

Minutes
UK Controlled Environment Users' Group
Annual General Meeting

15:00 October 21st 2020
Online, Via Zoom



Registered Charity No. 1108721

Attendees:

Mick Fuller (Chair), Jason Daff (Minutes), Garry Taylor, Stephen Andrews, Peter Gill, Eva Fryars, Chris Fox, Simon Springate, Paul McAleer, Graham Pitkin, Geoff Holroyd, Jess Laurent, Mark Baker, Tom Pitman, Rebecca Cordy, Laurel Tully, Alexis Moschopoulos, and Chongboi Haokip

1) Apologies

Apologies were received from: Barry Robertson, Julian Franklin, Benjamin Fidgett, Paul Scott, Mark Romer, Helena Meally and Damelza Carne.

2) Minutes of the Annual General Meeting on the 19th September 2019 at the University of Lincoln.

The minutes were accepted as a true record of the meeting, with no amendments.

Proposed: Geoff Holroyd

Seconded: Garry Taylor

3) Matters arising

There were no matters arising from the previous minutes not covered elsewhere in the published agenda.

4) Chairman's Report

The Chair gave an overview of his report, a full transcript of which is attached as *Appendix 1*.

Mick gave a reflection of his time in the chair; commenting on the unique make-up and nature of the group, thanking the executive committee and wishing the group well for the future.

5) Secretary's and Trustees' Report

Stephen Andrews presented his report to the group, the full transcript of which is available as *Appendix 2*.

Stephen commented on the ongoing challenges the global pandemic is presenting to our community and the group's activities, with the need to rearrange our own domestic meeting as well as the proposed International meeting in Tucson, Arizona. By embracing virtual meetings and online events we hope to maintain contact with members until we are able to meet again in 2021.

Stephen thanked the Lincoln 2019 Conference team, especially Prof Simon Pearson for organising a successful meeting last year. Stephen also extended his personal thanks to Mick Fuller for his leadership of the group.

6) Treasurer's Report

Graham Pitkin provided an overview of the conference account activity, which has been less than usual due to the postponement of the Nottingham conference. Expenditure was made up of outstanding payments for services incurred for the Lincoln 2019 conference and a single deposit paid to the Great Central Railway for conference dining for the proposed Nottingham 2020 conference. This deposit is being held by GCR in anticipation that we will be able to hold the meeting in 2021. A surplus from the Lincoln 2019 conference of £4787.22 was transferred to the central account to leave a working float of £13000.

Peter Gill commented on the central and saving account transactions. Income is mainly generated from the 19 commercial memberships, a small surplus from the Lincoln 2019 conference, minimal bank interest and some refunds of bursary payments. Minor expenses were incurred in planning future conferences as a result of organiser travel. The upkeep of the CEUG website cost c£570. The cost of the executive committee has been reduced this year due to only one 'physical' meeting taking place in January.

Bursary payments totalling £4500 for the International meeting had been accounted for in this period, however some refunds were also realised as a result of the postponement of the conference.

The committee thanked both Peter and Graham for their excellent work in maintaining the group's financial affairs.

7) Election of the Committee

Mick Fuller, Barry Robertson, Garry Taylor and Peter Gill have reached the end of their 3 year terms, in addition, Geoff Holroyd has stood down 1 year early.

Nominations for ordinary committee members were received from Barry Robertson, Garry Taylor, Peter Gill and Simon Springate. Geoff Holroyd was nominated for the position of Chair.

Nominations were not contested and were duly elected *en bloc* unanimously.

8) Membership

Stephen provided an overview of the membership position and the ongoing requirement to 'clean-up' the historic membership list. Stephen proposed a gradual transition from the historic list to a user-managed list derived from the CEUG member website log-in. It was suggested that an additional membership secretary position be created with the task of cleansing the list and encouraging lapsed members to set-up their online accounts.

Growth room and CE cabinet distributor Alphatech joined a new commercial member this year and some 20 individual memberships have been approved since the last AGM.

9) Future Meetings

a) Tucson Arizona International Meeting

This meeting has been tentatively rescheduled for spring 2021, the intention being to honour existing bursary awards (and also compensating for any incurred insurance administrative charges)

b) Nottingham 2021

The Nottingham meeting is well planned and rescheduled for September 2021. Thanks to Mark Meacham and team for the efforts in rescheduling this event.

c) Sheffield 2022

Geoff is working with the Sheffield team to secure a date for 2022.

d) Future meetings

The executive committee are considering venues for future domestic and international meetings. Potentially including the Royal Botanic Gardens Kew for an International Meeting in 2024. If any institution would like to volunteer to host a meeting in the future please contact the executive committee, extensive support is available to local organisers to navigate the practicalities of conference organisation.

