

## UK CONTROLLED ENVIRONMENT USERS' GROUP

### MINUTES OF 2011 ANNUAL GENERAL MEETING

The Annual General Meeting of the Controlled Environment Users' Group was held on  
Tuesday 6th September 2011 at the National Science Learning Centre,  
University of York

The UK CEUG Chairman, L. Incoll, opened the meeting at 21:10 pm.

*Present:* C. Abbott, D. Alger, S. Andrews, P. Arkesteijn, C. Armstrong, J. Bayley, R. Beerkens, L. Benjamin, R. Brett, D. Clark, L. Connole, A. Cookson, T. Cross, R. Darby, K. Davies, C. Denston, A. Flanagan, C. Fox, J. Franklin (Secretary), K. Frediani, P. Gill (Treasurer), M. Gilroy, P. Glanfield, L. Hansen, S. Hart, S. Haupt, G. Holmes-Henderson, G. Holroyd, L. Incoll (Chair), P. Langley, N. Macrae, L. Marcelis, R. Natt, P. Oakley, C. O'Keeffe, A. Padfield, L. Penketh, L. Perkins, G. Pitkin, R. Redpath, M. Richardson, B. Robertson, S. Robertson, B. Samworth, A. Shaw, D. Skelton, P. Snijders, K. Staples, M. Stenning, G. Taylor, C. Tilley, G. Waimann, G. Wilson.

*Apologies:* C. Fryars, E. Fryars, I. Pearman.

1. **Minutes of the previous meeting at Bramber House, University of Sussex, Falmer Monday 6th September 2010.**

The minutes had been distributed to members before Christmas in the annual mailing and were available on the CEUG web site. The minutes were approved unanimously as a true record of the proceedings (proposed: M. Stenning; University of Sussex; seconded: G. Holroyd; University of Lancaster).

2. **Matters Arising**

There were no matters arising on the minutes.

3. **Chairman's Report (L Incoll, University of Leeds)**

#### **“Introduction**

This year we have again had to concentrate on the organisation of the next two annual meetings which include hosting the international conference in 2012. The educational objectives of the group have been met in several areas this year. We held a very successful scientific meeting on CEs for conservation which included a visit to the Millennium Seed Bank. Our on-line interactive discussion group has continued to host constructive discussions on controlled environment subjects. Some of our members are acting on our behalf on the International Committee on Controlled Environment Guidelines which is preparing guidelines for the monitoring and reporting of environmental parameters in controlled environment greenhouses.

As well, led by our Financial Sub-committee (chairman G. Taylor), we instituted a thorough review of what we called ‘manufacturer membership’. The trustees have

consequently terminated the ‘manufacturer membership’ category and established a new class of membership called ‘commercial membership’.

### **Recent Meetings**

#### *1. Sussex 2010 – “CEs for conservation: from genotype to ecosystem”*

The second day of the meeting, after the 2010 AGM, was very successful. An early morning drive through the South Downs and the Sussex Weald took us to the Millennium Seed Bank at Wakehurst Place where local organiser, Keith Manger of Kew Gardens, had arranged a comprehensive tour of the most impressive Seed Centre and an interesting trade exhibition by 16 companies followed by a lunch matching the scientific content of the morning visit in its impressiveness. The scientific support of the Seed Centre clearly showed translation of the vision of the concept of the seed centre into the reality of a world class facility. Many of the delegates stayed on into the afternoon, despite inclement weather, for the opportunity to visit the gardens and original house of Wakehurst Place, Kew's 'Country Garden' containing its National Trust mansion.

#### *2. York 2011 – FERA, University of York and Stockbridge Technology Centre. “Greenhouse Technology and Practice”*

This meeting will be half way through when this report is presented at the AGM. At the time of writing, it is evident that the organising committee, Colin Abbott, Richard Natt, Ross Hibbs, and I, had organised an excellent set of papers for the scientific meeting at FERA including two overseas speakers from the Netherlands, and local organisers Martin McPherson and Colin Abbott have arranged comprehensive tours of facilities at the Stockbridge Technology Centre at Cawood and the University of York (the latter including 11 trade displays) respectively. Our thanks go to them all for their support of the Group.

