ARR AGM Meeting.
To be held at the ARR Conference, University of Leicester, UK at 12:15 on June 28th 2016

Agenda

1. Minutes of previous meeting – Form A
2. ARR committee update and proposed committee members
3. Chairs report
   i. Past meetings
   ii. Future meetings (including ERR meeting in 2016 and 2017 Essen
   iii. IRCC2019
   iv. Honorary members and Weiss medal (2015 and 2016)
   v. SITS – including travel award legacy money
   vi. Travel fellowships awarded (to be detailed by secretary)
   vii. JCO interface
   viii. Social media
4. Treasurer’s report - Form B
5. Secretaries report (including committee details; travel support/ SIT
   bursaries, other meeting support) – Form C
6. Membership secretaries report (Ester)
7. Any other business
ARR AGM Meeting.
Held at the ARR Conference, Fulton Lecture theatre, University of Sussex, UK at 12:45 pm on 1st July 2014.

**Agenda**

1. Minutes of previous meeting
2. ARR committee update
3. Kaplin Award Nomination
4. Journal of Clinical Oncology
5. Treasurers report
6. Secretaries report
7. Future meetings
8. Any other business

(1) Minutes of previous meeting:
Rhona Anderson opened the AGM by thanking all those in attendance, and by confirming that the minutes from the 2013 meeting had been circulated around the membership. All in attendance were in agreement that the minutes were a fair reflection of the meeting, with no matters arising.

(2) ARR committee update:

New committee members.
Three Committee members came off or are coming off as of 1st July 2014 – Marie Boyd stepped down from Secretary role at the end of March 2014 due to work pressures, newly appointed Sam Terry stepped down for similar reasons and Kaye Williams has reached the end of her term as Past Chair. All were thanked for their contributions – in particular Kaye who has made significant contributions to the ARR, notably the winning of the bid to host the ICRR in Manchester 2019.

To fill these vacancies, nominations were sought for three new members. Three nominations were received and approved by the committee. The ARR welcome Dr Karl Butterworth, Dr Jonathan Coulter and Dr Chris Talbot to the committee.

Officer roles
Consideration was given for the officer positions within the Committee. In addition to the appointment of a new Secretary, Mark Hill would be completing as Treasurer and Penny Jeggo would be moving to Chair and Rhona Anderson to past Chair. Ester Hammond was nominated by Rhona Anderson and seconded by Penny Jeggo to be new vice-Chair, Eric O'Neill was nominated by Rhona Anderson and seconded by Penny Jeggo for the position of Treasurer, and Jonathan Coulter was nominated by

Chair: Prof. Penny Jeggo
Senior Scientist
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Hon Secretary: Dr Jonathan Coulter
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Hon Treasurer: Dr Eric O’Neill
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Rhona Anderson and seconded by Ester Hammond for the role of Secretary. All nominations were accepted and ratified by the AGM.

**Administration**

The management of ARR business has been enhanced by the creation of a membership database located on a password protected dropbox site. Ester Hammond has taken on the unofficial role of membership secretary to ensure all membership details are up-to-date. The Chair, Treasurer, Secretary and Membership Secretary all have access and can share the same information, alleviating past issues of accessibility and linking of information.

The committee agreed all Ordinary Members of the committee should actively participate in the administration of the Association. As part of this, representatives for SITs, website and Awards will be identified on the website and all duties for Officers and Reps documented. The committee is confident that the individuals and systems in place will make it much easier to administer and transfer roles in the future.

**Kaplin Award Nomination:**

The ARR have nominated Penny Jeggo for Kaplan Award 2015. The nomination has been sent to IARR.

**Journal of Clinical Oncology**

We have been in discussions with the JCO about a formal link-up. The idea is that they will consider publishing a special edition of selected peer reviewed papers from speakers at our annual conference in return for including ARR branding in their Journal. We are currently negotiating the details of the ‘Memorandum of Understanding’ to ensure any affiliation with the Journal does not impact negatively on our invited speakers. Details will be circulated to the membership when the finer details are agreed.

