

**QUEEN ELIZABETH (KENSINGTON) BRANCH, K.C.L.A.
EXECUTIVE COMMITTEE MEETING**

Date: 18th October 2006
Time: 18.30 – 19.50
Location: Room 6.13, James Clark Maxwell Building, King's College

Minutes

Present: Ann Wood Chair
 John Brockhouse Deputy Chair
 Audrey Stubbs Treasurer
 Henry Embling Membership Secretary (Meeting Scribe)

1. Apologies:

Received from: Pat Cox, Lyn Embling, Mick Farrow, Helen Parsons, Hilary Phillips, and Gary Thomas.

2. Matters Arising

The minutes of the previous Committee meeting (held on 8th March 2006) were accepted as an accurate record of the discussions that took place.

Henry noted that his action under AOB to draft a letter to KCLA had not been completed.

Various lessons had been learnt from the Reunion and AGM held on 10th June 2006.

Audrey announced that she would be retiring as Treasurer from the next AGM (scheduled for the end of September 2007).

Action: **Ann to draft an advert for the post of Treasurer and pass to Gary**

Action: **Gary to include Ann's notice of a forthcoming vacancy for Treasurer on the web-site in a prominent position.**

3. Correspondence

Ann had received approximately 20 emails/letters thanking her and the Committee for organising the QE(K)A aspects of the June Reunion (and Life Sciences closure). All had been complimentary.

Lyn had received a number of letters and emails following the distribution of ENVOY 2006. Again these had included generous praise and gratitude for the interesting articles submitted by the authors and edited by Lyn.

4. Treasurer's Report

Audrey reported that the 2004 Reunion/AGM had made a loss of £171. The accounts for 2004 were nearing completion and would then be audited by Mavis Everitt.

Audrey reported that the catering invoice for the 2005 Reunion/AGM had not yet been received. This prevented the accounts for 2005 from being completed.

Ann confirmed that there was unlikely to be any invoices arising from the Reunion/AGM in June 2006 as the financial arrangements had been organised by KCL/KCLA.

Audrey reported that Mary Allcock (nee Williams) had kindly donated £5 in addition to her cheque for receiving ENVOY by post.

5. ENVOY

Henry reported that approximately 80 copies of ENVOY 2006 had been sent by post.

Ann stated that 57 downloads had occurred from the web-site according to the statistics provided by Gary.

Henry noted that initially some members had experienced difficulties down-loading ENVOY but Gary had since resolved these. Lyn had provided Gary with several different versions of ENVOY 2006 at different resolutions so that members could choose which to retain.

Lyn had received positive feed-back that ENVOY 2006 had been well-received.

6. Web-site news.

Ann reported on information supplied by Gary on the web-site developments.

Gary had had some problems with the statistics analyser but it seemed to be behaving itself now. Since April 2004, a total of 3258 downloads of the various issues of ENVOY had taken place.

Over the past 12 months the average number of visits to the web-site was 850 per month.

Gary had revamped the home page and had organised it such that every month or so the contents would change slightly thereby engendering continual interest for frequent visitors.

Gary had included photographs from the Reunion/AGM on 10th June and the Kensington Walk on 11th June 2006. He thanks those people that had submitted photos to him.

Gary's plans for the coming months were to include articles covering:

The History of the Biology Department

Chemistry at QEC (the booklet provided by Martin Hughes)

Extracts from the articles published within 'In Touch' during 2006 concerning ex-QEC members.

The Committee thanked Gary (in his absence) for the sterling work he has carried out to ensure that the web-site continues to be successful.

7. Reunion 2006

Ann reported that the Reunion and AGM (10th June 2006) (The closure of the Life Sciences Departments) had gone well despite tweaks to the planned arrangements. Ann reported that only 40 members attended the AGM which was a little disappointing but understandable as the Strawberry Tea had clashed in timing..

Ann presented a page of statistics (see the Annex to these minutes) for the number of attendees at each of the events organised by KCLA/QEKA. Apart from BBC's 'Any Questions' (held on the Friday evening to which non-KCL persons had also been invited), the QE(K)A talks fared extremely well by being in the top group of best attended events.

Following the Reunion week-end, Ann had been invited to join a KCLA Sub-committee meeting in July (attended by several people from KCLA and the Alumni Office). The purpose of the meeting was to hold a brain-storming session to generate ideas for the 2007 KCLA Reunion. Whilst numerous ideas were forthcoming there is a danger that these may not be followed through as both Rebecca Williams (Development Director) and Rachel Beer have both since resigned from KCLA.

John augmented Ann's report by stating that the KCLA Council Meeting had recognised the useful output from the brain-storming meeting and that the ideas would be passed to the Alumni Week-end planning committee. KCLA were appointing two new Alumni Event co-ordinators.