### **Future Meetings**

**2012:** The organisation of the fourth international CE conference at Cambridge in September 2012 is still moving more slowly than the executive committee would wish.

Local organiser, C. Denston, is organising the local tour of facilities which will include a tour of the new Sainsbury Institute in the Cambridge Botanic Garden site, his department’s plant growth facility and the Botanic Gardens and its facilities.

The Scientific Programme Sub-committee, which I chair, has not yet finalised the programme of lectures but has already had several acceptances of invitation.

The Finances and Trade Display Sub-committee chaired by Garry Taylor, is working with the local organiser to maximise our ability to raise funds, through the trade exhibition, which will underpin our offers of financial support to invited speakers.

The Sub-committee for the Post-conference Tour of Installations for overseas delegates is chaired by J. Franklin. In consultation with NCERA-101 and the ACEWG, the current proposal is to arrange a one and a half-day tour with three visits mixing research sites and commercial operations - British Sugar’s 'sustainable' factory at College Road, Wisington near Downham Market (CEUG planned to visit Wisington after its 2013 annual meeting), Rothamsted Research and Kew Gardens.

**2013:** I am pleased to be able to report that the John Innes senior management recognised their misjudgement in withdrawing their support of this annual meeting, so the meeting will now go ahead as planned. Barry Robertson and his staff have arrangements well in hand. The theme of the meeting remains "Increased Growth & Reduced Carbon Footprint". The meeting venues will be The John Innes Centre, Norwich Research Park, Norwich with overnight accommodation at the University of East Anglia (UEA), Dinner and AGM and evening Discussion Meeting at the Sainsbury Centre for Visual Arts. There will a tour of the comprehensive facilities of the JIC's progress in CE since our visit for the 2001 international meeting will be evident. Because of the relevance of its operating philosophy to the topic of the meeting, an optional afternoon tour has been arranged of British Sugar's factory at College Road, Wisington near Downham Market, which produces sugar and by products of topsoil, stone aggregate, animal feed, chalk fertilizer and CHP generation, and greenhouse tomatoes.

### **Communications**

#### *1. 'UK-CEUG' JISCmail List (June 2010 to 31 August 2011)*

There has been similar activity in the last year both from the Executive Committee (14) and from members (61) seeking help by asking questions. Twenty subjects were discussed ranging from 'Bel-W3 tobacco' to 'Cleaning growing spaces and equipment'. In the following list, questions are indicated by '?'. 'No reply' includes instances where, unknown to us, a response was sent to the sender and not the list:

1. ? Rice plants – Julian Franklin (1 message)
2. ? Growlights causing damage to Solanaceae plants – Danny Skelton(1 + 7 messages)
3. ? Cowslip – Primula veris - Richard Natt (1 + 3 messages)
4. ? Arabidopsis producing red plants – Lance Penketh (1 + 5 messages)
5. ? Smoke testing containment glasshouses – Karen Staples (1 + 4 messages)
6. ? Reference paper – Kevin Frediani – (1 message)
7. ? Arabidopsis seed supplier – Danny Skelton (1 + 4 messages)
8. ? Bel-W3 tobacco – Andy McLeod (1 message) no reply
9. ? Maize and wheat production – Mark Levy (1 + 7 messages)
10. Pollination and seed set in wheat – Barry Robertson (1 + 2 messages)
11. Vernalization of wheat – Richard Natt (1 + 2 messages)
12. ? Low energy lighting – Phillip Davey – (1 + 1 message)
13. ? Cassava – Julian Franklin (1 message) no reply
14. ? mature Chilli plants – Guy Henderson (1 + 1 message)
15. ? Commercial High glass Greenhouse cleaners and Maintenance – Alistair Griffiths (1 + 1 message)
16. ? Weiss growth rig problem – Peter Reed (2 messages) no reply
17. ? Experiences of energy efficient glasshouse lighting - Karen Staples (1 + 1 message)
18. ? Potting compost again - Laurence Hansen (1 message) no reply
19. ? Dilution rate for sodium hypochlorite solution - Robert Brett (1 + 2 messages)
20. ? Cleaning growing spaces and equipment - Laurence Hansen (1 + 2 messages)

