3-year term of office on the Committee has come to an end.

10.3 Professor Harrison went on to advise members that three nominations had been received by the due date for the three Elected Member vacancies on the Committee from:

- Professor Stefaan Simons, Brunel University London (proposed by Professor Mike Sutcliffe, Kingston University and seconded by Professor John Mitchell, University College London)
- Dr Lisa Brodie, the University of the West of England (proposed by Dr Catherine Hobbs, UWE and seconded by Dr Kevin Golden, UWE)
- Dr Andrew McLaren, University of Strathclyde (proposed by Professor Sarah Spurgeon, UCL and seconded by Professor David Harrison, GCU).

The nominations were APPROVED by a show of hands.

Professor Simons and Drs Brodie and McLaren were duly elected as members of the Committee.

10.5 The President announced that the EPC is seeking members who are willing to serve on the Research, Innovation & Knowledge Transfer and Recruitment & Admissions Committees and that volunteers should contact the EPC Office.

10.6 Finally, Professor Harrison thanked Professor Haywood for her term as President and congratulated Professor Sarah Spurgeon as the new President

11. Committees

Recruitment and Admissions: Dr Georgina Harris, the new chair of the Committee gave a brief update of activities. The main event for the group is the annual Recruitment and Admissions Forum which was held in November 2016 at the Institution of Mechanical Engineers. Dr Harris said that presentations from the event are available on the EPC website and if anyone had ideas for this year's event, they should email her. She reminded the members that the event is the first chance to see the results of the early enrolments poll.

Research, Innovation and Knowledge Transfer: – Professor Eann Patterson, the chair of the Committee who has now stood down said that the main activities of the year had been discussions and responses to the Stern Review and the second REF consultation.

Engineering Education and Employability Skills: – Executive Director Johnny Rich (standing in for chair Dr Henri Huijberts who had given apologies for the meeting) said that the main activities of the group over the past year had been projects on a new Engineering Hub for HE Engineering and Degree Apprenticeships.

12. Congress 2017

Johnny Rich (standing in for Congress 2017 convenor Professor Jesper Christenson who had given apologies for the meeting) said that the theme for the Congress will be "Beyond Borders" and bookings should open soon. The event will be at the University of Coventry, with the Congress dinner at the Guildhall. The agenda and speakers are being confirmed and members were asked to save the date and more details would be given as soon as possible.

13. Congress Venue for 2018

The EPC is currently seeking a university and convenor for Congress 2018 and hopes that a decision will be made before the 2017 Congress in September. Volunteers were asked to contact the EPC Office.

14. Any other business

The new President, Professor Spurgeon thanked Professor Haywood for adding so much value to the EPC and for recruiting the new Executive Director as well as running Congress 16. Professor Haywood was then presented with an EPC paperweight and a bouquet of flowers.

6. Report of the Honorary Treasurer and Approval of Annual Accounts for the Year Ended 31st July, 2017

1. Financial year 2016/17

The Committee recommends for APPROVAL the Engineering Professor's Council's (EPC) draft accounts (see Appendix 1) for the financial year to 31 July 2017 (academic year 2016/17).

Key points of note and context from the Profit and Loss Account:

- Members will note the healthy operating profit of £15,367. This is our second year of financially sound management following a surplus in 2016 of £18,780. This profit has been achieved largely through continued tight financial control.

Key points relating to the Balance Sheet

- Members' Funds stand at around £145k, which is a little higher than one year's worth of operating costs.
- This stands the EPC in good stead for proposed investment in the coming year in the EPC website, CRM and the launch of the Engineering Academics Network.

PROPOSED:

SECONDED:

2. Forward look: financial year 2017/18

2.1 2017/18 invoicing

Membership remains stable compared with 2016/17, which ended the financial year with 82 university members. New procedures for payment (such as automated Xero invoicing and a Paypal facility) have been introduced and subscriptions have been received more promptly this year in most cases. A number of expressions of interest to join (or rejoin) the EPC have been received from, among others, NMiTE, Bolton University and the Dyson Institute.

2.2 Operating budget

The budget for 2017/18 was set projecting an operating loss of £12k in order to make investments in line with the EPC Strategic Plan. This loss is unlikely to be realised because (a) the actual investment spend is unlikely to occur during the current tax year, and (b) income is higher than predicted, thanks to high attendance at the Congress and other events and continuing high number of subscribers. A surplus of £8.5k is now projected (see appendix 2), but this is likely to be offset by heavier spending in the first part of 2018/19.

