

Executive Committee Meeting,

Saturday 14 March 2009

The Executive Committee met at BFWG Headquarters on Saturday 14 March, together with many observers

A 'paperless society ...'

For the first time, with the exception of the agenda and copies of the Articles of Association including the proposed amendments, the meeting was 'paperless' as all reports had been posted on the website. While a few members had had problems accessing them, most had downloaded them and it was generally felt that making meeting documentation available in this way meant that any member of the Federation could have access ensuring greater transparency. It was also pointed out that there was a secure area on the BFWG website www.bfwg.org.uk in which copies of the minutes of the AGM, Executive and all other Committees, accounts etc would be placed. The password for this would be changed at the beginning of each February to ensure that access to our documents would only be available to paid-up members of the Federation. Passwords can be obtained by contacting our web-mistress, Sheila Stevens on webadmin@bfwg.org.uk. Apart from all the trees that are still standing, the advantage of using the website instead of the printed word is the savings in our printing budget! (Please keep enclosed insert on 'Accessing the BFWG website ...' for future reference)

Along the same lines it was announced that members would be given the option of having BFWG News, together with all the inserts, on line instead of a hard copy. If you wish to receive News this way, email newsonline@bfwg.org.uk stating your name, address, LA/Independent. This will result in substantial savings that will help keep our running costs down.

BFWG Management Team ... and Executive Committee

Following the agreement at the 2009 AGM that the concept of the 'Management Team', as it has come to be called, could be trialled during this year, it was generally agreed that it was working well and that the Federation was benefiting greatly from having a

Vice-President (Gillian Clerici), two Additional Vice-Presidents (Su Allen and Jasmit Kaur Phull) and a Secretary (Jenny Morley). The Federation was also benefiting from having a Chairman of Finance in the absence of a Treasurer, the difference being that the Chairman of Finance was not on the Management Team, although the President, as a former Treasurer, had oversight on Federation finances. The question that now has to be addressed is how to make the situation constitutional and therefore the following process was agreed.

- While recognising that a major overhaul of the Articles of Association is long overdue, changes will be proposed this year only to make the concept of the Management Team legal. This will require a change from the existing articles on the 'Honorary Officers' to those proposed on the 'Management Team' which will allow for a President plus no more than five and no fewer than three Vice-Presidents, one of whom will have responsibility for financial matters.
- With the increased size of the Management Team, in order to ensure that the voting power on the Executive remains with the membership, a change is also recommended in the voting rights of the Regional Representatives with those regions with 75 or more members receiving additional votes on the basis of one vote per additional 75 members or part thereof.
- The outstanding question remains: how Independent members would prefer to be represented on the Executive i.e. through the regions or by an Independent Representative. At the time of going to press, a questionnaire is being sent out to Independent members to find out their views.

Update on running of the Federation

Much progress has been made on streamlining the running of the Federation Office. The database has been updated and using the Federation laptop it is possible for emails to be answered from outside the office, when more convenient. The mail is checked regularly and telephone calls are monitored, with the vast majority coming from post-graduate women seeking funds for their studies. Thanks particularly to Nancy Edwards, who will be sorely missed, and Cynthia Short, a great deal of work has taken place over recent years in weeding out our existing paperwork and archives. As soon as possible, we see if we can find a charity that would like to rent some office space. This would augment our regular income and mean that someone would be in the office more of the time. In the meantime, the Dominie School continues to use our meeting room regularly.

Federation finances

It was reported that the 2008 accounts would be audited at the beginning of April, after which the budget for 2009 would be made available to the membership. With regard to our investments, Barbara Jackson, Chairman of the Finance Committee said in her report:

"As a result of actions taken last year to reduce our exposure to risk (selling single company shares and acquiring corporate bonds), we have not suffered as badly as we might have done. One of the objectives was to re-balance our portfolio to reduce risk and increase income by switching some funds. At the time, this would have resulted in a large liability to Capital Gains Tax, so last year, only one fund was switched. However, the huge fall in the markets has meant that this liability is now greatly reduced, and the Committee has taken the

On a related note, members were informed that the Office email address would be changing to office@bfwg.org.uk as the current address hq@bfwg.org.uk was attracting too much spam.

opportunity to switch funds from accumulation units to income units. By this action we hope to maintain investment income, which has become proportionately more important as membership falls.”

No increase in the Capitation Fee is proposed.

Academic awards

Applications for Academic Awards, thanks to the hard work of Elizabeth Poskitt and Sheila Stevens, are being made on line for the first time this year. This will significantly cut down on the administrative work involved in ensuring that members of the Academic Awards Committee receive applications. The amount of money available for Academic Awards this year will be £16,500.