21. Announcement: University of Sussex – Martyn Stenning (2 messages)
22. Booking acknowledgement and reminder – Martyn Stenning (2 messages)
23. 2010 meeting; late fee, closure of booking – Lynton Incoll (1 + 1 messages)
24. Notice of AGM – Julian Franklin (1 message)
25. Chairman’s report 2010 – Lynton Incoll (1 message)
26. Travel to Sussex – Peter Gill (1 message)
27. Announcement of 2011 meeting – Lynton Incoll (1 message)
28. [Information]: Sodium lamps into the future – Lynton Incoll (1 message)
29. 2011 annual scientific meeting - error on booking form - Lynton Incoll (1 message)
30. 2011 meeting - late fee and close of booking - Lynton Incoll (1 message)
31. AGM notice and agenda - Julian Franklin (1 message)? Jet 5, Peracetic acid – Julian Franklin (1 + 4 messages)

## 2. Website

The following existing pages have been modified:

1. Item 2: 2011 York meeting announcement was updated in May 2011 with details of arrangements for booking.
2. Items 8 & 9: Minutes and Proceedings. *Historic Archive*. The last of the duplicated minutes (paper copies) and proceedings have been converted to electronic copies by the addition of scanned photographs, diagrams and graphs as follows
  - a. 1991 Woodfin’s appendix to minutes (**BUILD YOUR OWN PAR SENSOR**)
  - b. 1994 Minutes
  - c. 1995 Proceedings
  - d. 1996 Proceedings

Comments on the web site – its items, its ease of use and suggestions for new pages are welcome. I am pleased to tell you that Laurence Benjamin has recently agreed to become our deputy web master.

## Membership - statistics

Thankfully there has been a small net increase in membership which conceals a good number of new members offset by resignations, deletions, and retirements. We are now close to a milestone of 200 members. We have four new overseas members, one from each of Belgium, India, Norway and Pakistan.

Since September 2010:

Category	Number
New members	10
Members resigned or removed	5
Net change	+5
Current total	197
No E-mail contact – <uk-ceug> JISCMail group (no e-mail address or unsubscribed)	5
Attended the 2010 meeting (members only)	43
Overseas recruitment:	
Australia - joined	
Belgium - joined	1

Canada – joined	
Germany – joined	
France – joined	
Ireland - joined	
India – joined	1
The Netherlands – joined	
Norway - joined	1
Pakistan joined	1
Spain – joined	
USA - joined	

---

### **Membership – ‘Manufacturer’ versus ‘Commercial’**

Since 1989, the group defined its membership as “[comprising] managers of controlled environment facilities, other interested users of controlled environments from university departments, research institutes and companies concerned with research on plants and representatives of manufacturers of controlled environment cabinets, rooms and glasshouses, most of whom are in Europe (British Isles and continental Europe)” i.e. giving two categories – ordinary members and manufacturer-members. No subscription applied to either category but the definition of ‘manufacturer-members’ was strictly applied and allowed about a dozen manufacturers of CEs to join.

Of course the group costs money to run, especially since it became a registered charity when it became obliged constitutionally to hold two meetings of trustees per year, but the group was able to successfully maintain its no-subscription policy over that time by two fund raising methods. First it solicited commercial companies to sponsor mailings of our printed material including the sponsoring company’s literature in the mailing for a small fee. As well every meeting included a trade exhibition of upwards of 10 commercial companies, who don’t have to be manufacturers but whose products are most relevant to the topic of each meeting. The trade exhibitors pay a fee to exhibit. The benefits of these policies are evident to all members in the quality of speakers we are able to invite to speak at our scientific sessions.