8. AOB

KCLA Report.

John reported that two new Alumni Events Co-ordinators had been appointed. One started work on 3rd October and the other would be joining during the week commencing 16th October.

John reported that the KCL Constitution Working Group had produced proposals for revision of the Constitution. These had been circulated within KCL. John did not believe that they would have much, if any, effect on QE(K)A. Comments on the proposals were due by 31st December 2006. The changes are intended to be presented at the 2007 AGM.

John had previously circulated (by email) the Principal's consultative document to members of the Committee. This will be launched at the forthcoming (KCLA) AGM on 31st October.

John reported that a KCLA projects spreadsheet was being developed and a custodian (co-ordinator), Nick Goulding, had been appointed. The intention was that any project that would place demands on the resources of the Alumni Office over the next few months would be registered (send information directly to nick.goulding@btinternet.com). This would allow the Alumni Office to plan their work and also feed-back bottlenecks to the relevant parties.

Stephen Rhodes had requested a half page brief on branch activities over the past year. John will liaise with Ann when responding to this.

KCLA were still trying to develop additional Alumni Groups and had been following up the idea of Sports-related groups as well as a Singers Branch.

John reported that the Advent Carol Service would be held on 8th December 2006. Those interested should contact the Alumni Office for a ticket.

KCL had been short-listed for 'College of the Year' award in the Sunday Times. It was believed that this success may have been down to the responses provided by the Students' Union to a student survey commissioned by the Sunday Times. The award is considered to be becoming increasingly significant, even though at present not many universities bother to respond.

The Students' Union is to have a new Constitution. No details were available yet but it was thought that it might be the first of its kind as they may have responsibilities similar to that of a limited company.

KCLA were in the process of developing a web-site database link. Details were sketchy but the intention appears to be to enable members (and KCLA?) to contact other members via email.

The Committee thanked John for representing the Branch at these meetings and for providing the information to the meeting.

King's College Fellowship

Ann and John had both been invited to provide nominees for KCL Fellowships. At this time they have no stronger potential nominees than their previous suggestion which was unsuccessful.

QE(K)A Reunion/AGM 2007.

Ann reported that the Reunion/AGM is planned, provisionally, for Saturday 29th September 2007. Discussion took place regarding whether the format should be retained (by having a speaker) and/or whether the venue should be changed. It was considered that these were linked issues.

Ann explained that catering costs at KCL were higher at week-ends than published on the caterer's web-site.

Suggestions for possible speakers were: Tom Sanders, Peter Emery or Catherine Geissler (all Nutritionists), Brian Winchester (Biochemistry) or Maureen Palmer (originally a Physiology lecturer before taking up religious orders). Suggestions for future speakers from other members of the branch would be most welcome.

Ann volunteered to establish whether suitable rooms would be available at KCL before approaching Catherine Geissler or Maureen Palmer.

Discussion recognised that if the meeting venue were moved to Kensington then it may be impractical to have a speaker.

Ann Wood contact details.

Ann stated that her new work telephone number is 0207 848 6012 should any Committee member need to contact her urgently.

9. Date of next meeting.

Wednesday 28th February 2007 at 18.30.

Venue to be confirmed but likely to be in the vicinity of Waterloo Station.

Annex A

Number of attendees at events organised over the Alumni week-end of 9-11 June 2006

Event	Number of bookings
Any Questions? Live Broadcast	227
Renovated Strand Campus Tour	114
Strawberry Tea on Terrace	112
Life Sciences Lecture: Unnatural Selections	111
Life Sciences Lecture: Microbes & Microbiology	108
Lawrence Freedman Lecture	97
Any Questions Reception	93
Life Sciences Reunion Lunch	89
Alumni Weekend Ball	89
DUCK Tours	87
King's College Choir at Guy's	86
Nick Barratt Lecture	70
Breakthrough at King's Tour	62
Post Lecture Reception (Imperial War Museum)	55
History of the Strand Tour	51
1956 Reunion Lunch	49
Great Escapes Exhibition (IVW)	36
Children at War Exhibition (IWM)	35
Modern Face of London's Dirty Murky Past Tour	32
Maughan Library Tour	30
Our Archive & Your Family History Talk	30
Old Operating Theatre Museum	19
Liddell Hart Military Archives Talk	17
Gordon Museum	15
QECA Reunion Walk	14
Florence Nightingale Museum	6
Tower of London Visit	6
Princess Ivona Performance	no bookings taken but c.100 - 130 over 3 performances
Constable: The Great Landscapes Exhibition	no bookings taken
Choral Eucharist at Southwark Cathedral	no bookings taken
Sung Eucharist at St Mary le Strand	no bookings taken
England v Paraguay at the Waterfront Bar	no bookings taken but good attendance.