3. Investment plan

As referenced above, over the financial years 2017/18 and 2018/19, the EPC is proposing to make significant financial investments in accordance with *Making Waves*, the EPC's Strategic Plan. The Executive Board has approved a plan to spend up to £42k on investment over this period. This will be funded from reserves, which have been built up over the last two years thanks to careful financial control.

Activity	Item	Unit	Units	Cost/unit	Cost	Totals
Website development						£12,400
	Software development	Month	4	£2,000	£8,000	
	Software licences	Fee	1	£900	£900	
	Design	Fee	1	£500	£500	
	Data transfer and entry	Week	6	£500	£3,000	
CRM system						£5,750
	Software development	Month	1	£2,000	£2,000	
	Software licences	Fee	1	£750	£750	
	Template designs	Fee	1	£1,000	£1,000	
	Data update & segmentation	Week	4	£500	£2,000	
Network convenor	Salary	Year	0.5	£28,000	£14,000	£14,000
Promotion/marketing			1	£4,000	£4,000	£4,000
Additional overheads		Month	13	£450	£5,850	£5,850
TOTAL						£42,000

The speed of the investment is slower than hoped, but some work has already taken place on scoping the new website and a part-time assistant has been working for the past three months on ensuring the integrity of the EPC's contacts database (and compliance with GDPR) ahead of migration to a custom-built CMS.

4. Subscription rates

It was agreed at the 23rd AGM of the EPC in May 2017 to link any increase in the annual subscription rate to RPI, which is 3.3% (as of March 2018). New subscription rates will be rounded to the nearest £25 and communicated to members. As last year, rates will be frozen for up to three years to members who subscribe for the whole period.

Professor Jim Yip
 Honorary Treasurer
 9th May, 2018

D R A F T – v.1

ENGINEERING PROFESSORS' COUNCIL
(LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS

31 JULY 2017

Dunley & Co
Accountants
Brooks Green House
Brooks Green
Horsham
West Sussex
RH13 0JN

ENGINEERING PROFESSORS' COUNCIL
(LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2017

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Detailed profit and loss account	13

ENGINEERING PROFESSORS' COUNCIL
OFFICERS AND PROFESSIONAL ADVISERS

The Board of Directors

Prof. D.K. Harrison

Prof. S.K. Haywood

Prof. S.K. Spurgeon

Prof. Y. J. Yip

Company Secretary

Prof. D.K. Harrison

Registered Office

Brooks Green House
Brooks Green
Horsham
West Sussex
RH13 0JN

Accountant

Dunley & Co
Accountants
Brooks Green House
Brooks Green
Horsham
West Sussex
RH13 0JN

Bankers

HSBC Bank plc
11 Stamford New Road
Altrincham
Cheshire
WA14 1BW

ENGINEERING PROFESSORS' COUNCIL

THE DIRECTORS' REPORT

YEAR ENDED 31 July 2017

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31 July 2017

PRINCIPAL ACTIVITIES

The principal activity of the company during the year has been that of a professional association to serve the best interest of Engineering in UK universities.

DIRECTORS

The directors who served the company during the year were as follows:

Prof. D.K. Harrison
Prof. S.K. Haywood
Prof. S.K. Spurgeon
Prof. Y.J. Yip

DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the directors are aware:

- there is no relevant information of which the company's accountant is unaware; and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the accountant is aware of that information.

ENGINEERING PROFESSORS' COUNCIL

THE DIRECTORS' REPORT *(continued)*

YEAR ENDED 31 July 2017

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed by order of the directors



Prof. S. Spurgeon
Director

Approved by the directors on26/2/18

ENGINEERING PROFESSORS' COUNCIL

INDEPENDENT ACCOUNTANT'S REPORT TO THE MEMBERS OF ENGINEERING PROFESSORS' COUNCIL

YEAR ENDED 31 July 2017

We have examined the financial statements of Engineering Professors' Council for the year ended 31 July 2017. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's shareholders, as a body, in accordance with Sections 495 and 496 of the Companies Act 2006. Our work has been undertaken so that we might state to the company's members those matters we are required to state to them in an accountant's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND ACCOUNTANT

As explained more fully in the Directors' Responsibilities Statement set out on pages 2 to 3, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to examine the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities.

SCOPE OF THE EXAMINATION OF THE FINANCIAL STATEMENTS

An examination involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by directors; and the overall presentation of the financial statements.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 July 2017 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

ENGINEERING PROFESSORS' COUNCIL

INDEPENDENT ACCOUNTANT'S REPORT TO THE MEMBERS OF THE ENGINEERING PROFESSORS' COUNCIL *(continued)*

YEAR ENDED 31 July 2017

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our report; or
- the directors were not entitled to prepare the financial statements and the directors' report in accordance with the small companies regime.