In recent times the sponsored mailing has been run by the Financial Sub-committee with considerable voluntary help from staff of Weiss Gallenkamp. However the search for sponsors became increasingly difficult as manufacturers and agents converted their publicity to web-based material and became more difficult than usual to work with. In recent times we have also had increasingly acrimonious exchanges with representatives of commercial companies over their eligibility for ‘manufacturer-membership’ as defined above. After much discussion and thought the Financial Sub-committee proposed to the trustees that we abolish the category of ‘manufacturer-membership’ and institute a category of ‘commercial membership’. In this we have guided by the example of industrial members of our fraternal North American colleagues, NCERA-101. Some of our commercial members had independently expressed the wish to pay a subscription rather than be involved in sponsored mailings.

The Charity Commission approved constitution of the CEUG allows this change to be made without any change to the constitution. The eligibility and conditions of membership as adopted by the trustees are:

- “
1. *Companies that manufacture hardware or software associated with controlled environments for plant, animal, or animal and plant growth or for ecosystems, are eligible for membership at the discretion of the Executive Committee.*
  2. *Such companies may appoint one individual (its ‘commercial member’) to represent it and to vote on its behalf at meetings of the Charity; and may appoint an alternate to replace its appointed representative at any meeting of the Charity, if the appointed representative is unable to attend. The commercial member represents the ‘member organization’ and has one vote.*
  3. *Other company members may join as non-voting members, but only if they are already represented by a ‘commercial member’.*
  4. *Commercial members will be expected to pay an annual subscription to the charity at a rate recommended by the Executive Committee.*
  5. *Commercial members have the right to exhibit at the annual conference/meeting on payment of the standard display space charge, however the first call on display space for the local organizers must be companies relevant to the subject of that year’s meeting and secondly companies who are used by the organizers or are local to the site of the meeting.*

*The benefits of commercial membership of the Group include:*

- *The opportunity to participate in annual group meetings.*
- *Membership of a long-established and forward looking learned group.*
- *Membership of a JISCMail internet discussion group.*
- *The opportunity to have a link to their website from the UK CEUG website.*
- *Access to a pool of experts on controlled environment use and management.*
- *Access to an instrument package for calibrating light sensors.*
- *The opportunity to attend training and workshops on CE operation.”*

The key changes are

1. A broadening of the definition of eligibility for commercial membership.
2. Commercial members will have one voting member, but other company members may join as non-voting members.
3. Commercial members will have to pay an annual subscription.

It is important to point out that as a scientific association and educational charity, we have a constitutional duty to educate the public about controlled environments so any member of the public including representatives of manufacturers can attend our September meeting as members of the public, though they are not welcome to use such occasions as opportunities to prosecute business.

## **Publications**

### *1. CE Guidelines for monitoring and reporting environmental parameters of experiments in greenhouses*

The writing of these guidelines proceeds slowly. Two members of the executive committee and members of the CE-Guidelines committee, J. Franklin and G. Pitkin, have prepared drafts of two of the sections of the guidelines – Julian on ‘Water’ and Graham on ‘Nutrients’.

## **To conclude**

Finally I thank the Executive Committee members for their continuing support of me and the UK CEUG and in particular the individuals whose names I have mentioned above and whose involvement in Group affairs will be apparent in the proceedings of the annual general meeting. In particular I value greatly the support of our secretary, J. Franklin, of our treasurer, P. Gill, and also of the Financial Sub-committee of Alan Morgan, Garry Taylor, Guy Henderson and Graham Pitkin whose recruitment of sponsors and trade exhibitors enables us to finance many of the activities that I have mentioned above. We are grateful to our eight commercial sponsors, and to trade exhibitors for their support – it shows in the activities that we are thereby able to organise.”

The report was approved unanimously (proposer: G Taylor, Weiss Gallenkamp; seconder: G. Holmes-Henderson, Syngenta)

## **4. Secretary’s Report (J Franklin, Rothamsted Research)**

“As in previous years, the executive committee met twice during the year at Rothamsted. Much of the business of the committee is conducted via emails, however the executive committee aims to meet at least once a year to resolve the details of the annual meeting as well as to progress the business of the group. The group is grateful to Rothamsted Research for provision of its facilities for meetings.