10) Light sensor calibration package

Jason Daff reported that there have been three bookings for the package in the last year and that the package remains calibrated and available for hire. The hire fee is £90, with an additional £30 for the hire of the spectrometer.

11) Lynton Incoll Bursary

Six successful bursary applications were approved and funded for the International meeting in Arizona, hopefully these will still be utilised in 2021. It was also suggested that the executive may consider a second round of applications ahead of the rescheduled date when announced.

12) Open Discussion on matters relating to CEs

Lighting

Members discussed the current situation for 1-for-1 replacement of assimilation high-pressure sodium lighting in greenhouses. Several members had reported favourable light-plan models using broad spectrum LED fixtures

at approximately 80% of the current luminaire numbers. There was consensus that these types of broad-spectrum 'white' emission fixtures were the preference for multi-purpose research scenarios, but there are multitude of customisable offerings available.

There was concern about the decreasing availability of some fluorescent consumable spares, these are only likely to become less available in the future and this should be a key consideration to facilities managers.

Pests and Diseases

A general discussion about potential future pesticide regulations after Brexit and how they may affect our sector. Tom Pitman offered a reminder about the impending withdrawal and use-up period (February 2021) of Thiacloprid containing products such as 'Exemptor' and 'Calypso'.

Members discussed advances in biological control options for sciarid fly and thrips; particularly the benefits of nematode species applied as a drench or as a topical spray.

Mark Baker suggested using hydrogen peroxide vapour for decontamination of sealed cabinets or hoods. There are commercial applicators available, but they must be used within a sealed unit which may be of use when having a full shut-down and decontamination.

Growing media

The transition from peat-based growing media to sustainably sourced materials was discussed, Graham Pitkin explained how they were using a reduced peat mix at the James Hutton Institute by combining 30% wood-based 'Forest Gold' in their conventional potting mix. Paul McAleer suggested using Melcourt's 'Sylvamix' with added loam which has had good results in the Royal Horticultural Society's propagation unit.

Energy

There was discussion regarding the limitations of CHP biomass boilers, due to unfavourable tariffs and limitations in sourcing and transporting suitable woodchip. There is potential for ground-source heat pump technology to be used in greenhouse situations, with some commercial projects already complete.

Facility Costing

Jason Daff sought to work with colleagues in the University sector who would be willing to share their experience of costing for plant growth facilities.

Fabrics

Graham Pitkin offered a warning to members regarding the useful life of glasshouse shade screens and the problems associated with replacing them in terms of logistics and expense.

14) Any Other Business

The meeting ended with newly elected Chair Geoff Holroyd leading the vote of thanks to Mick Fuller for driving the development of the group with great enthusiasm and skill.

The meeting closed at 16.30.

Chairman's Report

As indicated at last year's AGM, this has been my final year as Chair of the UK CEUG and so I bow out at the end of this meeting and will no longer be an Exec Committee Member. I have reflected on my time on the Exec and as Chair of the Group and make the following observations:

- The CEUG is an almost unique organisation in that it has almost equal numbers of Technical Academic or Research Organisation members and Industrial members with a few fully fledged academics too. This makes it a very "connected" and useful group to mutual benefit of all parties. I am sure that industrial members have benefitted from CEUG meeting feedback and technical/academic members have benefitted from getting to know personally the industry contacts. This mix is a strength of the group.
- The way the CEUG rotates its meetings around academic and research facilities at different organisations gives everyone attending the opportunity to see other's facilities and learn from them (and often be envious!). This is another undoubted strength of the group.
- The opportunities to attend the International meetings is another strong part of the groups activities.
- The group's contributions to the Minimum Guidelines for CE, Tissue Culture and Glasshouse experimentation has been and continues to be a valuable international contribution by the group.
- The CEUG is a very friendly group and its meetings are always a joy to attend.
- None of this however would be possible without the members of the Executive Committee putting in a lot of hard work in planning and delivering the annual meeting, the website, the industry contacts liaison, archiving the meetings and keeping communications going. I have nothing but admiration and thanks to my fellow Exec committee members over the years, well done and keep it going!
- I was asked to step up to the Chair's position on the sad occasion of the death of our previous and inaugural Chair Lynton Incoll. This was to be for a year and to ensure we had a Chair for the International Meeting at Cambridge. Lynton had been an academic colleague of mine at Leeds University and well known as being not a person to cross! And one to whom you would think twice about saying "No" to. I had a great respect for his knowledge base and his dedication to the CEUG. Little did I know that my one year would turn into several!! However, I must say that I have enjoyed it immensely and although I will not be sitting on the Exec anymore, I will endeavour to attend the annual meetings in the near future.

