

**Minutes of QE(K)A Committee Meeting on 22nd May 2013
James Clerk Maxwell Building Rm 6.13**

Present: Paul Ogden (PO) Chair
Rupal Kapadia (RK) Secretary
Pat Cox (PC) Treasurer
Henry V. Embling (HVE) Membership Secretary
Lyn V Embling (LVE) Envoy Editor
John Brockhouse (JB)
Ann Wood (AW)
Hilary Phillips (HP)
Radha Robinson (RR)

APOLOGIES

Gary Thomas (GT -Web Master), Barbara McLennan(BL), Mike Derome(MD), Sally Henderson(SH), Alan Riddy(AR)

MATTERS ARISING FROM MINUTES OF PREVIOUS COMMITTEE MEETING

There were no matters arising.

CORRESPONDENCE

JB received email from Andy Parish pointing out that money received from the grant was less than what is potential possible. Though a grant of £500 was available, a grant of £400 was applied and the amount spent was £302. PO asked if there was some flexibility in the amount of grant that can be received in year when more is required. JB mentioned that in the last KCMA meeting £400 has again been budgeted for QEKA and PO acknowledged that there is some buffer.

HVE mentioned that a number of people have joined QEKA from the website and either HVE and GT have been responding to them. Some questions have been asked such as ' why is there not a list from their year on the website?' HVE mentioned that due to Data Protection Act (DPA) such lists have not been put on the website i.e. the database is not publicly available. PO added that through his experience it is not difficult to be DPA compliant as long as they are reassured that the data is not stored outside the UK and it is not any sensitive data. However must go through all the hoops to make that declaration. King's is DPA compliant and just need to check that it is applicable to QEKA too. If it is not that PO suggested that we do get DPA compliance

(Action: HVE)

GT received email from Dr Iain Poplett, a member of the Nuclear Quadrupole Resonance (NQR) Group at King's College, London informing of the death of Professor John Alec Sydney Smith on 25th April 2013. Professor Smith was the leader of the NQR group from when it was set up at the Department of Chemistry at QEC in 1971 to the present location at King's. Since GT could not recall Prof John Smith being mentioned before, he checked the King's Website and his death was mentioned ensuring it was genuine. Lyn has received the obituary for Prof Smith which will be included in the Envoy.

TREASURER'S REPORT

PC reported the value of QEKA investment with JPMorgan on 5th April 2013 was 1026.803 shares priced at 484.40 giving £4973.83 as the amount QEKA has. Two dividends are given per year - one in October - £103.60 and one in April - £82.14 making a total of £185.74 This dividend goes into the treasury account which today (22nd May 2013) is £621.83 The JPMorgan investment is the only source of income apart from any donations received.

Regarding the Grant from KCLA, by error the wrong sort code was given and no one was informed about it hence the cheque bounced and the money was not received in time. However this afternoon when PC, PO and AW went to views the rooms, Sarah Hutching, the alumni contact reassured that the QEKA

treasury receive both the KCLA grant and the £42.60 profit made from the last reunion lunch. Sarah took the account details etc to ensure the money is deposited as soon as it can be.

PC commented that meeting with Sarah Hutching was very helpful and she seemed very corporative

PO did look into the JPMorgan investment sceptically but found it to be very good as it has a broad index tracker which pays good returns with very reasonable management fees. When the treasury report is returned PO will write a paragraph about his research into the JPMorgan investment which will serve as a good reference for anyone looking into it in the future.

Action: PO

ENVOY

LVE reported several obituaries have been coming through. They include Joyce Doubty, Sue Holly, Prof Smith and expecting one for John Garlick. Last year John Garlick had written one for Mavis Everitt but it was received just before Envoy was out. Soon after Mavis Everitt's nephew provided LVE the tribute given at her funeral and since it is so interesting, it has been decided to be included in this issue of Envoy even though it is the second one on Mavis Everitt.

Jean Atkins has written an article about her war time experience.

Bryan Winchester talk will be written up and included.

An article about Sue Holly Scholarship organised at Oxford for deserving people from 'developing countries' to be included in Envoy.

PO will write up about the 250km run he did in the Sahara over 6days and include some photos too.

Action: PO

Deadline for articles etc to be included in Envoy is mid June and the aim to distribute them out by end of July, beginning of August.

JB will provide the KCLA report.

WEB SITE NEWS

PO looked at the website and said it is fully functional with Facebook also working well. The website included information of this year's reunion with nature of Prof Brian Foster's talk/performance. There are also some people's updates and few more requests to join QEKA. Furthermore effort must be made to encourage attendance of the annual reunion.