**Treasurers report**

A. As of May 31, 2014, the ARR’s assets stand at £27,393.32 in the current account, £27,000 in premium bonds and a capital account of £13,875.96.

B. For the calendar year 2013, net assets increased by £1,480.73 therefore increasing the total to £67,518.65. Total income from subs were £1,796.10.

C. The interest on the money held in capital reserve (£13,875.96) is minimal (£6.94 in 2013). Alternatives have been explored however await full consideration once the new treasurer is a signatory.

D. Total expenditure since the last meeting has been £7,613.22 (less a fraudulent payment that was recovered of £492.83), which includes £2500 spent on 5 YI investigator awards for Dublin ERRS/ARR 2013 meeting - Emily Rowling, Lana McClements, Aswin Abraham, Nicola McGinley and Sylvia Kubrick – (£2,500 total), a cheque to Ian Stratford £250 (re-sent due to loss), IARR subs (£570.37) and...
travel awards. Additional payments for ERRS 2014 Registration for Stephanie McKeown (£186.06), 2 PI travel awards to Sorenson and Mukherjee (2x£250), for the ARR committee meeting 2013 dinner (£406.83) and ARR travel award to Rhona Anderson for £150 (outstanding since 2012).

E. No income is expected from the Dublin meeting (See Secretaries report).

F. Expenditures are in the pipeline:
   a. 5 young investigator awards for the Sussex meeting £1,850.00
   b. IARR subscription for 2014 £ 588.00
   c. Travel expenses for MJ Atkinson (Weiss medal) TBD
   d. 2014 conference expenses (P. Jeggo) £144.50
   e. 2014 entertainment band £350.00
   f. ARR committee meal £269.92
   g. Poster prizes £300.00

G. The ARR has traditionally offered significant support to both PIs and young investigators. It is recognized that we should have representation with the impending Manchester meeting in 2019. At the Dublin meeting we agreed to support 7 students (@£750) and 3 Non-SITs (@£500) to attend Kyoto.

H. The signatures on the account currently are Don Jones, KW and MH. We have proposed to add EO and EH in the first instance before removal of old signatories. Once this is done it was agreed that the incoming secretary (JC) be added as a signatory.

### Current Financial Status

<table>
<thead>
<tr>
<th></th>
<th>June 2012 (Brunel University)</th>
<th>August 2013 (Dublin)</th>
<th>June 2014 (Sussex)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Account</td>
<td>£30,307.11 (14.05.12)</td>
<td>£30,650.37 (14.08.13)</td>
<td>£27,393.32 (06.05.14)</td>
</tr>
<tr>
<td>Capital Reserve</td>
<td>£13,862.07 (13.04.12)</td>
<td>£13,870.71 (28.06.13)</td>
<td>£13,874.25 (31.12.14)</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>£71,169.18 (14.05.12)</td>
<td>£71,521.08 (14.08.13)</td>
<td>£68,269.28* (06.05.14)</td>
</tr>
</tbody>
</table>

*N.B. – subs not in until 01.07.14.

Total expenditure: Sept 2013 –May 2014 £4,867.52

**Major expenditure (>£100.00):**
- IARR SUBS 2013 £570.37
- ARR 2013 (Dublin) YI travel award (5x £500) £2,500.00
- ARR 2013 (Dublin) PI travel awards (Mukherjee and Sorensen) £500.00
- PI Travel Award for R. Anderson (Symposium of Chromosome Aberrations Italy Oct 2012) £150.00
- ARR prizes 2013 (Dublin) £183.55
- ARR committee meeting dinner 2013 (Dublin) £406.83
- ERR registration McKeown 2013 (Dublin) £186.08
- Cheque to Ian Stratford – repeat payment for out of date cheque £250.00

