Minutes of AGM Meeting.
The meeting was held at the ERRS/IRRS/ARR Conference, Bedford Hall, Dublin Castle Conference Venue, Dublin at 12.30pm on 3rd September 2013.

Agenda
(1) Apologies
(2) Minutes of previous meeting
(3) Matters arising from the previous minutes
(4) Treasurer's report
(5) Secretaries report
(6) 2013 ERR/ARR/IRRS meeting
(7) ARR 2014 meeting and future meetings
(8) ICRR 2019 meeting
(9) Honorary members and Weiss Medal
(10) Travel support requests
(11) Increase in subscriptions
(12) Duties of the committee
(13) Any other business
(14) Date of next meeting

(1) Apologies
Mark Hill, Annette Sorensen.

(2) Minutes of previous meeting
Minutes were accepted as an accurate representation of the meeting.

(3) Matters arising from the previous minutes
The Meeting was limited to providing a brief summary of work undertaken by the Committee only. More details are provided in an Appendix to these Minutes.

(4) Treasurer's report
1. As of August 14, 2013, the ARR’s total assets stand at a healthy £71,521.08, which is similar to the balance reported at the Brunel ARR meeting. Details of the annual figures are provided in the breakdown.
2. For the calendar year 2012, net assets decreased by £3,289.20 to a total of £66,037.92. However this does not include the repayment/profit from the ARR 2012 Brunel meeting (£4,852) which will appear in the 2013 figures.

3. The interest on the money held in capital reserve (£13,862.07) is minimal (£6.97 in 2012). Alternatives still need to be explored and implemented. We should be able to get approx. 1.75% by moving the money into Income bonds, the rate from other saving schemes is typically less. If we did this it would be worth also moving some of the money from the current account across as well.

4. Total expenditure since the last meeting has been £7,488, which includes £4350 spent on 13 travel awards for ARR members (mainly young investigators) to scientific meetings and £500 to support the Radiation Systems Biology Workshop at Oxford Brookes.

5. Total income since the last meeting has been £7,839.90, which includes £4,852 from the Brunel meeting and £2,288.50 from subscriptions.

6. The expenditure and income figures do not include a fraudulent payment of £492.83 that was made from the account in February. This was subsequently refunded by the bank.

7. A number of significant expenditures are in the pipeline:
   
   a. 5 young investigator awards for the Dublin meeting  
       £2,500.00
   
   b. 2 PI travel awards for the Dublin meeting  
       £  500.00
   
   c. ARR travel bursary for R Anderson  
       £  150.00
   
   d. Re-issue of an out-of-date cheque  
       £  250.00
   
   e. IARR subscription for 2013  
       approx £  600.00
   
   f. Registration/travel expenses for S McKeown (Weiss medal)  
       TBD

8. With the ICRR meeting in Kyoto, Japan in 2015 we will need to start considering the level of support provided to help our members attend this meeting. The ARR has traditionally offered significant support to both PIs and young investigators.

9. The signatures on the account currently are Don Jones, Kaye Williams and Mark Hill. It is proposed to remove Don Jones and add Penny Jeggo.
Membership

1. Now that the new subscription period is upon us, the membership list and associated subscriptions are currently being reviewed and updated. A number of our members are currently non-contactable and a number are behind with their subscriptions. We will attempt to update contact details, get members up to date with their subscriptions or removed from the list if they no longer want to be members and check that their status (full/student/retired) is still appropriate.

2. Full Members who receive complimentary membership following the Oxford ARR meeting (after paying the non-discounted registration rate) are now due to start paying their annual subscriptions, so we should know in the next few months how many will continue as ARR members.

3. Currently 18 Honorary members and constitution currently limits us to 20 living persons at least 7 are non-contactable.

Current Financial Status

<table>
<thead>
<tr>
<th></th>
<th>June 2011</th>
<th>June 2012</th>
<th>August 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Nottingham)</td>
<td>(Brunel University)</td>
<td>(Dublin)</td>
</tr>
<tr>
<td>Current Account</td>
<td>£27,142.87 (13.05.11)</td>
<td>£30,307.11 (14.05.12)</td>
<td>£30,650.37 (14.08.13)</td>
</tr>
<tr>
<td>Capital Reserve</td>
<td>£13,855.13 (14.04.11)</td>
<td>£13,862.07 (13.04.12)</td>
<td>£13,870.71 (28.06.13)</td>
</tr>
<tr>
<td>National Savings Income Bonds</td>
<td>£27,000.00</td>
<td>£27,000.00</td>
<td>£27,000.00</td>
</tr>
<tr>
<td>TOTAL Assets</td>
<td>£67,998.00 (13.05.11)</td>
<td>£71,169.18 (14.05.12)</td>
<td>£71,521.08 (14.08.13)</td>
</tr>
</tbody>
</table>