During the year the secretary completed the annual return to the Charities commission. This is an annual return, completed on-line soon after the annual general meeting and is available at: <http://tinyurl.com/6jsbmlg>

This year we have provided a trustees report again although the Charity Commission have amended the requirements for only those charities with an income exceeding £25,000 per year to provide such information.

Much of the business of the executive group is focussed on the annual meeting and the planning of future meetings. At our last meeting in June apart from finalising

details for this meeting we were firming up the details of this years meeting at York as well as the 2012 International meeting in Cambridge.

This year the committee reviewed the membership categories most notably that of corporate member (previously called manufacturer-member). Rather than continue to raise funds for the charity by annual sponsorship of a mailing it is hoped that corporate membership (now called commercial-membership) would be a simpler way of raising sufficient funds to ensure the charity functions well, the meetings are well organised and that the charity has sufficient funds to achieve its objects. There is no requirement to change the constitution of the group and companies have been approached regarding corporate membership.

As Secretary I would again like thank Lynton for all the work he does as chairman of the group. This includes most of the ‘secretarial’ work for which I am grateful. The work conducted by him and the other members of the executive is unpaid.”

**Comments on Secretary’s report:** C. Fox (Rotronic) asked if the manufacturers’ website will be revived at all, saying he would like a stronger presence for manufacturers. G. Taylor (Weiss Gallenkamp; chairman of Financial Sub-committee) responded that there are plans to improve the website, providing a summary of what manufacturers do and a link to their websites. L. Incoll added that he wished to keep the website as simple as possible, but planned to add URL’s or email contact details provided by manufacturers to it.

The report was approved unanimously (proposed: S. Haupt, University of Edinburgh; seconded: M. Richardson, University of Reading)

## 5. **Treasurer’s Report for financial year 2010/2011 (P Gill, SCRI)**

*Account for Financial Year 2010-2011 (see Appendix A)*

The final balance for the financial year is £19,185.31, which is slightly higher than last year (£18,187.06).

Bank interest for the year totalled £5.40.

Previously, the financial sub-committee has organised an annual mailshot sponsorship of literature from manufacturers, most of who have now reduced this in favour of web-based information. Accordingly, an annual commercial membership rate of £275 has been established.

*Final financial statement: 2009 Rothamsted Conference (see Appendix B)*

The account for this conference held jointly at the Holiday Inn, South Luton and Rothamsted Research shows a surplus (£2,062.69) on the operation of the meeting. The income from nine trade stands brought in an income of £3,375.00 (less £7.00 RBS bank charge) which was used to cover speaker/chairman travel and subsistence expenses (£672.14) and the costs of the AGM minute secretary (£83.30).

*Final financial statement: 2010 Sussex Conference (see Appendix C)*

The accounts for the 2010 conference held at the University of Sussex and the Royal Botanic Garden Kew at Wakehurst Place have also been finalised and show a surplus of £1,014.70. A donation of £150 was made to the Millennium Seed Bank at Wakehurst Place. The income from the 14 manufacturer demonstrators was an astounding £5,250.00 paid into central funds, which was used to cover speaker/chairman travel and subsistence expenses of £1,171.34 and the cost of the AGM (minute secretary, bar & staff, auditor) of £341.92.

*Accounts for Executive Committee and Annual General meetings* (see Appendix D)

The cost of this year's two Executive meetings and AGM were £1,516.80, an overall increase of 34% compared with the previous year. There are two items of expenditure associated with the executive meetings held at Rothamsted Research in January/February and June of each year, namely travel and overnight accommodation at Rothamsted Manor. The greatest price increases are mainly associated with rail travel, which have been announced to increase by a further 8% in 2012. The rises in VAT from 15% to 17.5% and finally to 20% in 2011 have added to both travel and accommodation costs. The number of people attending the meetings does vary and includes the organisers of the annual conferences. These costs are covered by the mail sponsorship (being replaced by Commercial Membership) and Trade Stand charges at the annual conference.