.....

Date:

J.S. Dunley FCMA

**Dunley & Co
Brooks Green House
Brooks Green
Horsham
West Sussex
RH13 0JN**

**ENGINEERING PROFESSORS' COUNCIL
PROFIT AND LOSS ACCOUNT**

YEAR ENDED 31 July 2017

	Note	2017 £	2016 £
TURNOVER		107,379	112,200
Cost of sales		<u>9,806</u>	<u>9,702</u>
GROSS PROFIT		97,573	102,498
Administrative expenses		<u>82,107</u>	<u>87,484</u>
Operating Profit/(Loss)	3	15,466	15,014
Interest receivable		-	368
Income from Redemption of Bond		-	<u>3,398</u>
PROFIT/(LOSS) ON ORDINARY ACTIVITIES BEFORE TAXATION		15,466	18,780
Tax on profit on ordinary activities	4	<u>99</u>	-
PROFIT/(LOSS) FOR THE FINANCIAL YEAR		<u>15,367</u>	<u>18,780</u>

The notes on pages 8 to 11 form part of these financial statements.

ENGINEERING PROFESSORS' COUNCIL

BALANCE SHEET

As at 31 July 2017

	Note	2017 £	£	2016 £
CURRENT ASSETS				
Debtors	5	3,281		-
Cash at bank		150,124		131,543
		<u>153,405</u>		<u>131,543</u>
CREDITORS: Amounts falling due within one year				
	6	8,295		1,800
NET CURRENT ASSETS				
			<u>145,110</u>	<u>129,743</u>
TOTAL ASSETS LESS CURRENT LIABILITIES				
			<u>145,110</u>	<u>129,743</u>
RESERVES				
Profit and loss account	8		<u>145,110</u>	<u>129,743</u>
MEMBERS' FUNDS				
			<u>145,110</u>	<u>129,743</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

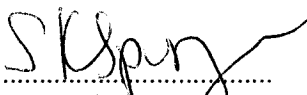
Audit Exemption Statement

For the year ending 31/07/2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the directors and authorised for issue on, and are signed on their behalf by:


.....
Prof. S. Spurgeon

Company Registration Number: 06791295

The notes on pages 8 to 11 form part of these financial statements.

**ENGINEERING PROFESSORS' COUNCIL
NOTES TO THE FINANCIAL STATEMENTS**

YEAR ENDED 31 July 2017

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Turnover

The turnover shown in the profit and loss account is derived from subscriptions from Members and income from organised events.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer Equipment - 3 years straight line

Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

2. TURNOVER

The turnover for the period was derived from the company's principal activity which was carried out wholly in the UK

ENGINEERING PROFESSORS' COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 July 2017

3. OPERATING PROFIT

Operating profit is stated after charging:

	2017	2016
	£	£
Directors' remuneration	-	-
Amortisation of negative goodwill on non monetary assets	-	-
Depreciation	-	-
Amortisation of negative goodwill on monetary assets	-	-
Accountant's fees	<u>2,850</u>	<u>2,850</u>

4. TAXATION ON ORDINARY ACTIVITIES

	2017	2016
	£	£
UK Corporation tax based on investment income at 20%	<u>99</u>	<u>-</u>

ENGINEERING PROFESSORS' COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 July 2017

5. DEBTORS

	2017	2016
	£	£
Trade debtors	7,501	-

6. CREDITORS: Amounts falling due within one year

	2017	2016
	£	£
Pensions	2,735	-
Other creditors	5,560	1,800
	<u>8,295</u>	<u>1,800</u>

7. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee in that every member undertakes to contribute such amounts as may be required in the event of the company being wound-up for payment of debts, for the payment of the debts, liabilities and the cost of winding up not exceeding £10 per member.

ENGINEERING PROFESSORS' COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 July 2017

8. PROFIT AND LOSS ACCOUNT

	2017	2016
	£	£
Balance brought forward	129,743	83,192
Profit/(Loss) for the financial period	15,367	18,870
Balance carried forward	<u>145,110</u>	<u>129,743</u>

**ENGINEERING PROFESSORS' COUNCIL
MANAGEMENT INFORMATION**

YEAR ENDED 31 July 2017

**The following pages do not form part of the statutory financial statements
which are the subject of the independent accountant's report on pages 4 to 5.**