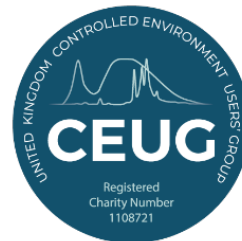
Finally, thanks everyone for being so kind and generous with your time and for attending our Annual Meetings – The CEUG is "you guys", you are the reason it exists and why it is such a pleasure to be a member.

Very best of luck for the future.

A handwritten signature in black ink that reads "Michael Fuller". The signature is stylized with a large 'M' and a cursive 'Fuller'.

Mick Fuller

UK CEUG Annual General Meeting 21st October 2020 Agenda Item 5



UK CEUG: 2020 Secretary's Report

Introduction

Firstly, I feel that I should say that I hope you and the people close to you are all keeping well during this unusual time. Health is something that we tend to take for granted until ill-health affects us personally and I think we have all probably thought more about our own state of health and that of our friends and family during the current pandemic. I know that many of our members and the organisations they work for will have been and continue to be, adversely affected by the impact that Covid-19 is having on all aspects of our lives: physical and mental health, financial security, employment, working conditions and much more. I am also sure that for many of us it has created new challenges and additional workload to ensure that our organisations continue to function, whether that be as a 'key worker' during the lockdown to provide essential services or developing new working arrangements, safety protocols and building layouts to allow safe reopening and operations.

Summary

March 2020 was going to be the time of our 6th International CE Meeting in Tucson Arizona. A small group of UK CEUG members would be attending the meeting and financial assistance had been made available to them in the form of Incoll Bursaries. Registration was set to be on the 15th March but as Coronavirus rapidly spread around the world, the "will it won't it go ahead?" question started to be asked. On the 10th of March that question was answered when the meeting was officially postponed. The organisers hoped that a new date could be found later in the year and fairly soon a September date was announced but even at the time this seemed very optimistic and the meeting was subsequently postponed again until Spring 2021. With the pandemic showing no signs of disappearing very soon and an effective vaccine available in sufficient numbers still some way off, the prospects are not good.

Unfortunately, it has been a similar story with our UK meeting in September, which was to be held at the University of Nottingham. At the start of the year arrangements and booking of venues etc. were, unusually for us, at an advanced stage. This made it even more disappointing when we finally took the decision to postpone the Nottingham meeting until 2021. Fortunately, the local organisers were able to commit to holding the meeting next year and Graham Pitkin did a great job in securing the postponement of other bookings to 2021 at no cost to the CEUG (for now at least). The local organisers of the Sheffield meeting originally scheduled for 2021, offered to move their meeting back a year too, so effectively all our plans have been delayed by one year. We are hopeful that by mid-2021 we will be able to confirm that the meeting schedule will go ahead as planned but at the moment there is still lots of uncertainty and we should plan for the worst and hope for the best.

In the absence of our normal annual meeting the Executive Committee decided that we should try to organise some sort of virtual event, primarily to replace the opportunity that we normally have to visit trade stands, talk to suppliers and find out about what is new. Garry Taylor took on the job of contacting Commercial Members to initially gauge interest and then to obtain details of their presentations, for what would become the 3 'Virtual Showcase' webinar sessions running on the 21st and 28th October and the 4th November. Working alongside Garry, Jason Daff has put a huge amount of effort into advertising and hosting the event and a big thank you goes to him and Garry for all the work they have done in making this a reality (or should that be virtual reality?).

At the same time that the decision was taken to postpone the Nottingham meeting the committee also agreed that we should hold a virtual Annual General Meeting and the date was eventually set for the 21st October. It remains to be seen how successful this will be compared with the normal arrangement of holding it during the annual meeting. One positive aspect may be that it enables more members to attend than would normally do so.