The cost of the 2009 AGM (£93.28) was much lower than the previous year (£209.85) as the Holiday Inn invoice was inclusive of the room hire.

**Questions on Treasurer's Report:** M. Stenning (University of Sussex) asked why the figures looked different between years, with eight trade stands listed as registered when there were actually 14. P. Gill explained that this was due to a delay in payments by companies, with eight trade stands paid during that financial year, and 6 paid subsequently.

The chairman stated that the £19,000 currently held by the CEUG would be vital for supporting the next conference, allowing 20 speakers to be invited from all over the world, for example M. Tester from Adelaide.

The report was approved unanimously (proposed: G. Holroyd, Lancaster University; seconded: M. Stenning, University of Sussex).

## 6. Election of the Executive Committee

Three trustees (P. Gill, G. Pitkin & G. Holroyd), whose terms were completed, sought re-election. There were three nominees for these vacancies and they were duly elected unopposed to the committee.

Position	Person	Proposed	Seconded
Trustee (& Treasurer)	P. Gill (c/- Hutton Institute)	G. Pitkin	M. Grassie
Trustee (& Deputy Treasurer)	G. Pitkin (Hutton Institute)	P. Gill	M. Grassie
Trustee	G. Holroyd (University of Lancaster)	J. Franklin	I. Pearman

## 7. Future Meetings

See table below for scheduled meetings to 2013 and provisional plans after 2013.

*Schedule of future meetings - scheduled and provisional*

Date	Venue	Comments
2012	September (second week), University of Cambridge	International Controlled Environment Conference. <b>Theme:</b> "Controlled Environments: Technology and Practice". Organiser: Colin Denston and Julian Franklin
2013	John Innes Centre, Norwich	<b>Theme:</b> "Increased Growth & Reduced Carbon Footprint". Organisers: Barry Robertson (will be 12 years since last visit)
2014	Syngenta, Jealott's Hill	(will be 12 years since last visit)
2015	University of Lancaster	(will be 12 years since last visit)
2016	<b>Fiftieth Anniversary Meeting</b> University of Plymouth	(will be 11 years since last visit)
2017	Edinburgh	New site

*Note:* Apart from the 2016 meeting, venues after 2013 are proposals not commitments.

*a) International Conference on CEs, University of Cambridge 2012 (J. Franklin and combined CEUG/NCERA-101 organising committee)*

The chairman reported that 43 people from NCERA-101 had already expressed interest in attending the Cambridge meeting.

*b) Annual meeting on "Increased Growth & Reduced Carbon Footprint" at the John Innes Centre, Norwich 2013*

B. Robertson (JIC) expressed his thanks to the executive committee for organising the meeting, and confirmed that accommodation, a lecture theatre and the evening business meeting had been booked. Provision has currently been made for 50 delegates, with the option to expand if necessary.

## 8. Light Sensor Calibration Package (J Franklin)

During the last 12 months there have been two loans of the package, being in November 2010 to Leeds University and Rothamsted Research in July 2011. It should be noted that although Rothamsted Research (H & CE) will continue to maintain the package and send it on loan, the person responsible, Ian Pearman, has moved to part-time working.

## 9. Open discussion on the following CE topics

*New Regulations - The Control of Artificial Optical Radiation at Work Regulations 2010 (from HSE)*

J. Franklin (Rothamsted Research) asked whether anyone had carried out risk assessments on their glasshouse or controlled environment lighting, and whether anyone felt it was necessary. He referenced an email sent to the JISCmail discussion list last year containing a document with guidance from the Health and Safety Executive, which included worked examples such as a table lamp, and recommending risk assessments for lights. He commented that glasshouses contain 400 W lights, but that he personally did not consider this a source of risk. G. Holmes-Henderson (Syngenta) expressed the opinion that they were not providing anything any stronger than natural sunlight. S. Andrews (University of Cambridge) commented that strictly speaking there should be quite a straightforward risk assessment for most lighting systems, but on further questioning it emerged that he had not carried this out yet. M. Stenning (University of Sussex) said that he provided a standard risk assessment for glasshouse lighting stating that workers are advised to wear eye protection when the lights are on, but that this is not due to the intensity of the radiation but rather the possibility of one of the bulbs breaking (however that he had never known one to break). There was a general consensus that while bulbs occasionally break, risk assessments were not necessary.

