ARR AGM Minutes

This meeting was held at Brunel University, Monday 25th June, 17.00-17.30 LC-H room

Present: Marie Boyd, Mark Hill, Eric O'Neill, Ester Hammond, Penny Jeggo, Stewart Martin, Mike Atkinson, Janet Hall, Dudley Goodhead, Peter, O'Neill, Fiona Lyng, Stan Botchway, Kevin Prise, Tracey Robson, Giuseppe Schettino, Don Jones, Yuri Dubrova, Emma Bourton, Rhona Anderson, Kaye Williams, Tony McCluskey

Agenda

(1) Apologies
(2) Minutes of previous meeting - attached
(3) Matters arising from the previous minutes
(4) Secretary's report
(5) Treasurer's report
(6) Honorary Membership & Weiss Medal
(7) Future Meetings
(8) Travel bursaries scheme (paper A)
(9) Formalisation of meeting sponsorship (paper B)
(10) Membership
(11) ARR website
(12) Any other business
(13) Date of next meeting

(1) Apologies

Annette Sorensen, Christopher Badie, Laure Marignol

(2) Minutes of previous AGM meeting 2011 (Oxford).
(3) Matters arising from the previous minutes

None – apologies for lateness of circulation of minutes from 2011 AGM

(4) Secretary’s report: presented by MB

1. June 2012

Status of Committee January 2012

<table>
<thead>
<tr>
<th>Position</th>
<th>Member</th>
<th>Finish date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>K Williams</td>
<td>July 2010-2012 then past chair</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>R Anderson</td>
<td>July 2010-2012 then chair</td>
</tr>
<tr>
<td>Past Chair</td>
<td>GD Jones</td>
<td>July 2010-2012 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>
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Ordinary Members

- Y Dubrova      | July 2009-July 2015 |
- L Marignol     | July 2009- July 2015 (as SIT member) |
- E O’Neill      | July 2010- July 2016 |
- C Badie        | July 2010- July 2016 |
- G Schettino    | July 2010-July 2016 |
- P Jeggo        | 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.

2. Teleconferences:
A teleconference was held in March 2012. Minutes circulated to committee. It is suggested that a similar mid-term teleconference is held again between ARR conferences.

3. ARR 2012:
An excellent programme for ARR 2012 (Brunel University) was prepared by Rhona and the organizing committee.

Comments from the ARR committee meeting 2012 to be brought to AGM- financial aspects of the meeting had been tough as registration was initially slow and sponsorship from companies was harder to come by. Also the cost for invited speakers was high. RA suggested that for future meetings we should try and get as many high quality UK speakers in addition to European and US and to review re-imbursement costs. An alternative strategy suggested was limitation of the duration of the meeting with fewer invited speakers. This shall be reviewed in advance of future meetings.

We agreed to maintain a cap on travel costs with a tiered system for UK, EU and International speakers. We should also continue to try and “badge” international speakers by getting specific sponsorship for them.

It was noted that not all invited speakers attended the full meeting raising the question this was not good use of ARR resources. It was agreed that future invitations should highlight our hope attend the full meeting and give all delegates the benefit of their experience in other sessions.

RA was congratulated by the committee for organizing and excellent and stimulating meeting and this was ratified by the AGM attendees.

4. BIR
The BIR SIT meeting was unfortunately cancelled due to a lack of response. However the society continued to accept abstracts for the Nic McNally prize. There were 14 applicants and the prize went to Cat Kelly from Ruth Muschel’s group Oxford

5. Requests for funding:
We received a request from the Italian Association for Radiation Research that is
organizing this year’s ERRS meeting asking us to support young ARR members
attending the ERRS.

Committee members were broadly supportive it was suggested that we had an
arrangement with ERRS that we always provide some bursaries, as we do for ICRR.

6. The ARR has been a useful forum for advertising both upcoming meetings and
job opportunities. Thanks to MH and committee for circulating this information to
committee and members.