The Executive Committee agreed that a *Nancy Edwards Award* be given in 2010. Anyone wishing to contribute to this special award in memory of Nancy should send a cheque to the BFWG Scholarship Funds with ‘Nancy Edwards Award’ written on the back.

Report on Working Group on Scholarship Funds

Between 1998 and 2008, £224,000 has been given in awards. Finding out this remarkable achievement of the Federation has been a challenging task for Rory Haigh. As she said,

“... there seems to have been neither a way of co-ordinating the information on awards, nor a filing system for them

as an entity. The information gleaned has come mainly from BFWG News at HQ and the Sybil Campbell Library, or from the occasional copy of a memo or minute of an AAC meeting. Often the information is sketchy, sometimes it is ambiguous and on occasion there is a discrepancy between what is published in News and what is in the AAC documentation for a particular student. Hence the figures in my report have to be the best of my knowledge rather than guaranteed correct ...”

Based on the recommendation of the Working Group, an amendment is proposed to the Articles of Association on the appointment of Trustees. (See page v) The Working Group is also preparing Terms of Reference for Trustees, in line with those of the Charity Commissioners, for approval by the Management Committee.

Finally, it was agreed that in 2012 the Federation should mark the Centenary of the first award to Caroline Spurgeon.

FFWG – Funds for Women Graduates

The Executive Committee members recorded its thanks to the retiring Chairman of the Governors, Peter Letley, for all his work. The FFWG report is included elsewhere in this edition of News as is the call for nominations for Governors.

BFWG Sybil Campbell Library Trust

The appointment of Sue Ouvry as a Trustee of the Sybil Campbell Library Trust was approved to fill the vacancy arising from Nancy’s death. It was agreed that the Trustees would consider the appointment of an additional Trustee as a means of ensuring that the situation would not arise when there would only be one Trustee due to circumstances outside the Trust’s control.

Programme activities

Following the highly successful House of Commons meeting last November, it was announced that the 2009 meeting will be held in the House of Lords on 29 October, sponsored by Baroness Sharp.

Given the impact of the current financial situation on women and girls both in the UK and in developing countries, (see President’s Notes p3) Local Associations were asked to urge their members to carry out research and to arrange an activity such as an additional meeting, workshop, discussion group, lunch etc on any aspect of this topic before the AGM. This would be a pre-cursor for activities to be undertaken by the Federation at all levels during 2009-2010. Given our unique selling point (USP) that we are all educated women, we should be speaking out to ensure that women are not disproportionately disadvantaged by the economic downturn, particularly those that live in developing countries.

BFWG Annual General Meeting 2009

The 2009 Annual General Meeting (AGM) of the British Federation of Women Graduates will be held at the Kings College, London University, Franklin Wilkins Building, 150 Stamford Street, London SE1 9NN on Saturday 4 July. It will be a one-day meeting starting at 9-30 am and finishing by 4-00 pm and will focus entirely on Federation business.

The previous evening, Friday 3 July, there will be a buffet supper at 6-30 pm, followed by a panel discussion: ‘When I started work, I never thought I would end up as ...’ from 8-00 to 9-30 pm in which women, both members and non-members of BFWG, will discuss their interesting, but different, careers.

In suite accommodation is available for both Friday night and Saturday night, if you wish to go to the theatre or concert, out to dinner, or on the London Eye, in the College’s Stamford Street Apartments, right opposite the Franklin Wilkins Building. The room rate per night is £37.00, which compares very favourably with London hotels.

Both the Franklin Wilkins Building and the Apartments are within a short walk from Waterloo Railway and Underground Stations and are on the L & M bus routes (served by the 4, 243, 168, 77, 176, 188 and the RV1 buses).

We shall revert to our usual format with our 2010 Conference and AGM in Canterbury.



Resolutions for debate at Conference 2009

- Please take this section with you to the AGM in July. Resolutions will not be repeated/included in the Summer
- It is important that proposers and seconders decide in advance on the presentation of their resolutions as the five minute combined time is strictly adhered to.

Domestic resolutions

D1: Articles of Association

Proposed by the Hon Officers

BFWG resolves that the Articles of Association produced and initialled by the President shall be adopted.

Supporting statement:

The Articles of Association are updated annually after the National AGM to take account of the Domestic Resolutions, which have been passed. This resolution is, therefore, a simple 'housekeeping' exercise.

D2: Annual Capitation Fee for Ordinary members

Proposed by Finance Committee
Seconded by Executive

BFWG resolves that as from 1 September 2009 the annual Capitation Fee for Ordinary members is £48.00.