*Refrigeration systems*

M. Stenning (University of Sussex) talked about the review of refrigeration systems being carried out at the University of York, which had been used as a case study at a meeting on “the sustainable laboratory”, in which the university had been persuaded to replace the majority of their  $-80^{\circ}\text{C}$  freezers with more energy efficient models consuming a third of the energy used by the old models. He brought a government scheme called SALIX which will pay for replacement freezers, reducing the carbon footprint of the department using them, to the attention of the CEUG. He stated that in his experience the pay-back period was quite short, and that the government covered the full cost of the freezers (but not VAT or delivery). G. Holroyd (Lancaster University) added that if you are using the freezers for medical research you should be able to claim VAT exemption. S. Robertson (University of Warwick) commented that Warwick University is already using the scheme. K. Davies (Convion Europe, Ltd) queried whether the energy efficient freezers would have less volume inside, but M. Stenning reported that the ones he had purchased were larger than the old freezers. M. Stenning said that his next phase was to attempt to do this for controlled environment units. J. Franklin (Rothamsted Research) asked how you know which are more energy efficient, to which M. Stenning replied that you have to find out energy consumption data. J. Franklin commented that this would be a challenge for the manufacturers present, to come up with more energy efficient controlled environment units and greenhouses, and he undertook to acquire details of the SALIX scheme to pass onto the CEUG.

The meeting closed at 22:15 h.

K. Roper, Minutes Secretary  
22<sup>nd</sup> September 2010

**Postscript:** The meeting finished abruptly as we had to vacate the meeting room. Consequently and regrettably the 'Open discussion on the following CE topics' had to be truncated this year.

## Annexe A

**UK Controlled Environment Users' Group**  
**Accounts for the financial year 1<sup>st</sup> August 2010 to 31<sup>st</sup> July 2011**

***Royal Bank of Scotland account, Dundee (10081698)***

Balance b/f at 1 <sup>st</sup> August 2010		£10,865.41
<b>INCOME</b>		
2009 Rothamsted Conference transfer	£2,311.89	
2010 Sussex Conference (8 trade stands)	£3,000.00	
2010 Sussex Conference transfer	£835.64	
2011 York Conference (8 trade stands & subsistence)	£3,210.00	
Commercial members (4)	£1,100.00	
Light Sensor Calibration Package (Leeds)	£80.00	
Bank interest	£5.40	
		£10,542.93
<b>EXPENDITURE</b>		
2010 Sussex Conference	£331.95	
2010 Sussex Conference - Kew donation	£150.00	
2011 York Conference	£47.25	
2012 Cambridge Conference – Program. sub-com. travel	£178.70	
Executive Committee Feb 2011 meeting (T&S)	£714.00	
Executive Committee Jun 2011 meeting (T&S)	£682.88	
Leeds University office services (printing, postage, etc.)	£0.84	
Treasurer's office expenses (postage)	£6.37	
Audit of 2009/10 accounts (honorarium)	£10.49	
		£2,122.48
Liabilities (Morgan: travel expenses) included above		£25.00
Liabilities (Incoll: travel expenses) included above		£75.55
Final balance on account		<b>£19,185.31</b>

Peter Gill & Graham Pitkin,  
6<sup>th</sup> August 2011.