**Other major outgoings in the pipeline (not included in current figures):**
- IARR subs (Aug 2014) £588
- 5 x YI Travel awards for Sussex awards for £370. (4x cheque 1x meeting) £1850
- Non-SIT Travel Award for Abdelrazzak Bedeer for Rad Res £300
- MJ Aktinson expenses for Sussex 2014. TBA
- 2014 conference expenses (P. Jeggo) £144.50
- 2014 entertainment band £350.00
- ARR committee meal £269.92
- Poster prizes for Sussex 2014 £300.00

**Total income:**
**May 2012 – August 2013**

<table>
<thead>
<tr>
<th>Major income (&gt;£100.00):</th>
<th>£7,839.90*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest – National Savings Income Bonds (14/05/11 – 14/08/13)</td>
<td>£ 590.76</td>
</tr>
<tr>
<td>Subscriptions (2012/13 and 2013/14) (14/05/11 – 14/08/13)</td>
<td>£2,388.50</td>
</tr>
<tr>
<td>ARR 2012 Brunel – repayment &amp; profits</td>
<td>£4,852.00</td>
</tr>
</tbody>
</table>

*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

*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

*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 |
| Total income for 2010 | £ 9,586.10 |

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

*bexcludes 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

TOTAL NET ASSETS: £66,037.92
Decrease in assets over 2012 £ 3,289.20

Total expenditure for 2012 £ 7,315.16
Total income for 2012 £ 4,025.16

BALANCE AS AT 31 DECEMBER 2013
Current Account £26,644.40
Capital Reserve £13,874.25
National Savings Income Bonds £27,000.00

TOTAL NET ASSETS: £67,518.65
Increase in assets over 2013 £ 1,480.73

Total expenditure for 2013 £6,132.49
Total income for 2013 £7,606.28

(6) Secretaries Report
A. ARR committee
Full details of the current ARR committee were provided including updates of individuals leaving or new members joining the committee. The full status as of June 2014 is outlined below:

ARR committee June 2014

Position | Member
--- | ---
Chairman | R Anderson (RA) July 2012-2014 then past chair
Vice Chair | P Jeggo (PJ) July 2012-2014 then chair
Past Chair | K Williams (KW) July 2012- 2014 then off
Secretary | J Coulter (JC) April 2014 – July 2018

Chair: Prof. Penny Jeggo
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Hon Secretary: Dr Jonathan Coulter
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Fax: +44 (0)1865717334
Email: eric.o’neill@roh.ox.ac.uk
B. Travel Bursaries:
There are currently two categories of travel bursary, the Early Career Travel Awards and the ARR Travel Bursaries.

B.1 Early Career Travel Awards:
There were 15 applications for support to attend ARR meeting in Sussex, June/July 2014. Following a scoring process of submitted abstracts by the full committee it was decided to support 9 applicants. The scores were based on quality of science with awardees being recognised in the form of a certificate and a travel award for £370, designed to cover the cost of early bird registration fee. The Committee agreed it was appropriate to financially support one student only where multiple awardees were part of the same research group. We are grateful to the EACR who supported three of these travel awards and all awardees were asked to ensure acknowledgement of ARR funding on their posters/talks. We are delighted to see they represent many different Institutes both Nationally and Internationally.

B.2 ARR Travel Bursaries:
There were 2 applications this year for non-student bursaries from Dr Scott Bright (Oxford Brooks University) and Dr Abdelrazzak Bedeer (National Research Centre – Egypt). Both applications were requesting £500 to attend the Radiation Research meeting in Las Vegas (Sept 2014). We confirmed that Dr Bright was not eligible and as such his application was rejected. After due consideration by the committee we agreed that Dr Bedeer’s application should be supported to the value of £300. Funds will be released upon receipt of proof of attendance and a short meeting report. A third request was subsequently withdrawn.