Supporting statement for resolutions D2-D6

As stated previously, it is important that we balance our budget by means other than raising capitation fees, since this leads to loss of members and is self-defeating. Capitation fees are therefore remaining at the same level as they were set three years ago, although they no longer include a VAT element as BFWG has de-registered for VAT.

D3: Annual Capitation Fee for Associate members

Proposed by Finance Committee
Seconded by Executive

BFWG resolves that as of 1 September 2009, the annual Capitation Fee for Associate members is £40.50.

Supporting statement

See statement under D2. Associate membership is being phased out but whilst some Associate members remain, their fees must be set.

D4: Annual Capitation Fee for Junior members

Proposed by Finance Committee
Seconded by Executive

BFWG resolves as from 1 September 2009, the annual Capitation Fee for Junior members is £29.00.

Supporting statement: see under D2

D5: First Year Capitation Fee for Ordinary members

Proposed by Finance Committee
Seconded by Executive

BFWG resolves that as of 1 September 2009, the annual Capitation Fee for Ordinary members in their first year of membership is £29.00.

Supporting statement: see under D2

D6: 5-year Advance Capitation Fee for Ordinary members

Proposed by Finance Committee
Seconded by Executive

BFWG resolves that as of 1 September 2009, the 5-year advance Capitation Fee for Ordinary members are £235.00.

Supporting statement: see under D2

D7: Consensus resolution on Amendments to Articles of Association

Proposed by Executive

That the amendments to the Articles of Association as proposed under 5.1 Management Team; 5.3 Vice-Presidents; 5.4 Team Members; 8.1 Executive be adopted as set out below.

D8: Rotation for Election of Vice-Presidents

Proposed by President and Vice President (Hon Officers)
Seconded by

That BFWG institute the following rotation system for the election of President and Vice-Presidents:

- 2009 No retirements; Election of Vice-Presidents 2,3,4,5
 - 2010 Retirement of Vice-President 1; Election of President Elect; Election of Vice-President 1
 - 2011 Retirement of President; Retirement of Vice-Presidents 4,5; Election of Vice-Presidents 4,5
 - 2012 Retirement of Vice Presidents 2,3 (who will have served an extra year); Election of Vice-Presidents 2,3
- Etc, etc

Supporting statement

This resolution is dependent on the acceptance of the amendments to the Articles of Association. It is proposed to ensure that all Vice-Presidents do not complete their terms of office at the same time and that there is continuity.

D9: Chairman of Finance Committee

*Proposed by President and Vice President (Hon Officers)
Seconded by Finance Committee*

That when the Chairman of the Finance Committee has completed her two terms, she may be re-elected on an annual basis.

Supporting statement

Given the problems that the Federation has experienced in the past in identifying candidates for the position of Honorary Treasurer, this resolution is proposed to allow for the Chairman of the Finance Committee to be re-elected on an annual basis, once her two terms are completed, to ensure that skills essential to the successful running of the Federation's finances are not lost.

Proposed Amendments to Articles of Association

Below are the proposed substantive changes to the Articles of Association. If adopted editing will be required for the sake of consistency. These edits will be incorporated before Resolution D1 is implemented. Once these are known there will be a written vote of the Executive to ensure that a consensus resolution is proposed to the membership all the proposed amendments.

New wording is in Bold; required action is in Italics

1.1: Definitions

1.1.5 The term, 'Secretary' means a paid officer appointed by the Executive to fulfill and perform the administrative functions of the Federation.

Delete the before paid officer and replace with a

*Delete functions of the Secretary and replace with **administrative functions***

1.1.6 The term 'Management Team' means those members elected at the Annual General meeting to take responsibility for the affairs of the Federation

Add (New definition)

Supporting statement

The term 'Management Team' is not included in the Articles and requires defining.

4.2: Remission of Subscriptions to Individuals

4.2.2 The Council may delegate to the Finance Committee of the Federation their powers of remission of subscriptions under sub?section 4.2.1 of this Article.

*Delete Honorary Treasurer and substitute **Finance Committee***

Supporting statement

With the new Management Team, it is appropriate for the Finance Committee to take on this function.

5.1 Management Team

5.1.1 The Federation shall be managed by a team consisting of the President supported by no more than 5 and no fewer than 3 Vice Presidents, one of whom shall have responsibility for financial matters and one for administrative matters. Team members ...

Delete The Honorary Officers of the Federation shall include a President, Vice-President and an Honorary Treasurer. The President, the Vice-President and the Honorary Treasurer of the Federation ...

