Coventry and Warwickshire Materials Society

Annual General Meeting – 6.00 p.m., June 20th 2022

In-person in lecture theatre IMC004, Warwick University International Manufacturing Centre and on-line

Agenda

1. Welcome

2. Apologies

3. Introductions

4. Minutes of 2021 AGM – see below

5. Chair’s report on the 20212022 season

6. Treasurer’s Financial report

7. Committee’s recommendation for amendment to constitution (see attachment)
   i. Vote on alternatives for donation of funds in case of dissolution (see article 13 of attachment) - most popular alternative to be adopted for vote in 7ii
   ii. Vote on acceptance of amended constitution - simple majority required

8. Election of Officers and Committee: Chair, Secretary; Treasurer; Student & Early Career Members’ Rep; Committee Members

9. Discussion of programme for 2022/2023

10. A.O.B.
Coventry and Warwickshire Materials Society
AGM, Jun 29th 2021

Agenda
11. Welcome
12. Apologies
13. Introductions
14. Committee matters deferred to AGM
   a. Review of open actions from meeting of 20th Oct 2020 and 27th April 2021
   b. Feedback from 2021 events
      i. Improved liaison with YPLC contestants
      ii. Use of Eventbrite
   c. Memorandum of Understanding between IOM3 and CWMS
15. Minutes of 2020 AGM
17. Financial report
18. Election of Officers and Committee: Secretary; Treasurer; Student & Early Career Members’ Rep; Committee Members
19. Discussion of programme for 2021 / 2022
   a. Transition to physical events
   b. Potential for contribution to IOM3 Sustainable Future week (6-10 Sept 2021)
20. A.O.B.

Minutes

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<th>Item</th>
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<tr>
<td>1</td>
<td>Welcome&lt;br&gt;Sarah C welcomed all participants to the meeting.</td>
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<td>2</td>
<td>Apologies&lt;br&gt;Jen Unsworth had sent apologies but confirmed she was looking forward to continuing to work with the committee.</td>
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<td>3</td>
<td>Introductions&lt;br&gt;The 2020/21 committee members introduced themselves, as did all other participants in the meeting.</td>
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<td>4a</td>
<td>Committee actions deferred to AGM&lt;br&gt;Open actions from 20th Oct 2020:&lt;br&gt;• Sarah B had contacted Coventry University and two of the teaching staff had expressed interest in joining the committee. Action complete.&lt;br&gt;• Tara will follow up on the concept of an award for the best Warwick Uni undergraduate taking the module &quot;Materials for Engineering&quot; with the module tutor, GlenMiles. Action continues.&lt;br&gt;• Tara will contact Claire Davis to see if she is willing to give a lecture in the 2021/22 season. Action relaunched.&lt;br&gt;Open actions from 27th April 2021:&lt;br&gt;• Rob had contacted Prof Gary Critchlow at Loughborough Uni to confirm CWMS are willing to make the Susan Panteney Award for 2020/21. Action complete.&lt;br&gt;• Rod had agreed with WMTR the postponement of a visit to the Banbury lab to October 19th. Action complete.&lt;br&gt;• Sarah C had arranged a talk on fusion technology which took place on June 15th. Action complete.&lt;br&gt;• Rod had prepared the AGM agenda. Action complete.</td>
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| Tara  |
| Tara  |
### Feedback from 2021 events

**i Improved liaison with YPLC contestants**

In one case a competitor had nearly withdrawn from the CWMS heat because he had not received feedback from IOM3 on his application, and did not hear from CWMS until 2 days before the heat. To avoid this, it was agreed the Student & Early Career Members’ Rep should make contact with contestants as soon as IOM3 advise receipt of an application and act as the point of contact between contestants and CWMS.

**ii Use of Eventbrite**

Although there was frustration in some cases over the difficulties in locating and following links to enter events, it was agreed that use of Eventbrite was an efficient and effective way of managing event registration, event reminders and gathering of leads for IOM3 membership. Some improvements were agreed:

- The event link will be included on reminder emails.
- Questions on registration will be expanded to include a question on interest in membership upgrade.

