President’s Report to the AGM
September 21st 2018

At the last AGM, held on 23rd September 2017 and attended by the Committee plus representatives from CUED staff and individuals offering themselves for election to the Committee, former president Dr Mike Purshouse stood down having completed his 5 year term, and I was elected as the new Association President. Margaret Winchcomb also left the committee, after 11 years’ service, and two new members were elected; namely Mr Edmund Broadhead, immediate past-president of CUES, and Mr Sam Massey.

At that meeting we noted that spend in 2017/18 had amounted to £1760, and our reserves at that time stood at £677,000. The Association had been relatively inactive during the previous year, awarding £580 in grants to Student Projects and organising no events.

During the next few months, various investigations and consultations were undertaken by a subgroup of the committee, to understand the potential roles the association might undertake, to gauge the levels of support for any such activity, and to better understand the status of the Association and its relationship with bodies such as CUED, CUES, the Alumni Relations Office, et al. In support of this a subgroup meeting took place on 6th December.

From this work a comprehensive discussion paper was presented to a full committee meeting held on March 2nd, where the key conclusions and recommendations from that paper were tentatively accepted. Key among those conclusions and recommendations were that there was a good case for continuing with CUEA in a more active form, providing stronger support to CUES, Alumni, and CUED; that a detailed Strategic Roadmapping exercise should be undertaken; that various measures had to be taken to put the association onto a firmer footing, including registering with the Alumni Relations Office as an official Alumni Group, registering as a Charity, adopting measures associated with GDPR regulations, and adequately separating Association funds from University funds; and finally that CUEA should support the Department in organising an Engineering Event as part of the 2018 Alumni festival. The resignation of Dr Tran as treasurer was also accepted, and the Committee welcomed Anne Waldock as the new Treasurer.

CUEA is now registered as an official Alumni organisation, and thus has access to the services of the University Alumni Relations team. Such services were used to contact potential CUEA supporters in the Cambridge neighbourhood, and a number of new active members subsequently lent their support to the Committee’s activities. The Strategic Roadmapping exercise was focussed around a full day event at the Institute for Manufacturing on June 8th, which was very well supported by University Departments, representatives from Staff Students and Alumni, and committee members. Arising from that a new strategic plan and organisational structure were developed which can be summarised as follows, overleaf:
This plan was adopted by the Committee through a meeting on July 16th, and it was also agreed that a part time assistant would be recruited to help with driving the plan forward. We were fortunate able to engage the services of Aurelia Hibbert in this role, who graduated from the department this year, having also been very active in the Solar Car project and in CUES during her time as an undergraduate. It was also noted that Professor Cardwell had been elected to Pro Vice Chancellor, and the Committee accepted that he would therefore stand down from the Committee at this AGM.

Progress has since been made with establishing a new CUEA website, organisation of the Alumni festival Engineering Event, publication of news articles via CUED, CUES and the Alumni Office, et al.

It was recognised that a number of changes were required to allow this plan to progress. Accordingly, some revisions to the Constitution are proposed for approval at this AGM; and a number of changes are being proposed to Committee Membership. I sincerely hope that these will shortly receive the full approval of the AGM. I also hope that some of those attending will feel able to offer some of their time to help the committee with delivery of this new strategic plan.
Nominees for Election to the Executive Committee at 2018 AGM

The following individuals have been nominated for election to the CUEA Executive Committee by Brian Phillipson, after careful consideration and discussion with the individuals concerned.

1. Henry Reynolds
   Henry has been involved in the organisation of the September 21st Event and has shown dedication to the Association through this. His true desire is to help with the Student Support Programme and he has experience in student projects and developing ways to support them. Henry graduated from Magdalene in 2005 and runs a machinery company. He is heavily involved with his college boat club as well.

2. David Adamson
   David was Director of Estates for the University and then Director of Construction Policy for the UK Govt, mostly involved in procurement (eg for 2012 Olympics) and contract management. He lectured on IDBE and in many countries on sustainable procurement and post-occupancy evaluation. He has shown great enthusiasm for developing a programme of enticing events for our members and promises to be a proactive addition to the existing Committee.

3. Graham Fellows
   Graham has a long history working in Telecoms and thus a great wealth of experience in communication tools and strategies. He has previously reached out to get involved in the Toolset workstream and also shows promise for helping with Event organisation. He has a long-term vision for being involved in CUEA increasingly over the coming years as he nears retirement.

4. Tom Ridgman
   Tom worked in the automotive industry for 20 years mainly in Leyland Trucks with a variety of roles in new product development, manufacturing strategy and manufacturing operations. Joining Cambridge in 1995, he was Course Director for the Advanced Course in Design, Manufacture and Management (ACDMM) and for the successor the MPhil in Industrial Systems, Manufacture and Management (ISMM). He is an active volunteer for many organisations and brings great enthusiasm wherever he goes. He has been involved with CUEA on an off, most recently at the Roadmapping Workshop this June.
CAMBRIDGE UNIVERSITY ENGINEERS ASSOCIATION
CONSTITUTION AND RULES
Adopted at the Annual General Meeting 1952

TITLE
1. The Association shall be called the CAMBRIDGE UNIVERSITY ENGINEERS' ASSOCIATION (CUEA).

OBJECT
2. The object of the Association shall be the advancement of the welfare and interests of the University of Cambridge by:
   (a) The encouragement of closer relations between members past and present of the University Engineering Department and by fostering the interests that they have in common.
   (b) Keeping members of the Association informed of events in the Department and of any questions that concern its welfare.