Replace with above text

Supporting statement

The Management Team will allow greater flexibility than the current system of President, Vice President and Hon Treasurer, with Vice Presidents being assigned different portfolios according to their skills and the needs of the Federation.

5.3 Vice-Presidents

Vice-Presidents shall be elected for a period of three years and **but in an exceptional case where the Executive consider an extension to be warranted and desirable the period of office may be extended for one year.**

Delete and shall not be eligible for re-election to that office provided that, in an exceptional case where the Executive consider an extension to be warranted and desirable, they may extend the period of office for a further period not exceeding one year.

Replace with above text.

Supporting statement

The new wording clarifies the circumstances and procedure under which the period of office for the Vice-Presidents may be extended.

5.4: Team Members

5.4.1 In exceptional circumstances, which shall be recorded, the Federation may elect an Immediate Past President as **Vice President with financial responsibility**. If, in the opinion of the Federation, exceptional circumstances continue to apply, her position shall be renewable at each succeeding Annual General Meeting.

Delete existing 5.4.1

In existing 5.4.2 delete Honorary Treasurer and replace with Vice-President with financial responsibility.

Supporting statement

This is in line with the above changes.

5.4.2. **The Executive Committee, may as the need arises, appoint to the Management Team such non-voting paid staff or co-opted members as may be required for the efficient running of the Federation.**

Add (new paragraph)

Supporting statement

This paragraph gives the Executive Committee the flexibility to appoint additional members of the Management Team if required.

8.1 Executive

8.1.2 This Executive shall consist of the Management Team as defined in Article 5, the Federation Representative on the Council of the International Federation of University Women as defined in Article 8.3, one representative from each of the Regions as defined in Article 8.2, **all of whom shall have the right to a single vote. In the case of a Region with 75 or more members that one Regional Representative shall have additional votes on the basis of one vote per additional 75 members or part thereof.***

Delete all of whom shall have the right to vote but in the case of a Region with 200 or more members that one representative shall have two votes on the Executive

Replace with above text

Supporting statement

This amendment will increase the voting strength of the Regional Representatives to ensure that the control of the Federation remains with the membership and that they can outvote the Management Team.

* *This amendment may be further amended depending on the replies to the questionnaire to Independent members to ascertain whether they wish to be represented on the Executive ie through their own representative or through the Regional Representatives.*

8.1.10 **The Trustees of Charities Administered by BFWG No: 273043 shall be appointed at the AGM of the Federation. 5 Trustees shall be appointed to the Scholarship Funds and 3 Trustees shall be appointed to the Sybil Campbell Library Fund. The Trustees shall be appointed to serve a period of three years but shall be eligible for re-appointment for a period not exceeding a further three years.**

Add (new paragraph)

Renumber existing paragraphs

Supporting statement

This is a new paragraph to specify the procedure for the appointment of Trustees for the Scholarship Funds and the Sybil Campbell Library Fund.

Join us for an interesting evening on Friday 3 July at the Franklin Wilkins Building of Kings College, University of London

After a Buffet Supper join us for a lively panel discussion:

When I started work, I never thought I would end up as ...

Dr Sheila Macrae
Dr Gill Samuels
Margaret Stone (tbc)

Moderated by: Marianne Haslegrave

Dr Sheila Macrae trained as a demographer and after working with the UK Overseas Development Administration (ODA) was appointed Country Representative for the United Nations Population Fund in countries such as Kenya, Thailand, Cambodia and Myanmar.

Dr Gill Samuels after a successful career with Pfizer Inc, the world's largest research-based pharmaceutical company, is currently the Chairman of the Global Forum for Health Research. She is also a member of the Canterbury Association of Women Graduates.

Margaret Stone always planned to be a journalist. She went on to become the Financial Editor of the Daily Mail and currently is the paper's Financial Agony Aunt.

Marianne Haslegrave began her career as a history teacher and ended it as the Director of a non-governmental organization working on health issues in Commonwealth developing countries. In addition to being a member of the Canterbury Association she is the current President of BFWG.

We look forward to you joining us to hear from our panellists. Please bring your friends and guests.

Cost £12.00 per person, including a glass of wine

Vacant Positions and those requiring confirmation:

Nominations are needed for the following positions ...

If you are considering applying for any of these positions and would like further information please contact Marianne Haslegrave (mh@commat.org) or any other member of the Management Team, unless otherwise stated..