With the uncertainty still surrounding Covid-19 and what 2021 will look like, we may need to consider holding more virtual events and the committee would like to receive any suggestions that members may have. For example,

perhaps you have seen something new or interesting that you can share a photo or video clip of. I will be investigating the technical possibilities of hosting video clips on our website, we already have the capability of restricting content to members only so should also be able to extend this to video.

Recent Meetings

University of Lincoln; 'From Controlled Environments to Vertical Farming'

The meeting was held at the University of Lincoln's Institute of Agri Food Technology (LIAT). The first day's talks and overnight stay were at the Double Tree by Hilton Hotel, situated on Brayford Wharf, with the second day spent touring the facilities and trade stands at the University of Lincoln's Riseholme Campus. The mixture of hotel/conference and campus venues worked well and provided something for everyone. The Riseholme Campus in particular was a lovely setting and I know that I was not the only one to take a break from all the CE stuff to explore the impressive grounds. As usual, a big thank you goes out to the local organisers of Prof Simon Pearson and his team for putting on such an interesting and successful event.

Future Meetings

Date	Venue	Comments
Spring, 2021?	University of Arizona, Tucson	International Meeting organised by NCERA-101.
Sept. 2021	University of Nottingham	Local organiser Mark Meacham
Sept. 2022	University of Sheffield	Local organiser Timo Blake

Communications

1. 'UK-CEUG' JISCmail List

JISCmail continues to be used widely, during the last year there was over 70 posts. Further details can be found appended to this report.

2. Website

The use of the website continues to develop. Last year bookings for the annual meeting were handled completely by the Events and Ecommerce functions of the website, including payment by credit card and BACS transfer. There were a few teething problems but overall the system worked very well. This year the Virtual Showcase Webinars have been handled in a similar way, albeit as free events. Having the event, booking and payment systems all under 'one roof' and easily accessible provides more visibility, integration, flexibility and speed of response to issues around event booking. I am sure the content of the website will continue to expand, as we better understand its capabilities and how to use them, any suggestions for new applications are always welcome.

3. Facebook

We have had a bit of a hiatus on Facebook of late, Jessica Laurent our Facebook 'champion' has recently moved jobs and so has had other things to deal with. I have tried to step in and reposted relevant posts that have been sent to me but I am nowhere near the level of Jess' previous activity. Jess is now settling in to her new job and should hopefully pick up the reins again very soon. To add to our problems, the Facebook feed on the website froze during March and has not been updating since then, so anything currently posted on Facebook does not display on the website 'Latest News' section. Our web developers are aware of the problem and are working on a solution.

Membership

At previous AGMs I have raised the issue of people who have joined the group, sometimes many years ago, who now appear to have no communication with the group. In several cases, I receive JISCmail 'undeliverable' messages indicating that the email address no longer is valid; other people have removed themselves from the JISCmail list but have not officially left the group. I think the time has come to tidy up the membership list and only use the members who have registered through the website as the official list; the JISCmail list can then be updated to match these names. I will try to make contact with all members before completing this task but would like to get approval in principle to proceed at this AGM.

To summarise the situation we currently have 316 members listed on our Membership List, there are 309 on JISCmail (for which I currently receive about 20 undeliverable messages) and we have 78 members currently registered on the website.

This year we have had one new commercial member (Alphatech Ltd) and 20 new ordinary members join the group.

To conclude

This year for most of us, has been unlike any other, personally, I have found it one of constant change. Having to continually adapt to a changing and uncertain world can be very stressful but having an understanding employer, supportive colleagues and a good network of contacts certainly helps. I hope that for many of us the UK CEUG plays its part in this. So once again, I would like to thank my employer, The Sainsbury Laboratory Cambridge for their support for both myself and the UK CEUG activities in general and the other Executive Committee members for their help this year.

On behalf of the entire membership, I would particularly like to thank Prof Mick Fuller who steps down this year as Chairman of the group. Mick took over from Lynton Incoll at a difficult time for UK CEUG but brought a fresh approach, which enabled us to move forward while still retaining the respect and status that the UK CEUG had built under Lynton's Chairmanship. We will greatly miss Mick's knowledge, experience and sense of humour and he will be a difficult act to follow, hopefully he will remain an active member of the group.

