

The IMechE Dorchester and Weymouth Area Committee Meeting  
The Trumpet Major - 04 February 2016  
Minutes of the 2016 Annual General Meeting

**Present**

Steve Stubbing (School Liaison Officer (SLO)), Andrew Samways (Chairman (C)), Nick Fryer (Treasurer (T)), Andrew Kenny (Secretary (S)), Tracey Boardman (Committee Member)

**Apologies**

None

**Minutes and matters arising**

The Minutes of the previous AGM were accepted without alteration. Any matters arising are dealt with in the following minutes and those of the 50<sup>th</sup> Ordinary Meeting, which followed on immediately after the AGM.

**The Chairman's opening remarks and report**

The Chairman opened the meeting and welcomed everyone.

Over the past 12 months we have organised six lectures in conjunction with the IET. Lectures on the whole were well attended and a good proportion of those attending were non-members who had been attracted by our diverse lecture programme.

Through the efforts of our Schools Liaison Officer supported by the Dorchester and Weymouth Area volunteer committee, we have organised and supported many technical school visits and after schools events throughout our area targeting students in years 4 to 13 (8 to 18 years).

This year the Dorchester and Weymouth Area were well represented at the Wessex Region's first Engineering Excellence Awards & Annual Dinner. We were extremely pleased that the relentless efforts over the past 25 years of our School Liaison Officer, Steve Stubbing, were recognized by the Wessex Region who awarded him Volunteer of the Year 2015. Congratulations Steve from us all; the award is well deserved.

We endeavour to build our membership and volunteer committee. To these ends, Andrew Kenny, honorary secretary, has used the 'Informer' database to send welcome letters to all new and upgraded members within our catchment area with the aim of increasing the number of volunteers on our committee and thus reduce individual workload.

I would like to thank Andrew Kenny, hon sec, for representing Dorchester and Weymouth at the Wessex Region AGM and OGM meetings and the Portsmouth & Isle of Wight Area Presidential Visit reception.

Our Honorary Treasurer, Nick Fryer, has continued to work with the Wessex Region on the budget planning and reporting throughout 2015. I would like to thank Nick for his efforts and his budgeting accuracy is often cited by other areas as an excellent example by the Wessex Regional Treasurer.

This year has started well with the first three lectures in our joint programme with the IET already organised. Unfortunately, we were unsuccessful with our proposal for increased funding and actually had our education budget reduced for 2016 from the previous year which has left us a little disappointed. Nevertheless, we endeavour to use what budget we have wisely, maximising its effectiveness per head of student.

Efforts will continue to recruit new members, particularly young members and Engineering Technicians to bolster our committee.

### **The Secretary's Report**

The secretary agreed to attending a meeting for induction of new members and awards upgrade in membership status in Salisbury in April 2016. The IMechE president will present the certificates to the members.

### **Treasurer's Report**

Through the efforts of Nick Fryer, our Honorary Treasurer, funding has been secured for the coming year, in conjunction with the Wessex Region, to allow us to continue to put on lectures and visits and allow our Schools Liaison Officer to continue to support STEM visits and activities within schools in our catchment area.

The IMechE Wessex Region is happy that the Dorchester and Weymouth Section budget last year was carefully planned and adhered to and put to good use.

For the Dorchester and Weymouth Area Committee a budget is for the previous fiscal year 2015 in appended to the end of these minutes.

### **School Liaison Officer's Report**

The SLO has provided us a separate schools Activity report.

**Schools** – An area of activity to which much effort is given by our SLO. The Dorchester and Weymouth Area have always been very strong on supporting Science, Technology, Engineering and Mathematics (STEM) activities in our catchment area. Steve Stubbings, Schools Liaison Officer, supported by the

Dorchester and Weymouth Area Committee, organised trips for pupils in Years 2 to 5 (7 to 10 years old) from schools to make STEM visits.