7. The Chair has circulated a list of responsibilities for Chair, Secretary and
Treasurer in advance of meetings:

Distribution of paperwork to the committee will be carried out by the Secretary and by the Treasurer if
to the whole Membership. Website to remain in Leicester via Don Jones.

For committee meeting:

Before:

• Chair and secretary to prepare agenda.
• Chair to ensure all reports received from individual reps/secretary and treasurer.
• Secretary to distribute agenda, reports and previous minutes to committee.
• Secretary to take some printouts to meeting for committee members.
• Secretary to have electronic files available if needed.

During:

• Chair to lead Committee Meeting.
• Secretary to take minutes.

After:

• Secretary to compile minutes and send to Chair.
• Chair to OK minutes before distribution to committee by secretary.
• Chair to chase up actions where appropriate.

For Annual General Meeting:

Before:

• Chair and secretary to prepare agenda and check all paperwork.
• Treasurer to distribute agenda and previous minutes to ARR membership.
• Secretary to take some printouts of agenda for members.
• Secretary to have electronic files of all paperwork available if needed.

During:

• Chair to lead AGM.
• Secretary to take minutes.
• Treasurer and Secretary to give their annual reports.

After:

• Secretary to compile minutes and send to Chair.
• Chair to OK minutes before distribution via Treasurer.
• Chair to chase up actions where appropriate.

For the ARR meeting:

• Chair/secretary to arrange presents for Organisers
- Chair, Organisers and past chair to arrange judging and presents/awards for best presentations and also for fun awards.
- Chair to formally open Annual Meeting w/local Organisers & formerly close the Meeting.
- Chair to give Conference Dinner Speech.
- Chair to Award Honorary Membership and Weiss medal if presenting award that year.
- Chair/Secretary to make sure have certificates, medal etc for awards.

(5) **Treasurer’s report: presented by MH**

ARR Committee Meeting & AGM,
Brunel University, June 2012 - Treasurer’s Report

### Current Financial Status

<table>
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<th></th>
<th>June 2010</th>
<th>June 2011</th>
<th>June 2012</th>
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<tbody>
<tr>
<td></td>
<td>(Oxford)</td>
<td>(Nottingham)</td>
<td>(Brunel University)</td>
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<tr>
<td>Current Account</td>
<td>£17,755.84 (14.05.10)</td>
<td>£27,142.87 (13.05.11)</td>
<td>£30,307.11 (14.05.12)</td>
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<tr>
<td>Capital Reserve</td>
<td>£13,848.20 (14.04.10)</td>
<td>£13,855.13 (14.04.11)</td>
<td>£13,862.07 (13.04.12)</td>
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<tr>
<td>National Savings Income Bonds</td>
<td>£27,000.00</td>
<td>£27,000.00</td>
<td>£27,000.00</td>
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<tr>
<td><strong>TOTAL Assets</strong></td>
<td>£58,604.04</td>
<td>£67,998.00</td>
<td>£71,169.18</td>
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### Total expenditure: May 2011 – May 2012

- IARR SUBS 2011          £592.96
- Firmin & sons Ltd (4x Weiss medals)      £520.00
- Roger Cox - cost to attend ARR to receive honorary membership £284.92
- 9x ICRR travel awards (senior: 3x £250; Early Career: 6x £500)  £3,750.00
- D Hirst - cost to attend award lecture at ICRR(Weiss medal winner)  £404.00
- P Jeggo travel expenses to ICRR (Bacq & Alexander award)   £129.99
- CTRad Biomarker Network sponsorship (Leicester University)   £500.00

Other major outgoings in the pipeline (not included in current figures):

- Radiation Systems Biology workshop sponsorship £500.00
- ARR 2012 travel awards (10x£345)      £3,450.00
- Travel award prize (Emma Bourton) from ARR 2011 £300.00
Total income: May 2011 – May 2012 £9,533.86

Major income (>£100.00):
- Interest - Income bonds (06/06/11 – 08/05/12) £473.35
- Subscriptions (02/06/11 – 07/11/12) £1,536.60
- Profit from ARR Oxford 2010 (final payment) (26/08/11) £5,000.00
- ARR Nottingham 2011 (Repayment of loan £617.19 and profit £1,746.81) (06/03/12) £2,364.00

Dr. Mark A. Hill
ARR Treasurer

Comments:

1. As of May 10, 2012, the ARR’s total assets stand at approximately £71,000.00 which is an increase in £3,000 compared to last year due to a profit from the Oxford meeting.