### Memorandum of Understanding between IOM3 and CWMS

There had been several iterations over the last 10 months between IOM3 and local societies, including CWMS, in preparing the MoU. IOM3 had now prepared a document for CWMS signature and this had been shared with all committee members for their consideration. It was agreed that:

- The proposed IOM3/CWMS MoU was acceptable to CWMS.
- The Chair should sign the MoU on behalf of CWMS

### Minutes of 2020 AGM

The minutes had been distributed to all meeting participants in advance of the meeting. They were accepted without amendment.

### Report on the 2020/2021 season

The Chair reported that despite the COVID pandemic, CWMS had been able to organise successful virtual events including seven technical lectures (one in each month of Oct, Nov, Jan, Mar, Apr, May, Jun), a Christmas quiz in Dec and a heat of the Young Persons Lecture Competition in Feb, the winner of the latter event having gone on the Midlands regional competition where she lost out to the eventual winner of the World Competition. A visit to a materials test lab had also been arranged but due to the pandemic had been postponed to October.
Financial report
The Treasurer presented the following record of income and expenses for the period Sep 2020 to Jun 2021. During the remaining period up to Aug 31st, monthly Zoom prescriptions will continue to be paid and the balance of the IOM3 funding (£1004) will be received. The report was accepted.

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<tr>
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<th>DESCRIPTION</th>
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<td>STARTING BALANCE</td>
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<td>A.Singh - YPLC winner</td>
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Election of Officers and Committee: Secretary; Treasurer; Student & Early Career Members’ Rep; Committee Members
All current officers and committee members confirmed their willingness to continue in post. Additional committee members were proposed. The following were elected:
- Secretary: Rod Vanstone
- Treasurer: Rob Crow
- Student & Early Career Members’ Rep: Bart Polomski
- Committee members: Tara Schilling; Ben Dempster; Jen Unsworth; Sreedharma Sarma; Digvijay Thakur; Sarah Boad; Mingwen Bai. In addition it was agreed that:
  - Mingwen will contact Kashif Khan to invite him to join the committee
  - Adedayo Babtunde will confirm by email his offer of joining the committee.

It was recognised that the committee is significantly strengthened by two new members from the staff of Coventry University (Mingwen and Kashif).
- Finally an offer from Professor Trunkerton to fill the vacant position of CWMS mascot was also accepted.
9 | Discussion of programme for 2021 / 2022
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9a | **Transition to physical events**
   Tara advised that:
   - at Warwick Uni room capacities are still limited with a hybrid approach to teaching - virtual teaching supplemented by physical events where necessary.
   - Lectures are being streamed from lecture theatres using Teams.
   It was agreed that for CWMS this hybrid approach might be the best solution for 2021/22 and for the longer term:
   - It allows for a physical meeting to facilitate networking
   - It allows participation by those unable to attend a physical meeting due to distance or other circumstance (e.g. parental responsibilities, limited mobility)
   The hybrid format was recognised as a more inclusive approach than purely physical meetings.
   Streaming lectures would also give the possibility of recording lectures. After discussion, this potential was rejected for the time being on the grounds that it might discourage live attendance at meetings (whether in person or on-line) and inhibit discussion of issues considered as being even remotely sensitive or commercial. Nonetheless the upcoming Local Society Forum, to be attended by Rod, might give an opportunity to benchmark against the approach of other local societies.
   It was agreed that virtual or hybrid lectures should include a period for networking between registrants before the lecture itself.

9b | **Potential for contribution to IOM3 Sustainable Future week (6-10 Sept 2021)**
   - Sarah C agreed to prepare a lecture on strategies to improve sustainability in the Foundation Industries, to be presented on Sep 7th.
   - Sarah B will issue an invitation to all CWMS members.

10 | **AOB**
A committee meeting to detail next year's programme of events will be scheduled for Sept 7th to take place just before or after the Sustainable Future lecture.