File: AGM Accounts-2010-2011-01.doc

*Annexe B*

**UK Controlled Environment Users' Group**  
**Financial statement for the**  
**Conference held at the Holiday Inn, South Luton & Rothamsted Research**  
**15<sup>th</sup> to 16<sup>th</sup> September 2009**

<b>1 CONFERENCE ACCOUNT</b>	
<b>INCOME</b>	
Registration	£1,280.00
Accommodation & subsistence	£10,046.70
	<b>£11,326.70</b>
 <b>EXPENDITURE</b>	
First mailing	£74.73
Second mailing	£111.75
Document wallets & badges	£66.51
Printing handouts	£83.00
Coach & driver	£8.64
Audio visual hire	£49.00
Conference dinner	£2,014.65
Lunch, tea & coffee (Holiday Inn)	£1,288.80
Ensuite B&B (Holiday Inn)	£5,015.00
Lunch, tea & coffee (Holiday Inn)	£431.25
Donation to Rothamsted Manor guide	£100.00
Credit card charges	£10.38
	<b>£9,253.71</b>
 <b>BALANCE</b>	 <b>£2,062.69</b>

<b>2 CENTRAL ACCOUNT</b>	
<b>INCOME</b>	
9 trade stands at £375 each (less RBS bank charges)	£3,368.00
	<b>£3,368.00</b>
<b>EXPENDITURE</b>	
Travel expenses (CEUG chairman)	£63.00
Holiday Inn accommodation & subsistence (speakers & chairman)	£609.14
Minute Secretary	£83.30
	<b>£755.44</b>
<b>BALANCE</b>	<b>£2,612.56</b>

Peter Gill & Graham Pitkin,  
27<sup>th</sup> May 2011

File: Financial statement-09-06.doc

*Annexe C*

**UK Controlled Environment Users' Group**  
**Financial statement for the**  
**Conference held at the University of Sussex & Wakehurst Place**  
**6<sup>th</sup> to 7<sup>th</sup> September 2010**

<b>1 CONFERENCE ACCOUNT</b>	
<b>INCOME</b>	
Registration (48)	£1,392.00
Late booking fee (5)	£100.00
Accommodation & subsistence	£7,227.25
Economic Partner sponsorship	£150.00
	<b>£8,869.25</b>
 <b>EXPENDITURE</b>	
First mailing	£154.36
Second mailing	£21.00
Document wallets & badges	£55.00
Ensuite B&B & subsistence	£4,515.25
Conference dinner	£1,853.69
University catering (room hire)	£293.00
Wakehurst Place catering	£862.50
Credit card charges	£9.63
Wakehurst Place donation	£150.00
	<b>£7,914.43</b>
 <b>BALANCE</b>	 <b>£954.82</b>

<b>2 CENTRAL ACCOUNT</b>	
<b>INCOME</b>	
14 trade stands at £375 each	
	£5,250.00
	<hr/>
	<b>£5,250.00</b>
 <b>EXPENDITURE</b>	
Speakers & Chairman	
Accommodation, subsistence & travel	£1,124.00
Minute Secretary	£65.43
University staffing	£222.00
Bar	£44.00
Auditing of accounts	£10.49
	<hr/>
	<b>£1,465.92</b>
 <b>BALANCE</b>	 <b>£3784.08</b>

Peter Gill, Graham Pitkin & Martyn Stenning  
27<sup>th</sup> June 2011

File: draft-financial-statement-10-4.doc

*Annexe D*

**UK Controlled Environment Users' Group**  
**Accounts for the financial year 1<sup>st</sup> August 2010 to 31<sup>st</sup> July 2011**

***Cost of AGM & Executive Committee meetings***

<b>AGM held at Sussex University on 6th September 2010</b>	
Minute Secretary	£65.43
Auditing of accounts	£10.49
Bar	£44.00
	£119.92
<b>Meeting held at Rothamsted Research on 2nd Feb 2011</b>	
Travel	£489.05
Accommodation	£224.95
	£714.00
<b>Meeting held at Rothamsted Research on 28th Jun 2011</b>	
Travel	£399.56
Accommodation	£283.32
	£682.88
<b>Total</b>	<b>£1,516.80</b>
(2009/10)	(£1,129.34)

Peter Gill & Graham Pitkin,  
6<sup>th</sup> August 2011.

File: Exec meeting costs-2010-2011-01.doc