2. Total expenditure last year was £6,300 including 9 ICRR travel awards.

3. There is significant expenditure in the pipeline including 10 travel awards for the Brunel meeting.

4. The Capitol account is however making no interest and is sitting at £14,000 we propose to move this to a better account.

5. Overall although the accounts are healthy we need to keep an eye on what we spend as the current climate means that obtaining meeting sponsorship may become harder and we can expect less profit from future meetings. It is suggested that we limit sponsorship to external meetings as our own meeting and sponsorship of delegates to attend is our major priority. This was agreed by the AGM attendees as the correct policy moving forward.

6. Membership: We have 147 fully paid members and 13 contactable honorary members. 50 or so members are still in arrears of 1 or 2 years and this will be chased up.

7. Questions: There were no questions on the report from attendees.

8. Comments: KW stresses the importance of ensuring funding for our own meetings and suggested that in dealings with other Associations that we always look for reciprocal arrangements i.e. if ARR is sponsoring speakers...
etc that these associations do the same for our meeting. There was general agreement from the attendees.

(6) Honorary Membership and Weiss Medal

- **Honorary members:**
  It was noted that the constitution currently allows 20 Honorary members and we currently have 12 contactable Honorary members. Efforts had been made to contact others to no avail. It was suggested that we should contact honorary members to request a short bio sketch and that we should keep this going and add to it. MB and MH to do this.

  The Chair requested that if anyone has suggestions for future Honorary member nominations they contact her directly, but no new members were suggested at this point.

- **Weiss medal:**
  This was being awarded to Fiona Stewart at the current meeting and to Stephanie McEwan in 2013. Suggestions for future awardees to be sent to the Chair and discussed at future AGMs.

- Ian Stratford will be put forward for the Bacq-Alexander award when we receive the request for nominations.

(7) Future Meetings

- **ARR 2013**

  The next ARR annual meeting is a joint meeting with ERR and IRRS to be held in Dublin, 1st – 5th September 2013. Considerable sponsorship will be provided by the Irish Government Department of Health.

  The ARR have 4 representatives on the planning committee establishing the program, KW, GS, GDJ, EO. It is anticipated that the program will be in place within the next few months.

  A contract will be put in place between the ARR and ERR/IRRS.

- **ARR 2014**

  Will be Hosted by Penny Jeggo University of Sussex, supported by EH, RA and EO.

- **Beyond 2014:**
To discuss at next meeting whether we should have an ARR annual meeting on years where there is an ICRR congress. For example in 2015 the ICRR congress is in Japan. Comments from the floor suggested that the majority were in favor of having some form of meeting in Congress years, preferable a 1 day event so we can maintain contact and momentum with members. Format discussed with 1 session with keynote speakers and the rest to be proffered papers and poster- all agreed. Item to be kept on agenda for next AGM.

- **ICRR 2019**

Contact has been made with organizing committee to express interest in this being hosted by ARR in Manchester in 2019. To follow up this expression of interest KW gave a presentation at ICRR in Poland which was well received. The plan is to move this forward by putting together a formal bid which will be presented at the interim council meeting.

*Comments/questions:*

It was asked what the financial liability of ICRR 2019- KW agreed to check up on this to ensure we couldn’t end up in financial difficulty if the meeting fell short on delegates. It was suggested by attendees with previous experience that liability is often shared between the local organizers and the International body. It was agreed that we needed to look at this and have more information for the next meeting before a decision could be taken on whether there was liability and whether this was a risk we were willing to shoulder.

