



Defence Technology Club
 Technology School
 Defence Academy of the United Kingdom
 Shrivenham
 SN6 8LA

18 Dec 18

**RECORD OF DECISIONS FOR THE ANNUAL GENERAL MEETING
 OF THE DEFENCE TECHNOLOGY CLUB
 HELD IN THE TECHNOLOGY SCHOOL BOARDROOM
 ON THU 29 NOV 2018**

Present	Dr Matt Chinn Brig (Retd) Jim Campbell Lt Col (Retd) Tommy Baldwin Lt Col Dave Farragher Maj Andy Lambert Mr David Austin Col (Retd) Paul Molyneaux Prof Mark Richardson Mr John Treasure Maj (Retd) David Wyse Lt Col Liz Nelson	Chair Retired Officer Member Defence Professional Member Marketing Member Treasurer Member Member Member Member Member Secretary
Apologies	Mrs Susan Ross	CDS Professional Member

Item	Topic	Activity	Action
1	Introduction	The Chair opened the Annual General Meeting (AGM), thanked those present for attending and said that following an extremely successful Symposium (for which he praised the efforts of Mr David Wyse and Lt Col Liz Nelson) there was a need to address the 'what next' question.	
2	Minutes of the Last Meeting	<p>The previous minutes were distributed at the meeting and were agreed as a true record of the AGM held on 23 Nov 2017.</p> <p>Outstanding action:</p> <p>The decision for former ACDC members to begin paying membership fees will be highlighted in the Jan 19 Newsletter – this could not be actioned sooner due to the issues with the account changeover highlighted in the Treasurer's report at Annex A.</p>	<p>Proposed Lt Col (Retd) Baldwin</p> <p>Seconded Maj Lambert</p> <p>Secretary</p>
3	Membership Report	<p>A Membership Report was read out by the Secretary:</p> <p>As at 28th November 2018 the club has a total of 976 current members - a decrease of 13 on last year's 989 members at 23rd Nov 2017. Only 1 death reported the rest of which are members choosing to leave of their own accord.</p> <p>The inputting of 2018 membership subscriptions has just</p>	

		<p>been completed and there are a further 42 non-payers who are being contacted to determine future membership.</p> <p>As mentioned in the newsletters, the database holding members details has undergone a significant overhaul to ensure we are compliant with GDPR hence the members book is being distributed Dec/Jan.</p>									
4	Financial Report	<p>The Treasurer's report is at Annex A.</p> <p>There was detailed discussion about the implications on the DTC and its members about switching from current Standing Orders to Direct Debits. More information was requested from the Treasurer and is to be included in the January Newsletter.</p> <p>An extraordinary committee meeting is to be held prior to the Spring Dinner to address this issue and its implications on membership.</p>	<p>Treasurer</p> <p>Secretary</p> <p>Secretary</p>								
5	Committee Appointments	<p>a. Industry Member As mentioned by the Chair in the June 2018 newsletter there was a vacancy for an Industry Member to bring energy to the DTC from an Industry Perspective and further develop the relationship with Industry.</p> <p>Following a submission of interest from David Wyse, the Chair put this to the committee and his appointment was accepted.</p> <p>The newly appointed Industry Member is to write an article for the next newsletter introducing himself and his role in the DTC.</p> <p>b. Retired Officer Member Brig (Retd) Campbell requested to stand down as Retired Officer member. The Chair thanked him for his valuable service and his offer to remain in post until a replacement could be found.</p> <p>The Secretary is to include in the next newsletter a request for volunteers for this post to submit their interest to the Chair.</p>	<p>Proposed: Dr Matt Chinn</p> <p>Seconded: Lt Col (Retd) Baldwin</p> <p>Industry Member</p> <p>Secretary</p>								
6	Club Events	<p>The Chair highlighted the currently planned programme for the next year as follows:</p> <table border="1" data-bbox="448 1666 1136 1850"> <thead> <tr> <th>Event</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Symposium and Spring Dinner</td> <td>21 Mar 19</td> </tr> <tr> <td>Summer Reception</td> <td>tbc Jul 19</td> </tr> <tr> <td>AGM and Winter Dinner</td> <td>tbc Dec 19</td> </tr> </tbody> </table> <p>The date for the Spring Dinner on Thu 21 Mar 19 is timed to coincide with the end of the BTC and act as the end of course dinner.</p> <p>a. DTC/BTC Dinner Lt Col Donkin (in absentia) submitted the following proposal via the Secretary:</p>	Event	Date	Symposium and Spring Dinner	21 Mar 19	Summer Reception	tbc Jul 19	AGM and Winter Dinner	tbc Dec 19	
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Symposium and Spring Dinner	21 Mar 19										
Summer Reception	tbc Jul 19										
AGM and Winter Dinner	tbc Dec 19										