### **Election of Officers for 2016**

The following Officers were re-elected

|                        |                 |         |
|------------------------|-----------------|---------|
| Chairman               | Andrew Samways  | elected |
| Treasurer              | Nick Fryer      | elected |
| Schools Liason Officer | Steve Stubbing  | elected |
| Secretary              | Andrew Kenny    | elected |
| Committee              | Tracey Boardman | elected |

**2016 AGM Meeting Adjourned and followed immediately by 50<sup>th</sup> OGM**

**APPENDIX**

**Budget FY 2015**

**THE INSTITUTION OF MECHANICAL ENGINEERS REGIONAL ACCOUNTING SYSTEM - FY 2015**

| Date   | Description                          | Voucher No | Cheque No | VAT Ind | Running Bal b/f | Trans Amount | INCOME    |             |           | EXPENDITURE |                |                  |                        |                    |                    |                       |                      |       |
|--------|--------------------------------------|------------|-----------|---------|-----------------|--------------|-----------|-------------|-----------|-------------|----------------|------------------|------------------------|--------------------|--------------------|-----------------------|----------------------|-------|
|        |                                      |            |           |         |                 |              | 901 Grant | 901 Schools | 905 Other | 504 Schools | 505 Room Equip | 507 Travel Subst | 509 Entertain Catering | 511 Print Statuary | 513 Postage Teleph | 519 Sundries Donation | 517 Meeting Expenses |       |
| 16-Jan | Portesham Primary School (13)        | 15/01      | 094       | N       | £ 513.40        | (£400.00)    |           |             |           | 400.00      |                |                  |                        |                    |                    |                       |                      |       |
| 26-Jan | Grant (schools)                      |            |           |         | £2,063.40       | (£1,950.00)  |           | 1950.00     |           |             |                |                  |                        |                    |                    |                       |                      |       |
| 05-Feb | A Samways - Photo                    | 15/02      | 095       | N       | £2,043.41       | (£19.99)     |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
| 05-Feb | S Stubbing (Meeting Refresh)         | 15/03      | 096       | N       | £1,971.51       | (£71.90)     |           |             |           |             |                |                  |                        | 19.99              |                    |                       |                      | 71.90 |
| 19-Mar | Broadmayne First School (12)         | 15/04      | 097       | N       | £1,371.51       | (£600.00)    |           |             |           | 600.00      |                |                  |                        |                    |                    |                       |                      |       |
| 19-Mar | St Mary's Primary School B'port (14) | 15/05      | 098       | N       | £971.51         | (£400.00)    |           |             |           | 400.00      |                |                  |                        |                    |                    |                       |                      |       |
| 19-Mar | Budmouth College (16)                | 15/06      | 099       | N       | £923.67         | (£478.84)    |           |             |           | 478.84      |                |                  |                        |                    |                    |                       |                      |       |
| 19-Mar | L Fabbri (16)                        | 15/07      | 100       | N       | £906.96         | (£17.61)     |           |             |           | 17.61       |                |                  |                        |                    |                    |                       |                      |       |
| 17-Apr | S Stubbing (16 & Lecture Refresh)    | 15/08      | 101       | N       | £877.81         | (£28.55)     |           |             |           |             |                |                  | 21.25                  |                    |                    |                       |                      |       |
| 17-Apr | S Stubbing (17)                      | 15/09      | 102       | N       | £735.81         | (£142.00)    |           |             |           | 142.00      |                |                  |                        |                    |                    |                       |                      |       |
| 05-May | Weymouth College (Room)              | 15/10      | 103       | N       | £595.81         | (£140.00)    |           |             |           | 140.00      |                |                  |                        |                    |                    |                       |                      |       |
| 11-May | Weyco Services (Lecture Refresh)     | 15/11      | 104       | N       | £519.85         | (£75.96)     |           |             |           |             |                |                  | 75.96                  |                    |                    |                       |                      |       |
| 13-May | Grant (schools)                      |            |           |         | £1,969.85       | (£1,000.00)  | 450.00    | 1000.00     |           |             |                |                  |                        |                    |                    |                       |                      |       |
| 13-May | Grant (General)                      |            |           |         | £1,969.85       | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
|        | Balance c/f                          |            |           |         | £1,969.85       | (£1,456.45)  | 450.00    | 2950.00     | 0.00      | 1614.45     | 140.00         | 0.00             | 97.21                  | 19.99              | 0.00               | 0.00                  | 0.00                 | 71.90 |

