



Secretary Report 2009 - 2010

1. Company House and Charity Commission

- (a) Annual returns and accounts were submitted to Company House and the Charity Commission as required under UK legislation.
- (b) Details can be seen on the following websites :
 - i) <http://www.companieshouse.gov.uk/> (use Webcheck) using company number 03901346
 - ii) <http://www.charity-commission.gov.uk> (go to About Charities) using registration number 1079462

2. Meetings

- (a) The following trustee meetings were held during the year
 - i. Meeting on 8th July 2009 following ALM-16
 - ii. Online meeting Feb-Mar 2010
 - iii. Meeting 27th June 2010
 - iv. Additional ad hoc email discussions
- (b) The online meetings used the Google group set up by the Chair. The agenda consisted of the following.
 - 1) ALM-17 – in this item we set up a subgroup to support progress of the conference group
 - 2) Membership – here we looked at membership numbers, the change in the membership year and considered the benefits
 - 3) Newsletter – a discussion of the format, editor and how content will be obtained was carried out
 - 4) Paid admin support – in which the cost and what aspects of work was considered.
 - 5) Honorary trustee status – it was noted that there is a growing list and that there may be two separate aspects - one of supporting and advising the running of ALM and one recognising past contributions.



- 6) Bursaries – in which costs and the application process was considered
- 7) Tasks of trustees – intended to identify specific tasks for individual trustees.
- 8) Organising Group – following proposal from ALM-16, a discussion of the next steps
- 9) ALM-18 – a discussion of where the conference in 2012 would be held
- 10) ALM alive – a short discussion on how to keep ALM active
- 11) Proceedings – considered the ongoing work of getting ALM proceedings online and searchable and suggested next steps
- 12) Journal – the change in editorial team was discussed and noted (see 3 below)
- 13) AOB – the issue of gift aid in the UK was discussed

3. Proceedings on the website

- a) Proceedings from ALM-11 have been scanned are now online.
- b) This leaves ALM7 and ALM10. ALM10 articles have been made available electronically but not in final form and require some work. ALM7 will need scanning.

4. Avanti

- a) The distributors of our proceedings is about to be wound up.
- b) An alternative distributor will be investigated.

Graham Griffiths, ALM Secretary, 2010