However PO noted that on LinkedIn there is no option to pull down QEC as an academic institution so have to use King's. PO inquired about what would be the requirements for QEC to be included. Apparently if there are enough people who manually type in QEC, then it will be included.

HVE has a list of 9 people wanting the College scarf and will look into how many need to be ordered to make the order meaningful. PO suggested that ordering of the scarf can be raised at the Reunion.

(Action: HVE)

'IN TOUCH'

HVE pointed out that a small advertisement had been put in for the Reunion 2013 inviting people to contact HVE but to date no one has contacted him. Also In Touch provides a route to be in contact with many more ex QEC staff and students who are not registered or do not yet even know about the existence of QEKA. Something proactive can be done to make more people aware of the presence of QEKA and a formal write up about upcoming event for the winter issue of 'In Touch' may contribute to QEKA being recognised more. PO agreed that with the nature of the event and Prof Brian Foster's profile would not only be a good advertisement for QEKA but also a worthy news item for the magazine.

'In Touch' has about 800 ex QEC people on its database and but only 300 are contacted by email and another 80 by post making our numbers significantly lower than what is on the database. PO noted that finding QEC on the KCLA website is not obviously easy even though it is there.

JB said on the KCLA website, under alumni events the QEKA Reunion is mentioned and could try to add a line mentioning Prof Brian Foster and the event.

KCLA Report

JB reported the most significant event coming up was the Alumni Weekend. As of the meeting on 1st May, there had been 624 individual bookings with the target being 1000. There were 500 in the previous year and three years ago it was about 250 indicating there is an increase each year.

KCLA games is 5th October which is a bit disappointing as Andy Parish is not likely to be able to attend the Reunion. There will be Inaugural sports dinner in April 2014

Fund raising has reached £440 million with the target being £500 million by 2015 so it seems to be on course.

REUNION 2013

Venue - Sarah Hutching, the Alumni contact met PO, PC and AW to show the possible rooms for the Reunion. She did show rooms in the Somerset House which have been tastefully restored and though they were impressive, the rooms on the Strand seemed more suitable for the event. The Council Room which is next to the Committee room where coffee is served on arrival, seem very appropriate for the event. The Council rooms can accommodate 60 and PO said it has the right setting for the event and also includes AV facilities! AW mentioned that the Lecture room used previously has changes done and just in case there were more than 60, use of the Lecture room is an option. Lunch will be in the River Room

PC will email Sarah to book the Council, Committee and Riverside rooms. It was also agreed that the AGM will happen after the event but before lunch.

Event - HVE has been in touch with Brian Foster and asked what he requires. Brian needs AV equipment and would prefer to have 75mins hence it would be best to start at 11:15hrs to finish at 12:30hrs. Also Jack Liebeck needs to leave to fly to Paris.

Signs/Food/Drink - Sarah did give PC the new menus which are not too dissimilar to ones last year. Last year had the Hot Buffet costing £19.50 This year the cost is still £19.50 but prices can rise in August. There are 3 menus and a decision on which one to choose will be made later. Again as last year will be paying only for the wine used.

Pricing - The cost of the Reunion has been £28 for the last two year and there was some debate about whether to put it up to £30. RK said that her experience from year was that the Reunion was about meeting up rather than the £28. PO mentioned that with the event this year and to help QEKA to be at least in credit, charging £30 was agreed.

PC asked about the grant and JB confirmed that £400 has been budgeted for QEKA in the current financial year. PO viewed this as an ongoing grant QEKA will be receiving and JB confirmed that for the foreseeable future it is likely to be the case.

HVE said he will send out initial emails to the member to reserve 5th October in their diary and AW would transcribe the message on to Facebook.

(Action: HVE & AW)

LVE reminded that as a token we give the speaker £50 and as there are two people for this Reunion, PO agreed that both will be given £50 each.

Reunion 2014

PO confirmed that Professor Higgs from Cranfield will be more than happy to be the speaker for Reunion 2014. The topic of his talk will be decided nearer the time.

AOB

JB mentioned that it is difficult to get information from the Alumni office and KCLA also has difficulties getting details for the King's databases reassuring that it was not just QEKA who have problems. This is due to uncertainty of whether people are covered by the Data Protection etc. PO pointed out again the importance of having DPA compliance so that the database holder can know exactly what will be done with the information given.

DATE OF NEXT MEETING

The date of next meeting will be decided at the AGM which is at 12:30hr on 5th October 2013