| Date   | Description                         | Voucher No | Cheque No | VAT Ind | Running Bal b/f | Trans Amount | INCOME    |             |           | EXPENDITURE |                |                  |                        |                    |                    |                       |                      |       |
|--------|-------------------------------------|------------|-----------|---------|-----------------|--------------|-----------|-------------|-----------|-------------|----------------|------------------|------------------------|--------------------|--------------------|-----------------------|----------------------|-------|
|        |                                     |            |           |         |                 |              | 901 Grant | 901 Schools | 905 Other | 504 Schools | 505 Room Equip | 507 Travel Subst | 509 Entertain Catering | 511 Print Statuary | 513 Postage Teleph | 519 Sundries Donation | 517 Meeting Expenses |       |
|        |                                     |            |           |         | £ 1,969.85      | (£163.30)    |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
| 21-May | A Samways (Stationary)              | 15/12      | 105       | N       | £1,806.55       | (£600.00)    |           |             |           | 600.00      |                |                  |                        |                    |                    |                       |                      |       |
| 21-May | Piddle Valley First School (11)     | 15/13      | 106       | N       | £1,206.55       | (£200.00)    |           |             |           | 200.00      |                |                  |                        |                    |                    |                       |                      |       |
| 21-May | Portesham Primary School (13)       | 15/14      | 107       | N       | £1,006.55       | (£68.00)     |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
| 21-May | Budmouth College (16)               | 15/15      | 108       | N       | £938.55         | (£68.00)     |           |             |           | 68.00       |                |                  |                        |                    |                    |                       |                      |       |
| 21-May | Hazelbury Bryan Primary School (16) | 15/16      | 109       | N       | £695.78         | (£242.77)    |           |             |           | 242.77      |                |                  |                        |                    |                    |                       |                      |       |
| 21-May | S Stubbing (Meeting Refresh)        | 15/17      | 110       | N       | £646.23         | (£49.55)     |           |             |           |             |                |                  |                        |                    |                    |                       |                      | 49.55 |
| 10-Jun | Budmouth College (16)               | 15/18      | 111       | N       | £531.24         | (£114.99)    |           |             |           | 114.99      |                |                  |                        |                    |                    |                       |                      |       |
| 10-Jun | Budmouth College (16)               | 15/19      | 112       | N       | £484.41         | (£46.83)     |           |             |           | 46.83       |                |                  |                        |                    |                    |                       |                      |       |
| 10-Jun | Mrs M White (16)                    | 15/20      | 113       | N       | £444.41         | (£40.00)     |           |             |           | 40.00       |                |                  |                        |                    |                    |                       |                      |       |
| 14-Jun | Grant                               |            |           |         | £1,044.41       | (£600.00)    | 600.00    |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
|        |                                     |            |           |         | £1,044.41       | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
|        |                                     |            |           |         | £1,044.41       | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
|        | Balance c/f                         |            |           |         | £1,044.41       | (£925.44)    | 600.00    | 0.00        | 0.00      | 1312.59     | 0.00           | 0.00             | 0.00                   | 163.30             | 0.00               | 0.00                  | 0.00                 | 49.55 |