C. ARR 2014 meeting Sussex
The 2014 ARR meeting in Sussex had a total of 39 oral presentations, the breakdown of which was 21 invited speakers and 18 proffered paper talks. In
recognition of the important contribution from the SIT community, half of the proffered talks were assigned to SIT members.

D. ERR/ARR/IRRS 2013 Joint meeting


From the registration information provided by conference partners, it is not possible to establish the total number of ARR members who attended the meeting. Overall, there were 243 registered attendees of which 66 were full ERRS/ARR/IRRS members and 90 (33%) were student registrations. The total income for the meeting was €204612.45 with an expenditure of €204523.43, generating a total profit of €89.02.

(7) Future meetings

There will be no ARR meeting in 2015 to encourage our members to support the 2015 ICRR meeting in Kyoto. In addition to the previously announced SIT (7 X £750) and non-SIT travel awards (3 X £500), there will also the possibility of awarding a Weiss medal, which would further raise the profile of the ARR at this international event. Nominations are currently being considered.

The ARR committee recognises that expenses associated with travelling to Koyto are likely to be high, and that many members will be unlikely to be able to attend (particularly SIT members). To avoid the total absence of a relevant radiobiology meeting in the UK in 2015, it was proposed that we explore the possibility of holding a short one or two day meeting organised in conjunction with the LH Gray Memorial Trust. As venues are confirmed details will be circulated to the membership.

In relation to the 2016 ARR meeting, there were three kind offers to host the meeting in Oxford, Belfast or Leicester (if not hosting the short 2015 LH Gray meeting). Details of future meetings will be circulated to the membership when final arrangements are agreed.

(8) Any other business

The attendees of the AGM raised no additional issues. Rhona Anderson thanked everyone for attending and closed the meeting.
ARR AGM– Tuesday 28th June 2016, University of Leicester, 12:15-13:15

Treasurer report

Financial Status of Committee June 2015

1. Final report for 31/12/2015

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current account</td>
<td>£28,824.02</td>
</tr>
<tr>
<td>Capital reserve</td>
<td>£25,892.93</td>
</tr>
<tr>
<td>Income bonds</td>
<td>£27,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£81,717.93</strong></td>
</tr>
<tr>
<td>(\text{change})</td>
<td>-£122.13</td>
</tr>
</tbody>
</table>

2. Proposed to remove Don Jones, Kaye Williams and Mark Hill as signatories and add Christophe Badie.

3. Application to have online access to accounts ongoing.

4. No further updates since January meeting

Dr. Eric O’Neill
ARR Treasurer
Form D: Secretaries report

A. Status of Committee June 2015

<table>
<thead>
<tr>
<th>Position</th>
<th>Member</th>
<th>Finish date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>P Jeggo</td>
<td>(PJ) July 2014-2016</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>E Hammond</td>
<td>(EH) July 2014-2016</td>
</tr>
<tr>
<td>Past Chair</td>
<td>R Anderson</td>
<td>(RW) July 2014-2018</td>
</tr>
<tr>
<td>Secretary</td>
<td>J Coulter</td>
<td>(JC) April 2014 – July 2016</td>
</tr>
</tbody>
</table>

Ordinary Members

- E O’Neill (EO) July 2010 – July 2018
- C Badie (CB) July 2010 - July 2016
- G Schettino (GS) July 2010 - July 2016
- C Talbot (CT) July 2014 – July 2016
- K Butterworth (KB) July 2014 – July 2020
- K Williams (KW) July 2015 – July 2021

This is in accordance with regulations (Section 12 of constitution):

A. Committee positions:

G Schettino has completed 3X 2-year terms on the ARR as an ordinary member. The committee would like to extend their thanks to Giuseppe for his service on the ARR committee. This means that the total number of ordinary members on the committee will be reduced to 5. As a result the committee issued a call for up to 5 new committee members (at least 1 SIT rep) on the 26th February 2016. This call resulted in the nomination of five potential candidates: Navita Somaiah, Susan Short and Fred Currell as full ordinary members and Becky Bibby and Laua Barazzuol as ARR SIT committee reps. This brings the total number of ordinary members to 10, in accordance with the maximum number as stipulated in the constitution. Potential applicants were widely supported by the existing committee and pending ratification.
by the membership at the AGM (held at the Leicester 2016), will be appointed without the need for a ballot. Nomination and seconded details below:

Susan Short: nominated PJ, seconded EH
Fred Currell: nominated JC, seconded Tracy Robson
Navita Somaiah: nominated EH, seconded EO
Becky Bibby: nominated Catherine West, seconded Stephen Maher
Lara Barazzuol: nominated PJ, seconded EH

B. Travel Awards:
Previously Prof. Kevin Prise had requested £500 request to attend the 14\textsuperscript{th} international Workshop for Radiation Damage to DNA (20\textsuperscript{th} – 24\textsuperscript{th} March 2016). This request had been fully supported by the ARR committee. However, Prof. Prise subsequently notified (13\textsuperscript{th} April 2016) the ARR that this support was no longer required as the meeting organizers had identified additional funds to help cover the travel expenses. Prof. Prise passed on this thanks to the ARR for their offer of support.
No additional applications were received for the Non-SIT travel award scheme. Perhaps these schemes should have greater visibility on the ARR website.

Early Career Investigator Awards: the local organizing committee of the ARR2016 meeting administers these awards. Sixteen SITs applications were received, for 5 possible awards. Abstract scores were collated from the local organizing committee along with scores from PJ, EH, EO, JC and RA.

A number of travel awards have been granted during 2015/2016 covering both the ICRR 2015 and other external radiation relevant meetings. In relation to ICRR2019 the ARR provided support to Tom Verbiest, Sara Ahrabi, and Jonathan Coulter. In addition, awards were granted to Manal Mehibel and Yuri Dubrova to attend external meetings.

C. Meeting Sponsorship
The ARR committee was supportive of the meeting support request (£800) for the Radiation Protection Week (RPW-2016) to be held in Oxford from the 19\textsuperscript{th}-23\textsuperscript{rd} September 2015. The local organizers (Paul Barty) was advised the committee considered badging a specific ARR session, and that the ARR2016 and ICRR2019 meeting be advertised at the meeting.
JC submitted a request to the ARR committee requesting £1000 support to provide five SIT travel awards to attend a Mathematical Modelling of Radiation in Cancer Therapy meeting, as part of the launch of CAIRR (Centre for Advanced Radiation Research). The meeting was also contingent on successful award of £2000 from the POEMS network. This funding has now been approved. The ARR committee was in favor of supporting the meeting providing the following conditions were met: £1000 support will be used to provide five £200 SIT travel awards. If recipients are not currently SIT members, the committee requires that they join the ARR for a minimum of 2 years (fee to be deducted from award), supported SITs are to provide a short report for inclusion on the ARR website and finally supported SITs to actively advertise the ICRR 2019 meeting by way of including a advertising slide or handing out ICRR2019 business cards.

The Oxford Oncology Postdoc Network submitted a request for the ARR to support their Postdoc Away day. Support would be in the form of membership to the ARR for 1 year for the winner of the best graphical abstract. This was positively received by committee and recognised as a low cost way of raising the profile of the ARR and perhaps recruiting a few new members. Bostjan Markelc was subsequently notified.

**D. Weiss Medal Award**

Nominations were sought (21\textsuperscript{st} Jan 2016) for candidates for the Weiss Medal Award. Committee members voted by email, and Prof Catherine West was nominated as the recipient for the ARR 2016 Weiss Medal.

**E. Honorary Members**

A call was issued by PJ to all committee members to propose possible candidates for honorary membership. Three names were proposed and PJ initiated an email ballot within the ARR committee to select one candidate on 20\textsuperscript{th} June 2016. Outcome will be notified in due course.