		<p>The DTC spring Dinner is also the BTC Graduation Dinner becoming a compulsory event for the BTC students and staff. The prizes for BTC students be presented on the evening; Best Student, Best IM, Best SIM/BM. Industry may then consider sponsoring awards for the depth modules and the senior Customer (Gen Gaunt) could be invited to present prizes. DTC would provide one year free membership to the graduating BTC Students. Funding could be requested from the mess due to the number of mess members that attend. This proposal could also include the ATO Course.</p> <p>This proposal was extremely well received by those in attendance as being in line with the Club's raison d'etre.</p> <p>The Secretary is to work with Lt Col Donkin and the BTC and ATO Lead SO1s to facilitate this linkage for the 2019 Spring Dinner.</p> <p>b. Summer Reception There was debate as to whether the Summer Reception should be on the scale of previous years or something larger.</p> <p><i>Afternote:</i></p> <p><i>The Technology School, in collaboration with Cranfield University, is forming links with South Wilts University Technical College. South Wilts UTC has a very strong Defence focus with sponsors including DSTL, QinetiQ, Chemring and the Royal Navy. Tech School is currently exploring the option of delivering a Symposium for UTC students to attend with Head Tech School and Business Skills Faculty (and DTC Chair) very supportive about the symposia idea as it ties in with STEM outreach activities and suggested that it would be a positive event for DTC to sponsor in support of the next generation of Defence technologists. The Chair has requested the Secretary to investigate this prior to considering putting it to the Members Out of Committee.</i></p> <p>c. Symposia Links Reinvigorating DTC/Symposia Collaboration. The desire to re-engage more closely with Symposia at Shrivenham in the running of the DTC and its events was unanimously supported. This renewed collaboration is to be investigated by the Secretary and Marketing Member ahead of the Summer event.</p> <p>Suggestions of topics for an event were Cyber, Simulation, and Information Warfare, the latter being the preferred option at the AGM (prior to the afternote above.)</p>	<p>Proposed: Lt Col Donkin</p> <p>Seconded: Maj Lambert</p> <p>Secretary</p> <p>Secretary</p> <p>Secretary & Marketing Member</p>
7	AOB	<p>a. Treasurer/Secretary The Chair officially welcomed Maj Andy Lambert as the new Treasurer and announced that the new Secretary taking over immediately following the AGM and Winter Dinner is to be Nic Foreman (SO1 MKO in Tech School).</p>	

		<p>The Chair thanked the outgoing Secretary Lt Col Liz Nelson for her hard work and dedication during her tenure.</p> <p>b. Members Book The Secretary announced that, following the sanitisation of the Members Database to comply with GDPR, the 2019 Members Book was ready for print and would be sent out in the New Year.</p> <p>c. Newsletter With a lot of information to be disseminated to members the next Newsletter is to be published in Jan 19.</p>	
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Signed Electronically

EM NELSON
Lt Col
SO1 Explosive Ordnance Engineering
DTC Secretary

TREASURER'S REPORT – NOV 2018

Maj Andy Lambert has now taken over as the new DTC Treasurer from Lt Col Steve France. The DTC Fund remains healthy. The increase in sponsorship for dinners, the increased cost of the ticket price and the alteration of formats and location of dinners allows the DTC funds to remain steady.

Financial State to Date

Year	14/15	15/16	16/17	As at 18 Dec 18
Investments	£44148	£44745	£49835	£41056
Investment Income	£841	£1253	£398	£1663
Members Income	£10220	£10320	£9890	£10716
Current Assets	£4068	£5337	CB -£1500 Lloyds - £2865	CB £5037 Lloyds £50
Running Costs	£4300	£4454	£4200* ¹	£4500* ¹
Costs	£11000	£12529	£12000* ¹	£15221* ¹
Total Funds	£48217	£51696	£54200	£46143

Note 1 – Estimate of costs as AFN 1514 have still to be provided by JSAU.

DTC Lloyds Bank Account

The DTC Lloyds Bank account MUST close to comply with SFA Regulations and this may have an impact on future subscription fees. The account will now close in February 2019 prior to the next Def Ac G1 Inspection. The Treasurer has looked at the options available and the only viable option will be to invite members to complete a Direct Debit mandate, this will allow subscriptions to be managed more effectively through the Def Ac Central Bank account and in compliance with SFA Regulations. Other than completing and returning the Direct Debit mandate no further action will be required by members. Further details will be published in the January 2019 Newsletter.

Investments

The DTC Investment reduced as a result of the withdrawal of £10K to support DTC events this year; however it has realised a return on unrealized market value of £1663. That said the current overall Def Ac investment portfolio is not performing well month on month at the current time. The Def Ac IMC is looking at alternative investment options.

DTC Events

DTC Winter Dinner cost approx £6.5k with an income from attendance sitting at approx £1900. The DTC Committee will be looking at how best to maximise the DTC output from the small income

we generate against the large cost of events. Details will be published in the January 2019 Newsletter.

Honorarium

The Honorarium payments to Serco staff for administrative support to the DTC have now been removed and the work undertaken as part of the incumbents Roles and Responsibilities. This will release approx £3k back to working capital.

Burch Trust

The Burch Trust was discussed in outline during the AGM. The Burch Trust provides a small income each year to cover the cost of Prizes for the BTC, ATO, AT and ICM MSc Courses. The Trustees had asked if the Trust could be dissolved or transferred in whole to the Def Ac Investment Portfolio. The current Def Ac Investment Portfolio is not performing well and the Senior Managing Trustee and Investment Management Committee are looking at alternatives. As the Burch Trust continues to perform adequately, having taken advice and looked at the options it has been decided to leave the Burch Trust as is for the following year and review again prior to the next AGM. This protects the Burch Trust and the income we receive to fund the Burch Prizes.

Electronically Signed

AP Lambert MBE RLC
Major
Treasure Defence Technology Club