Stephen Andrews

21st October 2020

APPENDIX 1 – JISMail activity 2019/20

Date	Details
10/10/2019	Spare Conviron parts available
10/10/2019	Re: Spare Conviron parts available
11/10/2019	Re: Spare Conviron parts available
11/10/2019	2020 NCERA 101 Annual/International Meeting
14/10/2019	Re: Spare Conviron parts available
14/10/2019	Re: Spare Conviron parts available
15/10/2019	Re: Spare Conviron parts available
16/10/2019	Re: Spare Conviron parts available
17/10/2019	Re: Spare Conviron parts available
05/11/2019	Position at UC Davis
13/12/2019	Re: 2020 NCERA 101 Annual/International Meeting
13/12/2019	Re: 2020 NCERA 101 Annual/International Meeting
13/12/2019	Re: 2020 NCERA 101 Annual/International Meeting
28/12/2019	Re: 2020 NCERA 101 Annual/International Meeting
06/01/2020	Upgrade of Controlled environment growth rooms
06/01/2020	Re: Upgrade of Controlled environment growth rooms
06/01/2020	Upgrade of Controlled environment growth rooms - Rotronic Monitoring System
06/01/2020	Re: Upgrade of Controlled environment growth rooms
16/01/2020	Temperature alarm
16/01/2020	Re: Temperature alarm
16/01/2020	Re: Temperature alarm
16/01/2020	Re: Temperature alarm
16/01/2020	Re: [External] Re: [UK-CEUG] Temperature alarm
28/01/2020	Re: 2020 NCERA 101 Annual/International Meeting
02/02/2020	FW: Commercial greenhouse available
03/02/2020	rooting
13/02/2020	Research horticulture facility prices
21/02/2020	Glasshouse shading
21/02/2020	Re: Glasshouse shading
21/02/2020	Re: Glasshouse shading
21/02/2020	Re: Glasshouse shading
21/02/2020	Variable spectra LED lights
21/02/2020	Re: Variable spectra LED lights
21/02/2020	Re: Variable spectra LED lights
21/02/2020	Re: Glasshouse shading
21/02/2020	Re: Variable spectra LED lights
24/02/2020	Re: Glasshouse shading
25/02/2020	Re: LEDs and butterflies
25/02/2020	Re: LEDs and butterflies
24/03/2020	DeVries sprayers
03/04/2020	Re: Variable spectra LED lights
03/04/2020	Re: Variable spectra LED lights
06/04/2020	Re: Variable spectra LED lights
06/04/2020	Re: Variable spectra LED lights
06/04/2020	Re: Variable spectra LED lights
14/06/2020	First film in the world about the use of portable instruments in growth chambers, greenhouses and field
03/07/2020	2020 meeting and AGM
07/09/2020	Re: 2020 meeting and AGM
09/09/2020	Use of Ozone for sterilisation
18/09/2020	Light units conversion
18/09/2020	Re: Light units conversion
22/09/2020	Re: Light units conversion
22/09/2020	Re: Light units conversion
23/09/2020	Horticulture/CE webinars
25/09/2020	Re: Horticulture/CE webinars
25/09/2020	Re: 2020 meeting and AGM
26/09/2020	Re: 2020 meeting and AGM
28/09/2020	Re: Horticulture/CE webinars
02/10/2020	2,000 micromoles
02/10/2020	Re: 2,000 micromoles
02/10/2020	Re: 2,000 micromoles
02/10/2020	Re: 2,000 micromoles
05/10/2020	Re: 2,000 micromoles
06/10/2020	Re: 2,000 micromoles
07/10/2020	Decommissioned Growthroom Available
07/10/2020	Re: Decommissioned Growthroom Available
07/10/2020	Re: Decommissioned Growthroom Available
13/10/2020	Virtual Showcase Reminder
14/10/2020	Re: Virtual Showcase Reminder
19/10/2020	Re: 2020 meeting and AGM
20/10/2020	Re: 2020 meeting and AGM
20/10/2020	Re: 2020 meeting and AGM

**Annual General Meeting
Zoom Meeting
October 2020**



**Conference Treasurer's Report for the
Conference held at the University of Lincoln September 2019**

CONFERENCE ACCOUNT

Registration to the Lincoln conference was accessed from the CEUG website, replacing RegOnLine which is being withdrawn. The new enrolment form on the website is linked to our STRIPE payment processing platform and was used for booking delegates, trade stand holders and trade stand space. Most payments were taken by credit card, and some payments were taken by Purchase Order directly into the Conference Account. Invoices were sent if requested. £11,640.90 was paid into the STRIPE account, from which fees of £180.07 were deducted by STRIPE. There were no donations this year from tourist offices or similar.