**(8). Travel bursaries scheme (paper A)**

The following is being added to ARR Webpage in light of the recognition that non-SIT members will be having difficulty in tough economic times to be able to attend meetings. The Committee felt that we should fill this breach in a small way by offering a limited number of bursaries to more senior members (see advert below). It is proposed that we have 2 rounds per year and the applicant must have a talk or poster with successful awardees requested to acknowledge ARR support. The maximum available funding is £500 and any individual can only make 1 application every 2 years. The AGM attended were asked to circulate/advertise this information and encourage members to apply.

**Paper A**

**For web page:**

Advert on Home page that new scheme is being launched
Then add ARR Travel Bursaries subheading to the drop down menu with the following text
ARR Travel Bursaries
General Information
Two of the main objectives of the ARR are to promote learning and advance education in the field of radiation research and to extend, increase and disseminate knowledge of radiation research in the fields of biology, chemistry, physics, medicine and other related disciplines.

To achieve these goals we would like to announce a new travel bursary scheme targeted at non-student members with at least one year's standing that will be awarded on a competitive basis.

These awards complement the schemes the ARR already offers in conjunction with the annual meeting of the association (Early Career Investigator Awards) and with the International Congress of Radiation Research (Travel awards for both Early Career and established ARR investigators).

There will be two application deadlines for these awards each year. These will fall on the 31st May and 30th November. Applicants will be notified of outcome within 1 month. The date of the meeting to be attended must be at least one month following the application deadline. Retrospective applications will not be funded as we will request acknowledgement of the Travel Bursary received from the ARR in the recipient's presentation.

All applicants must be actively participating in the meeting through oral or poster presentation. We will not consider applications simply to attend meetings.

Criteria applied in assessing the applications include:

- The quality and relevance of the selected meeting to radiation research.
- Scientific quality of the research to be presented.
- The curriculum vitae of the applicant.
- The letter of support from a professional referee.
- The evidence of how the full budget for attending the meeting will be met.

The maximum award that can be requested from the ARR will be £500.

**Application process**

**Eligibility**

Available to non-student members of at least one year's standing at time of application. Applicants will be expected to present their work at the meeting applied for and should submit copies of the abstract with their application. The Association for Radiation Research should be appropriately acknowledged in any poster or presentation. Members may only apply for a second award at least 2 years following the initial award.

**Value**

Up to a maximum of £500. Bursaries will contribute to the covering of travel costs (economy fares), registration fees and cost of accommodation. The total sum requested should be stated in the application. Applicants should provide evidence of how costs beyond that which can be claimed from the ARR will be met. Upon successful application, the ARR will request receipts for the expenses claimed via the ARR as proof of purchase.
Deadlines
31st May; and 30th November each year.

To apply for this award, applicants should provide:
- Details of the meeting including a copy of submitted abstract and evidence of participation (if an abstract has not been accepted for presentation by the bursary deadline, please indicate this and notify the ARR as soon as acceptance is received).
- Where the applicant is an invited speaker, evidence that costs will not be met by the meeting organisers
- A short curriculum vitae
- A signed letter of support from a professional referee
- A budget for travel and accommodation
- Evidence of other funding sought/obtained

These documents should be sent to the ARR secretary by email: marie.boyd@strath.ac.uk

Applicants will be notified of outcome within 1 month.
Successful recipients must acknowledge the receipt of the ARR Travel Award in the presentation they make and following the meeting provide a short written report that may be used on the Association’s website.

Comments: This was agreed by AGM and will be implemented.

(9) Formalisation of meeting sponsorship (paper B)

It was intimated that the committee felt that the process for sponsorship of external meetings had previously not been transparent and that this needed to be amended and a more formalised approach adopted. We propose that applications can now be made from documents on the website – see paper B below.