OFFICERS AND ADMINISTRATION
3. The Association shall have four Trustees to govern the organisation as a charity.
4. The Officers of the Association shall be a President, a Vice-President, an Honorary Secretary and an Honorary Treasurer.
   The President shall be elected at a General Meeting of the Association for a period of five years.
   The Vice-President shall be the Head of the Engineering Department for the time being or such other member of the Department as he or she nominates.
   The Honorary Secretary and Honorary Treasurer shall be elected at the Annual General Meeting of the Association to hold office for one year and shall be eligible for re-election — the Honorary Secretary and Honorary Treasurer may be one person.
5. The management of the affairs of the Association shall be in the hands of an Executive Committee comprising a Chairman, who shall be the President or the Vice-President of the Association, the Honorary Secretary and Honorary Treasurer and up to twelve other members of the Association.
   Of the twelve members, two shall be elected at each successive Annual General Meeting to serve for six years. At the end of their six years’ service, such members shall be ineligible for one year for re-election unless exceptionally the Committee agrees to an extension of their term.
6. The Executive Committee shall have power to co-opt additional members to the Committee and to fill any vacancies arising in the course of a year.
7. Candidates for election as Officers or members of the Executive Committee shall be nominated by members of the Association. Nominations must reach the Honorary Secretary in writing not less than one week before the advertised date of the meeting at which the election is to take place.
8. An Annual General Meeting of the Association shall be held in each year, on a date and at a time and place to be determined by the Executive Committee, for electing Officers and members of the Executive Committee, discussing any matter duly submitted to the meeting and the Annual Report and Statement of Accounts.
9. Notice of any Annual, or Extraordinary, General Meeting of the Association shall be given not less than four weeks before the date of the meeting and shall state the agenda of the meeting. Notice will be via appropriate channels to members.

MEMBERSHIP
10. Membership of the Association shall be open to any other member of the University who is, or has been, associated with the profession of engineering, including Students, Staff and Alumni.
11. Membership of the Association shall be granted on application and / or by response to Invitation
12. Membership will lapse through resignation notified to the Committee, or by failure to confirm active status at least once every three years
13. The committee will maintain a register of Active Members, in the form of the CUEA mailing list.
14. The committee, at its discretion, may require an annual membership fee.
15. University Teaching Officers in the Department of Engineering may be granted honorary membership by the Executive Committee.
16. Past Junior Presidents of the University Engineering Society shall be eligible for honorary membership of the Association.
17. The Executive Committee shall have the right to veto any membership or suspend any member of the Association.

FINANCIAL
18. The Executive Committee shall administer all the funds of the Association and shall present a statement of accounts to the Annual General Meeting.

AMENDMENT OF CONSTITUTION
19. The provisions of this Constitution may be amended only by a resolution of an Annual or Extraordinary, General Meeting of the Association carried by the vote of not less than two-thirds of the members present and voting, provided that notice of the proposed alteration shall be given at the same time as the notice of the meeting.
Proposed Changes By Item Number:

1. Inclusion of CUEA as a recognised acronym
2. Replacement of "which" with "that" in both instances
3. Addition of entire item in accordance with Charity Status compliance
4. Inclusion of President in list of possible holders of Chairman position
   - Inclusion of "up to" in relation to size of Executive Committee
   - Replacement of "expiration" with "end"
   - Addition of clause "unless exceptionally the Committee agrees to an extension of their term."
5. Replacement of "for the purpose of" with "for"
6. Replacement of "receiving the" with "the"
7. Addition of "Notice will be via appropriate channels to members"
8. Addition of entire item
9. Addition of entire item
10. Addition of entire item
11. Replacement of "New members to the Association shall be granted membership on application and will remain members during their lifetime unless they choose to resign, except as under at rule 13."
    With "Membership of the Association shall be granted on application and / or by response to Invitation"
12. Addition of entire item
13. Addition of entire item
14. Addition of entire item
15. Replacement of "shall be honorary members of the Association and may be granted honorary life membership" With "may be granted honorary membership"
16. Replacement of "life membership" with "membership"
Annual General Meeting 2018

Minutes of the meeting held in LR4 of the Department of Engineering, Trumpington Street, at 5.30pm on Friday 21 September 2018.

Present: Prof. D Cardwell (Vice President), Mr P Guildford, Mr B Phillipson (President), Dr J P Talbot (Honorary Secretary), Dr J Tran (Honorary Treasurer).

The meeting was attended by a number of alumni, who contributed to the discussion and voting.

The President chaired the meeting.

1. **Apologies for absence**  
   Apologies had been received.

2. **Minutes of the previous AGM held on 23 September 2017**  
The minutes of the previous meeting were approved.

3. **Matters arising**  
   None.

4. **Annual Report**  
   Mr Phillipson and Professor Cardwell presented the Annual Report (attached).

5. **Treasurer’s report and presentation of Accounts**  
   Mrs Waldock presented the Accounts for the year ending 31st July 2018, which were formally approved.

6. **Revised Constitution**  
   Mr Phillipson presented the revised constitution, which was duly approved.

7. **Review of Committee membership and election of new members**  
The following candidates were nominated and duly elected for an initial period of 6 years:

   - Mr Henry Reynolds;
   - Mr David Adamson;
   - Mr Graham Fellows;
   - Mr Tom Ridgman.

8. **Election of Honorary Treasurer and Honorary Secretary**  
   Mrs Waldock was elected as Honorary Secretary, and Dr Talbot re-elected as Honorary Treasurer for 2018-19.

9. **Date of next meeting**  
   Alumni Festival 2019 (Precise time to be decided).  

JPT, September 2018