There were 45 full delegates and 13 day delegates at the Conference. A total of 58 attended the conference dinner.

Ten Trade Stands brought in a total income of £4,000.

The Conference account shows a surplus on the operation of the meeting of **£4,787.22** including the Trade Stand income.

CENTRAL ACCOUNT

Incol Bursary Awardees' and Committee members' expenses are at the discretion of the Committee and are granted on a conference-by-conference basis. Speakers' accommodation and travel expenses are also paid for by the Central account. This year the Committee granted three Incol Bursary awards at a cost of £720, and three retired Committee members attended at a cost of £720 plus travel expenses of £223.99. Accommodation costs for the Speakers was £1269 and travel expense claims came to £665.10. AGM expenses were nil because they were included in the Hotel's conference package. Central Account expenditure including a bouquet for an administrator for this meeting came to a total of £3627.07.

*G. Pitkin
18th September 2020*



UK Controlled Environment Users' Group
Financial statement for the
Conference held at the University of Lincoln September 2019

CONFERENCE OVERVIEW		(taken from bank statements and cheque book stubs)		
		INCOME		EXPENDITURE
Delegates (Stripe) (forty eight)		£11,640.90		(includes 8 trade stands)
Delegates (P.O.) (four)		£2,000.00		(includes 2 trade stands)
Delegates (cash)		£0.00		
Delegates (retired) (three)		£720.00		(from Central account)
Bursary awardees (three)		£720.00		(from Central account)
Speakers		£1140.00		(from Central account)
STRIPE fees			£180.07	
Hotel accommodation including dinner			£7,703.00	
University of Lincoln catering			£2,622.70	
Coach			£300.00	
Flashbay memory sticks			£549.60	
Postcards			£0.00	
Franking			£78.31	
AGM expenses			£0.00	
TOTAL		£16,220.90	£11,433.68	
BALANCE		£4787.22		

This account shows a **net profit** of £4787.22 on the Conference as a whole including Trade Stand income of £4,000.

G. Pitkin 18th September 2020

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**Conference Treasurer's Report for the Conference Account
(1st August 2019 – 31st July 2020)**

With the 2020 CEUG conference at Nottingham postponed until 2021, there has been less activity than usual in the Conference account. Income was entirely from delegate fees for the 2019 Lincoln Conference. Fees were collected through our Stripe account which proved to be a successful replacement for RegOnLine which has now closed down.

Expenditure has been mostly balances of payments for the Lincoln Conference, with one deposit for the 2020 Nottingham Conference. This deposit of £500 has been held over by the Great Central Railway (the dining venue) as a reservation for 2021. No other deposits had been paid for the 2020 Nottingham Conference before it was postponed.

The Conference account runs with a float of £13,000 so that there are sufficient funds to book the facilities for the forthcoming conference before income from delegates is received. This year £4,787.22 has been returned to the Central Account to re-set the float to £13,000.

The Conference Account balance is £12,500.00

*G.Pitkin
20th July 2020*

Accounts inspected & verified as correct by Richard Lockwood, 16th August 2020

UK CONTROLLED ENVIRONMENT USERS' COMMITTEE

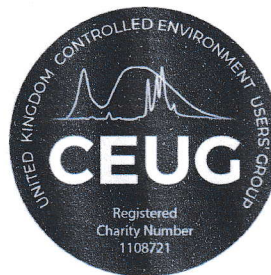
20-Jul-20

Year: 1st August 2019 to 31st July 2020

CONFERENCE ACCOUNT: SANTANDER [Sort:09-01-29 Acc: 05161375]