**ENGINEERING PROFESSORS' COUNCIL
DETAILED PROFIT AND LOSS ACCOUNT**

YEAR ENDED 31 July 2017

	2017	2016
	£	£
TURNOVER		
Subscriptions	100,250	95,031
Previous Year	-	7,806
Other Income - Events	<u>7,129</u>	<u>9,363</u>
	107,379	112,200
COST OF SALES		
Research projects and event organisation expenses	9,806	9,702
	-----	-----
GROSS PROFIT	97,573	102,498
ADMINISTRATIVE EXPENSES		
Wages ,salaries & Pensions	57,680	57,636
Travel and subsistence	8,861	11,737
Subscriptions	974	779
Office Rent		4,494
Office administrative expenses	10,743	9,053
Legal and professional fees	-	-
Audit & Accountancy fees	2,800	2,760
Depreciation	-	-
Bank Charges	1,049	1,025
	-----	-----
	82,107	87,484
	-----	-----
OPERATING PROFIT/ (LOSS)	15,466	15,014
INTEREST RECEIVABLE		
Nationwide interest receivable		368
Income from Redemption of Bond	-	3,398

PROFIT/ (LOSS) ON ORDINARY ACTIVITIES BEFORE TAX	<u>15,466</u>	<u>18,780</u>

17/18 Operating budget
The Engineering Professors Council
August 2017 to July 2018

Account	2016/17 Actual	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Projected	Operating budget 17/18	Total projected
Income							
Congress income (121)	£0	£1,989	£0	£8,761	£0	£6,000	£10,749
Events income (120)	£5,802	£2,125	£1,074	£0	£0	£2,400	£3,200
Interest Income (140)	£0	£0	£0	£0	£0	£0	£0
Other Revenue (190)	£327	£502	£112	£0	£75	£300	£689
Sponsorship revenue (130)	£1,000	£0	£1,000	£1,000	£0	£1,500	£2,000
Subscriptions income (110)	£100,250	£91,990	£6,148	£3,370	£0	£104,000	£101,508
Total Income	£107,379	£96,606	£8,334	£13,131	£75	£114,200	£118,146
Gross Profit	£107,379	£96,606	£8,334	£13,131	£75	£114,200	£118,146
Costs							
Advertising & Marketing (320)	£0	£0	£0	£0	£0	£500	£0
Audit & Accountancy fees (303)	£271	£2,760	£0	£0	£0	£2,900	£2,760
Bank fees and charges (310)	£108	£705	£57	£72	£45	£180	£878
Conference & event attendance fees (340)	£90	£0	£0	£0	£150	£900	£150
Congress Booking Fees (313)	£178	£84	£0	£351	£0	£100	£434
Consulting, professional and legal fees (302)	£1,112	£0	£250	£1,000	£0	£0	£1,250
Corporation Tax (600)	£4,068	£0	£0	£0	£600	£2,400	£600
Credit card charges and fees (311)	£941	£193	£150	£0	£195	£780	£538
Employers National Insurance (240)	£2,060	£0	£0	£0	£1,746	£6,948	£1,746
Event booking fees (314)	£0	£59	£59	£0	£0	£0	£118
Event costs (382)	£0	£0	£0	£0	£7,000	£7,000	£7,000
Insurance (301)	£330	£0	£0	£314	£350	£350	£664
Interest Paid (312)	£0	£0	£0	£0	£0	£0	£0
IT Software and Consumables (353)	£1,375	£1,088	£109	£433	£360	£1,440	£1,989
Other sundry expenses (390)	£10	£0	£0	£0	£0	£0	£0
PAYE (230)	£8,605	£2,314	£2,539	£1,596	£2,910	£11,760	£9,359
Pensions Costs (220)	£2,670	£583	£4,219	£854	£1,455	£5,790	£7,111
Postage, Freight & Courier (362)	£27	£21	£17	£107	£0	£100	£145
Printing & Stationery (361)	£1,263	£492	£0	£159	£120	£1,000	£771
Room hire and other meeting costs (375)	£4,326	£825	£1,104	£991	£1,100	£4,100	£4,021
Salaries and wages (210)	£41,611	£11,324	£12,632	£12,125	£11,700	£47,350	£47,780
Staff Training (345)	£330	£0	£702	£0	£150	£600	£852
Student prizes, etc (385)	£1,100	£0	£0	£0	£0	£0	£0
Subscriptions and memberships (330)	£6,975	£6,300	£833	£35	£1,800	£7,200	£8,968
Sundry office expenses (360)	£2,114	£378	£537	£968	£750	£3,000	£2,633
Telephone & Internet (351)	£1,577	£326	£516	£230	£375	£1,500	£1,447
Travel, accommodation and subsistence (370)	£8,891	£1,113	£2,099	£1,533	£1,700	£8,400	£6,445
Web and email hosting (352)	£2,000	£0	£0	£0	£2,000	£12,000	£2,000
Total Overheads	£92,012	£28,565	£25,821	£20,766	£34,506	£126,298	£109,659
Total Expenses	£92,012	£28,565	£25,821	£20,766	£34,506	£126,298	£109,659
Net Profit (cumulative)	£15,367	£68,041	£50,554	£42,918	£8,487	-£12,098	£8,487