Vacancies

Nominees/Retirees

Vacancies for BFWG (Company Reg No 278795)

Elections

Vice-Presidents	If the amendments to the Articles of Association are accepted, there will be vacancies for three Vice-Presidents. Su Allen, Jasmit Kaur Phull and Jenny Morley have been serving as members of the Management Team and have announced their willingness to stand for election.
CIR	Margaret Middlemass was appointed for the first year of her second term. Her appointment for the remaining two years should be confirmed at the AGM.
CIR Alternate	Nominations requested
CER Alternate	Nominations requested if Su Allen is elected as a Vice-President
Regional Representative	Gabrielle Suff has completed her term as Regional Representative for Mercia and Wales and is not eligible for immediate re-election. Dr Nesta Farrow has been nominated.
Editorial Committee	Jean Cockling has completed her sixth year as Editor. There are also other vacancies on the Editorial Committee. Contact Jean for further details.
Finance Committee	Barbara Jackson has completed two terms on the Committee but is willing to continue as its Chair if resolution D9 is passed. Otherwise there will be a vacancy. Margaret Gotheridge has completed one term on the Finance Committee and is willing to stand for election

Appointments

Archivist	This vacancy has occurred because of the untimely death of Nancy Edwards.
WWNC	Gabrielle Suff has been representing the Federation on the WWNC. Her appointment should be confirmed.
Constitutional/Procedural Advisers	tbc

Vacancies for BFWG Scholarship Funds Charity No: 273043

Trustees	If amendment to the Articles of Association 8.1.10 is passed: The four Trustees of the Scholarship Funds, (Gillian Clerici, Marianne Haslegrave, Elizabeth Poskitt) should either resign or be confirmed. The three Trustees of the Sybil Campbell Library Fund: Cynthia Richmond (2007-2010) has one more year to serve of her first term, Sue Ouvry's appointment at Executive 2009 is to be confirmed, Susan Butterfield has been nominated as the third Trustee.
Scholarship Fund Finance Committee	For the past year Margaret Gotheridge (Chair), Barbara Jackson, Margaret Tait, Vivien Greenow (Secretary) and Julia Bannister (Treasurer) have been serving as members of the Scholarship Fund Finance Committee. These appointments should be ratified by the Trustees.

Vacancies for FfWG (BFWG Charitable Foundation) Charity No: 312903

Governors	Peter Letley has completed his term as Chairman of the Governors and is not eligible for re-election. Two Governors are retiring Elizabeth Poskitt has been nominated for re-election as a Governor
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IFUW Officers and Committee members and UWE Officers

Candidates for election as IFUW Officers and Committee members, to be elected at the IFUW Conference in Mexico City in 2010, must be approved at this BFWG AGM. Candidates for UWE positions must also be approved.

AGM London 3-4 July 2009

Registration Form

Please complete the following details in capital letters and black ink

Name: _____ Title: _____

Address: _____

_____ Post code: _____

Tel no: _____ Email address: _____

BFWG Association: _____ Independent Member: _____

Name of non-member (if applicable): _____

Please indicate which if the following you will be attending:

Event	Cost	Member	Non-Member	Payment
Friday Buffet Supper	£21.00			
Friday Panel Discussion	£12.00			
Saturday Breakfast	£8.00			
Saturday AGM	£20.00		N/A	
Late Booking Fee after 30 April £10.00				
	Total:			

Please send

- 1 Completed registration form
- 2 Photocopy of registration form
- 3 Cheque made payable to, 'BFWG Conference Account'
- 4 Self-addressed stamped addressed envelope for acknowledgement of receipt.

to: Margaret Smeaton, 11, Longfield, Upton upon Severn, Worcs WR8 0NR (01684 593366)

CANCELLATION FEE

BFWG cancellation fee £10.00 plus

Cancellation fee for Supper, Breakfasts and Programme:

50% before 31 May

80% before 15 June

Accommodation (optional)

Dates: Friday 3rd July and/or Saturday 4th July

Address: Stamford Street apartments opposite Franklin Wilkins Building

Cost: £37 for ensuite room

To book accommodation telephone the Kings College Summer Accommodation Team on 020 7848 1700

AGM Check-list

Friday 3 July

Venue: Franklin Wilkins Building, Kings College, University of London

6.30 – 8.00 pm Buffet supper including glass of wine or fruit juice

8.00 - 9.30 pm Programme: Panel discussion:
“When I started work, I never thought I would end up as ...”

Saturday 4 July

9.00-10.00 am Registration for BFWG AGM

10.00 am Opening of BFWG AGM

12.30 pm AGM of BFWG Scholarship Funds

2.00 pm AGM of BFWG Charitable Foundation

4.00 pm Close of BFWG AGM

Overnight accommodation is available at College's Stamford Street Apartments

See next issue of BFWG News for Agenda, Procedures for General Meetings and further information

**Registration deadline:
30 April 2009**