Total expenditure: May 2012 – August 2013 £7,488.00

Major expenditure (>£100.00):
- IARR SUBS 2012 £584.42
- ARR/UKEMS 2011 (Nottingham) travel award prize £300.00
- ARR 2012 (Brunel) travel award (10x £345) £3,450.00
- ARR 2012 (Brunel) prizes: travel award (1x £300) & poster awards (3x £50) £450.00
- ARR 2012 (Brunel) additional costs (admin, band/disco, speaker travel & gifts) £1,528.33
- ARR committee meeting dinner £351.45
- Radiation Systems Biology workshop sponsorship (Oxford Brookes) £500.00
- ARR 2011 (Nottingham) travel prize award (used to attend ARR 2012) £300.00

Other major outgoings in the pipeline (not included in current figures):
- Dublin meeting Young Investigator Awards (5x £500) £2,500.00
- Dublin meeting PI travel awards (2x £250) £500.00
- ARR Travel Bursary Previous for R Anderson £150.00
- Re issue of previous cheque £250.00
- IARR SUBS 2013 approx £600.00
- Registration & travel expenses for S McKeown (Weiss medal winner) TBD
Total income: May 2012 – August 2013 £7,839.90*

Major income (>£100.00):
- Interest – National Savings Income Bonds (14/05/11 – 14/08/13) £ 590.76
- Subscriptions (2012/13 and 2013/14) (14/05/11 – 14/08/13) £2,388.50
- ARR 2012 Brunel – repayment & profits £4,852.00

*Total expenditure and income values exclude fraudulent payment of £492.83 and subsequent repayment

BREAKDOWN PER FINANCIAL YEAR

BALANCE AS AT 31 DECEMBER 2009

| Current Account | £17,233.86 |
| Capital Reserve | £13,846.49 |
| National Savings Income Bonds | £27,000.00 |

TOTAL NET ASSETS: £58,080.35

Decrease in assets over 2009 £ 1,446.94*

*this includes deposits for ARR2010 (£3,258.00) meeting

BALANCE AS AT 31 DECEMBER 2010

| Current Account | £26,937.40 |
| Capital Reserve | £13,853.42 |
| National Savings Income Bonds | £27,000.00 |

TOTAL NET ASSETS: £67,790.82

Increase in assets over 2010 £ 9,710.47*

*this includes deposits for the ARR/UKEM2011 meeting (£617.19) and repayment of the ARR2010 deposit (£3,258.00)

Total expenditure for 2010 £ 2,516.44 a
Total income for 2010 £ 9,586.10 b

a excludes deposit for ARR/UKEM 2011 (£617.19), fraudulent payments and payment in error

b excludes repayment of the ARR2010 deposit (£3,258.00), repayment of fraudulent payments and payment in error

BALANCE AS AT 31 DECEMBER 2011

| Current Account | £28,466.78 |
| Capital Reserve | £13,860.34 |
| National Savings Income Bonds | £27,000.00 |

TOTAL NET ASSETS: £69,327.12

Increase in assets over 2011 £ 1,536.30

Total expenditure for 2011 £ 5,642.69
Total income for 2011 £ 7,178.99

BALANCE AS AT 31 DECEMBER 2012

| Current Account | £25,170.61 |
| Capital Reserve | £13,867.31 |
| National Savings Income Bonds | £27,000.00 |

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Treasurer pointed out that in financial climate future meeting sponsorship would be harder to obtain. With this in mind we may need to draw a line under our sponsorship of other meetings.

(5) Secretaries report

Status of Committee September 2013

<table>
<thead>
<tr>
<th>Position</th>
<th>Member</th>
<th>Finish date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>R Anderson</td>
<td>July 2012-2014 then past chair</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>P Jeggo</td>
<td>July 2012-2014 then chair</td>
</tr>
<tr>
<td>Past Chair</td>
<td>K Williams</td>
<td>July 2012-2014 then off</td>
</tr>
<tr>
<td>Secretary</td>
<td>M Boyd</td>
<td>July 2010 –July 2014 (off committee July 2014)</td>
</tr>
<tr>
<td>Treasurer</td>
<td>M Hill</td>
<td>March 2010 -July 2013 (off committee July 2015)</td>
</tr>
</tbody>
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Ordinary Members

- Y Dubrova  July 2009-July 2015
- S Terry    August 2012- July 2018 (as SIT member)
- E O'Neill  July 2010- July 2016
- C Badie    July 2010- July 2016
- G Schettino July 2010-July 2016
- E Hammond  July 2010-July 2016
- A Sorensen January 2012 –January 2018

This is in accordance with regulations (Section 12):

(iv) All members of the Committee shall be elected for a period of initially two years, to run from 1st July, and can remain on the Committee as an Ordinary Member for up to six years (serving three periods of two years each), provided that:

(a) The Secretary and the Treasurer do not serve in those respective offices for more than two consecutive two-year periods. At the end of their period of office if the individuals have served longer than six years in total they are no longer eligible to continue as an Ordinary Committee member.