Date	Item	Income	Expend	Balance	Ref
2019					
				b/f	£9,699.76
01-Aug-19	Weiss Technik: Trade Stand and two delegate fees: Lincoln event	£880.00			£10,579.76 F64
12-Aug-19	Unigro: one delegate fee: Lincoln event	£240.00			£10,819.76 F65
28-Aug-19	P.C. Coaches: balance, 63 seater: Lincoln event		£200.00		£10,619.76 x77
06-Sep-19	Doubletree by Hilton: final payment: Lincon event		£3,778.00		£6,841.76 x78
03-Oct-19	Central Account: Bursary awardees, speakers and committee members accommodation costs: Lincoln event	£2,340.00			£9,181.76 F66
04-Oct-19	Central Account: Bursary awardee full delegate fee: Lincoln event	£240.00			£9,421.76 F67
08-Nov-19	University of Lincoln: Venue hire and catering invoice: Lincoln event		£2,622.70		£6,799.06 x79
26-Nov-19	Stripe Payments UK: Delegate fees	£10,988.16			£17,787.22 F68
09-Dec-19	Central Account: Surplus from Lincoln event		£4,787.22		£13,000.00 x80
2020					
31-Jan-20	Grand Central Railway: Deposit for Conference dinner: Nottingham event		£500.00		£12,500.00 x81

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**Treasurer's Report for the Central & Savings Accounts
(1st August 2019 to 31st July 2020)**

We have three accounts with the Santander Bank - Central, Conference & Savings.

CENTRAL ACCOUNT:

- The balance from the 2019 Lincoln Conference (£4,787.22) was transferred to the Central account, leaving a float for the next conference of £13k. Central account costs for the Lincoln conference (speaker travel & subsistence, three bursaries and bouquet) totalled £3,505.07.
- Set-up visits for the 2020 Sutton Bonington & 2021 Sheffield Conferences were £49.01 & £40.70 & respectively.
- Six Incoll Travel bursaries were awarded for the international conference in Arizona at a total projected cost of £4,500. Covi-19 resulted in the conference being postponed twice.
- We had 19 Commercial Members in 2019. So far for 2020, 10 have paid with a further three payments expected imminently. Tomtech has withdrawn.
- There was a single hire this year of the Light Meter Package (£90) by Germains Seed Technology.
- Design Monkey was paid £580.75 for the annual maintenance & development of our website.
- Only the winter Executive Committee meeting was held in Cambridge due to the Covid-19 virus restrictions at a cost of £1,028.44 (Jan 2018: £1,173.11); the summer one was held by Zoom at no cost.
- The auditor's honorarium for reviewing the AGM accounts & Charity Commission accounts for the years 2017-2018 & 2018-2019 was £36.00

SAVINGS ACCOUNT:

- The Savings account was paid £57.75 interest on our £10,107.85 deposit. In line with the Bank of England reduction in interest rates, the Savings account rate will be reduced from 0.6% to 0.01% from the beginning of our next financial year.

The final balances for the financial year at 31st July 2019 were Central (£17,840.97), Conference (£12,500) & Savings (£10,165.60), a grand total of £40,506.57.

Accounts inspected & verified as correct by Richard Lockwood, 16th August 2020

AGM CENTRAL-SAVINGS account report 2019-20

Peter Gull 25th September 2020

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CENTRAL ACCOUNT

Balance b/f at 1st August 2019 **£15,632.80**

INCOME

Balance from 2019 Lincoln Conference account	£4,787.22
2020 Incoll International Travel Bursaries [Arizona] refunds (x2)	£1,341.70
2019 Commercial members (x3)	£488.00
2020 Commercial members (x10)	£3,180.00
Light Package hire (Germaines Seeds)	£90.00
	£9,886.92

EXPENDITURE

2019 Lincoln - speaker & committee travel & subsistence	£2,717.97
2019 Lincoln Conference bursaries (x3)	£720.00
2019 Lincoln Conference local co-ordinator bouquet	£28.98
2020 Sutton Bonington Conference set-up visits	£49.01
2021 Sheffield Conference set-up visit	£40.70
Auditor's honorarium for 2017-19 accounts	£36.00
Treasurer's Expenses for 2018-19 accounts	£7.49
Design Monkey: Web development & annual maintenance	£580.75
Executive Committee meeting: January 2020	£1,028.44
2020 Incoll International Travel Bursaries [Arizona] (x4)	£2,469.41
	£7,678.75

Balance c/f at 31st July 2020 **£17,840.97**

SAVINGS ACCOUNT

Balance b/f at 1st August 2019 **£10,107.85**

INCOME

Interest (paid monthly)	£57.75
Balance c/f at 31st July 2020	£10,165.60

Accounts inspected & verified as correct by Richard Lockwood, 16th August 2020

Peter Hall

25th September 2020