Criteria for funding:
1. Make sure the meeting aligns with the ARR objectives and principles.
2. Any meetings we support should also support our Young Investigators.
3. A program of the meeting is required with the application.
4. The application can be made at any time of the year and responses returned within 1 month.
5. This should be a maximum of £1000.

These criteria have been formulated based on last year’s AGM comments. This was passed by the AGM attendees.

Paper B
Advert for web page:
The ARR will consider sponsoring meetings that are being organised by the Association’s members. Meetings must fulfill the objectives of the ARR, to
promote learning and advance education in the field of radiation research and to extend, increase and disseminate knowledge of radiation research in the fields of biology, chemistry, physics, medicine and other related disciplines.

Criteria applied in assessing the applications include:
- The alignment of the meeting with the Association’s objectives.
- The quality of the invited participants.
- The relevance of the meeting to radiation research.
- Inclusion of opportunities for participation by student and Early Career Investigators.
- The meeting budget.

The maximum award that can be requested from the ARR will be £1000.

**Application process**

**Eligibility**
Available to all members of at least one year’s standing at time of application. The Association for Radiation Research should be appropriately acknowledged as a meeting sponsor in all relevant documentation, web announcements etc. Links should be provided between the meeting website and that of the ARR.

**Value**
Up to a maximum of £1000. Sponsorship can cover costs of individual invited speakers, student/young investigator awards, workshop or scientific sessions. Applicants should provide full details of the meeting budget.

**Applications can be made at any time**

To apply, applicants should provide:
- Details of the meeting including a copy of the programme and confirmed speakers.
- A budget for the meeting
- Evidence of other funding sought/obtained

These documents should be sent to the ARR secretary by email: marie.boyd@strath.ac.uk

Applicants will be notified of outcome within 1 month.

Successful recipients must acknowledge the receipt of the ARR sponsorship in all relevant documentation and provide a short written report following the meeting that may be used on the Association’s website.

**(10) Membership**

Already mentioned as part of treasurers report.

**(11) Website**

The usefulness of the website was discussed and it was agreed that the purpose was as an information page to inform members of ARR related business/conferences/news and funding opportunities. The issue of having a more interactive chat room component was discussed but it was agreed that we do not have the
resources to set this up. However the members agreed that we could attempt to set up a Face Book page and see if there was any uptake.

Comments from ARR committee meeting to be brought to the AGM - Suggested that an annual upload of papers from members – decided to discuss at next AGM

(12) Any other business

1. Information was requested as to whether the ARR still have a link up with IJRB to enable reduced rates for members. MH replied that we do and anyone wishing to take this up should contact him directly.
2. GDJ questioned if we could afford to support travel bursaries and if the number of requests were likely to rise to levels that we could never support. It was discussed and stated that the number of applications was relatively low and a few senior members had been supported to attend international meetings at levels below £1000. The committee anticipate less that 2-4/year but we will watch the number of applications and report back to the AGM in 2013. It was agreed however that it is very important to support the ICRR and that we should manage our budget so that we have money available to ensure an ARR presence at this meeting. Thus in Congress years it is anticipated that the travel spend will be greater. This can be set at the AGM in the preceding year.
3. TM highlighted the importance of ensuring that there is a mechanism at our annual conference to enable Universities to be invoiced for registration as many students and staff cannot afford to pay the costs up front and reclaim. Not all Universities have credit card facilities and this may minimise discrimination of people on low incomes with respect to meeting attendance.
4. The issue of publishing the presentations from annual meetings was raised. It was agreed that this was not practical as some material was sensitive and unpublished and this could put speakers off from providing original data.
5. Comments from ARR committee to be brought to the AGM - LM has intimated that she wished to step down as SIT member - a new SIT member will be recruited before the next annual meeting

(13) Date of next meeting: ARR/ERRS/ IRRS meeting Dublin, 1st-5th September 2013. Date, time and location to be confirmed.