(b) The Chairman/Chairwoman and Vice-Chairman/Chairwoman shall not be eligible to serve in those offices for consecutive two-year periods. At the end of their period of office if the individuals have served longer than six years in total they are no longer eligible to continue as an Ordinary Committee member.

(c) Any Committee member who has served in an office of the Committee shall be eligible
to serve in another office in the next two-year period, provided that he/she does not serve as an Ordinary Member of the committee for more than three consecutive two-year periods.

1. Travel Bursaries:

   **Early career Travel Awards:**
   There were 9 applications for support to attend ARR/ERR/IRRS meeting in Dublin, September 2013. Following a scoring process it was decided to fund the top 5 applicants. The Award given was £500. All awardees were delighted with their awards and were asked to ensure acknowledgement of ARR funding on their posters/talks.

   **Awardees:**
   1. Aswin Abraham - Gray Institute (PhD)
   2. Emily Rowling - Manchester University (PhD students)
   3. Lana McClements - QUB (PhD students)
   4. Nicola McGinley - University of Strathclyde (PhD students)
   5. Sylwia Kabacik - Public Health England (PhD students)

   **ARR travel Bursaries-Senior researchers-to attend ARR meeting**
   There were 2 applications this year Dr Annette Sorensen (University of Strathclyde) and Dr Debayan Mukherjee (University of Sheffield). After consideration the committee found that both applications were worthy of support and it was agreed that each applicant would be awarded the sum of £250 toward attendance at the meeting. Both applicants have poster presentations.

   **ARR travel bursaries external meetings/meeting support**
   There were three initial applications for funding for attendance at external meetings Rhona Anderson: £150-00 to contribute toward accommodation for attendance at the 10th International Symposium of Chromosome Aberrations (Amalfi, Italy 19-22 Oct 2012) – awarded.
   Penny Jeggo - £500- to support Ester Hammond to attend ATW2013 meeting in Birmingham - awarded.
   A further initial request from Yuri Dubrova was subsequently withdrawn.

   **External Meeting Support:**
   £500 was awarded to support the Radiation Systems Biology Workshop at Oxford Brookes.

2. SIT representative on ARR committee.
   Following the resignation of Laure Marignol as SIT member, nominations were invited for a SIT member for the ARR committee. There were originally 2 expressions of interest but one subsequently withdrew. The committee considered the nomination from Peter Bryant for Samantha Terry and following consideration by the committee we were delighted to offer...
Samantha the position. Samantha has accepted and we warmly welcome her onto the ARR committee.

(6) 2013 ERR/ARR/IRRS meeting
See Appendix.

(7) ARR 2014 and future meetings
- Sussex has been selected as a venue with PJ to organize supported by EH, RA and EO. Provisional programme has been circulated and agreed.
- 2015 meeting will be in the same year as ICRR congress. Members may not wish to attend two meetings however the Committee confirmed that we should hold an ARR event and suggested a 1-2 day meeting. Venue to be confirmed.

(8) ICRR 2019 meeting
Congratulations to KW and her team for an outstanding and successful bid.

(9) Honorary Membership and Weiss Medal
The Committee nominated Mike Atkinson to receive the Weiss medal at the 2014 meeting. Dennis Henshaw was proposed for Honorary Membership in recognition of his support to the Association.

(10) Travel support Requests
None pending.

The Committee agreed to set a budget for ICCR Japan as: 750 Euros for students (aim to fund 7) and 500 Euros for PIs (aim to fund 3). See Appendix.

(11) Increase in subscriptions
Committee agreed that this should be kept on agenda for further discussion.

(13) Duties of the committee
See Appendix.

(11) Any other business
None.

(12) Date of next meeting – ARR 2014, University of Sussex. Date and venue tbc.
Appendix

- 2013 ERR/ARR/IRRS meeting: The Committee congratulate the local organizers for an excellent programme and meeting, however we recommend costs are kept as affordable as possible at future joint meetings to encourage maximal attendance by ARR members. The Committee agreed to provide 5 poster awards in-line with the awards being provided by the other Societies. There will be no financial implications for ARR but that the ARR will receive 1/3 of the profits (although this is likely to be negligible/small).
- SIT: committee welcomed Samantha Terry as new SIT representative. The remit of SIT representative was discussed with agreement to formulate ideas that will engage younger members.
- Travel Awards: Presentations have to be made as a condition of the award. Members supported to attend external meetings would be requested at the time of award to supply a report after the meeting on how they had benefited from the meeting.
- The Journal of Clinical Oncology approached the ARR suggesting interest in an affiliation involving ARR speakers contributing to an annual special issue. The Committee discussed at length and agreed in principle that it would be beneficial if award lectures were published. Discussions with the Journal ongoing.
- Mark Hill is the newly appointed LH Gray ARR representative.
- Currently all membership information is held by Treasurer. It was agreed that a shared secure database would be set-up containing membership data enabling increased efficiency in administration.
- It was agreed that we require a separate membership secretary distinct from the Treasurer.
- Interim Committee teleconference meetings remain ongoing at ~6monthly intervals.