| Date   | Description                      | Voucher No | Cheque No | VAT Ind | Running Bal b/f | Trans Amount | INCOME    |             |           | EXPENDITURE |                |                  |                        |                    |                    |                       |                      |        |
|--------|----------------------------------|------------|-----------|---------|-----------------|--------------|-----------|-------------|-----------|-------------|----------------|------------------|------------------------|--------------------|--------------------|-----------------------|----------------------|--------|
|        |                                  |            |           |         |                 |              | 901 Grant | 901 Schools | 905 Other | 504 Schools | 505 Room Equip | 507 Travel Subst | 509 Entertain Catering | 511 Print Statuary | 513 Postage Teleph | 519 Sundries Donation | 517 Meeting Expenses |        |
|        |                                  |            |           |         | £ 1,044.41      | (£195.60)    |           |             |           |             |                |                  |                        |                    |                    |                       |                      |        |
| 18-Jun | S Stubbing Mileage               | 15/21      | 114       | N       | £848.81         | (£25.48)     |           |             |           |             |                | 195.60           |                        |                    |                    |                       |                      |        |
| 18-Jun | S Stubbing Refreshments          | 15/22      | 115       | N       | £823.33         | (£75.96)     |           |             |           |             |                |                  | 25.48                  |                    |                    |                       |                      |        |
| 17-Jul | Weyco Services (Lecture Refresh) | 15/23      | 116       | N       | £747.37         | (£105.00)    |           |             |           |             |                |                  | 75.96                  |                    |                    |                       |                      |        |
| 10-Aug | A Samways (3 off Gift Cards)     | 15/24      | 117       | N       | £642.37         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      | 105.00 |
|        |                                  |            |           |         | £642.37         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |        |
|        |                                  |            |           |         | £642.37         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |        |
|        |                                  |            |           |         | £642.37         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |        |
|        |                                  |            |           |         | £642.37         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |        |
|        |                                  |            |           |         | £642.37         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |        |
|        |                                  |            |           |         | £642.37         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |        |
|        |                                  |            |           |         | £642.37         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |        |
|        | Balance c/f                      |            |           |         | £642.37         | (£402.04)    | 0.00      | 0.00        | 0.00      | 0.00        | 0.00           | 195.60           | 101.44                 | 0.00               | 0.00               | 105.00                | 0.00                 | 0.00   |

| Date   | Description                | Voucher No | Cheque No | VAT Ind | Running Bal b/f | Trans Amount | INCOME    |             |           | EXPENDITURE |                |                  |                        |                    |                    |                       |                      |       |
|--------|----------------------------|------------|-----------|---------|-----------------|--------------|-----------|-------------|-----------|-------------|----------------|------------------|------------------------|--------------------|--------------------|-----------------------|----------------------|-------|
|        |                            |            |           |         |                 |              | 901 Grant | 901 Schools | 905 Other | 504 Schools | 505 Room Equip | 507 Travel Subst | 509 Entertain Catering | 511 Print Statuary | 513 Postage Teleph | 519 Sundries Donation | 517 Meeting Expenses |       |
|        |                            |            |           |         | £ 642.37        | (£30.35)     |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
| 03-Sep | S Stubbing Meeting Refresh | 15/25      | 118       | N       | £612.02         | (£23.05)     |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
| 09-Oct | S Stubbing Lecture Refresh | 15/26      | 119       | N       | £578.97         | (£40.00)     |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
| 09-Oct | A Kenny Ticket             | 15/27      | 120       | N       | £538.97         | (£75.96)     |           |             |           |             |                |                  | 33.05                  |                    |                    |                       |                      |       |
| 11-Nov | Weyco Services Refresh     | 15/28      | 121       | N       | £463.01         | (£0.00)      |           |             |           |             |                |                  | 75.96                  |                    |                    |                       |                      | 40.00 |
|        |                            |            |           |         | £463.01         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
|        |                            |            |           |         | £463.01         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
|        |                            |            |           |         | £463.01         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
|        |                            |            |           |         | £463.01         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
|        |                            |            |           |         | £463.01         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
|        |                            |            |           |         | £463.01         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
|        |                            |            |           |         | £463.01         | (£0.00)      |           |             |           |             |                |                  |                        |                    |                    |                       |                      |       |
|        | Balance c/f                |            |           |         | £463.01         | (£179.36)    | 0.00      | 0.00        | 0.00      | 0.00        | 0.00           | 0.00             | 109.01                 | 0.00               | 0.00               | 40.00                 | 0.00                 | 30.35 |

|        |         |         |      |         |        |        |        |        |      |        |        |
|--------|---------|---------|------|---------|--------|--------|--------|--------|------|--------|--------|
| Totals | 1050.00 | 2950.00 | 0.00 | 2927.04 | 140.00 | 195.60 | 307.66 | 183.29 | 0.00 | 145.00 | 151.80 |
|--------|---------|---------|------|---------|--------|--------|--------|--------|------|--------|--------|

|            |         |
|------------|---------|
| Schools    |         |
| Grant      | 2950.00 |
| Spent      | 2927.04 |
| Difference | 22.96   |

|            |         |
|------------|---------|
| General    |         |
| Grant      | 1050.00 |
| Spent      | 1123.35 |
| Difference | -73.35  |