7. Elections

1. Election to the post of President-elect

The one-year term of office of the Immediate Past President, Professor Stephanie Haywood comes to an end at the AGM. We are grateful to Professor Haywood for her extensive contribution.

The role of President-elect therefore becomes available. This post, which is one of the four directors of the EPC, is held for one year during which time the incumbent acts as deputy President. After one year, the President-elect shall automatically assume the role of President for a two-year term, followed by one year as Immediate Past President.

2. Nominations

As of 9th May 2018, one nomination has been received on behalf of Professor Colin Turner.

Professor Turner is Head of the School of Engineering at Ulster University, having taken up that role in 2010, and Professor of Engineering Education since 2013. He obtained his Joint Honours degree in Pure and Applied Mathematics and his PhD in Mathematics from Queen's University Belfast in 1993 and 1997. He joined Ulster University in 1998 to take up a post as lecturer in Mathematics, Computing and Statistics and undertaking Cardio Vascular research with the Royal Victoria Hospital and NIBEC (Nanotechnology and Integrated Bioengineering Centre).

His areas of teaching expertise are in Mathematics and Software Development for Engineering. He also has interests in the developments of technology to assist Learning and Teaching, for which he has twice been awarded Ulster's Distinguished Learning Support Fellowship. He has a particular interest in technologies that impact upon Employability both within the University environment and outside. He has developed and released several of these systems with Free Software licenses and they have been used by Higher Education Providers in the UK and Beyond. He has had a key involvement in Ulster's strategic response and implementation of the Key Information Set (KIS) and the Higher Education Achievement Report (HEAR). He has been an architect producing electronic systems to manage curricula and the processes of their development to ensure all appropriate information is captured.

Professor Turner is a Fellow of the Institution of Mathematics and its Applications (FIMA), a Fellow of the Institution of Engineering and Technology (FIET), a Principal Fellow of the Higher Education Academy (PFHEA), and has served as a board member for the EPC since April 2013.

He is a member of the advisory group of Learned Societies and Professional Bodies for the All Party Group for Science and Technology at the Northern Ireland Assembly and an Executive Committee member and Trustee for ASET, the UK body for placement professionals.

3. Action

Members are:

- invited to NOMINATE other candidates;
- asked to hold an election to ELECT the President-elect.

4. Other vacancies

4.1 Convenor of the Annual Congress

In accordance with the provisions of Article 33a, the position of the Convenor of the Annual Congress 2019 falls vacant. The EPC is inviting applications to host this prestigious event. To indicate your interest, please email j.rich@epc.ac.uk or come along to the AGM.

Professor David Harrison
Honorary Secretary
9th May, 2018

9. EPC Equality and Diversity Policy

1 Background

At the 143rd Board meeting, a paper was presented to stimulate discussion around the EPC position regarding diversity, particularly at events it organises or develops in partnership with other engineering stakeholders. A recent event EPC had been involved in co-organising had provoked significant criticism on social media following a Panel Discussion where an all-male panel had been constituted to debate diversity. At the previous Board meeting it had been agreed that it was desirable to have a policy statement that could be presented to partners to show the commitment of EPC to equality and diversity, but that the policy should be a wider equality statement, not just regarding events and that having a mechanism for imposing sanctions wasn't the priority, more that we wish to promote positivity.

This paper presents a revision to the previous policy statement which seeks to address the concerns of the Board.

2 Proposed policy

The EPC is an inclusive organisation that is fully committed to the principles of fair treatment and to valuing diversity. We recognise that by encouraging equality and diversity in all our activities, we can be more effective in achieving our objectives as an organisation. The EPC's goal is to ensure that our commitment to equality and diversity is embedded in all working practices with all members, with the EPC Executive and with all other stakeholders. These principles apply in any EPC-related context, such as at meetings or events and in recruitment.

3 Considerations

The Board is invited to consider this revised policy in the light of the previous discussions.

4 Actions

The Board is asked to:

- CONSIDER the proposed policy;
- AGREE what further terms may be needed as part of the policy;
- AGREE the policy.

Prof Sarah Spurgeon
EPC President