

DOWNING COLLEGE ALUMNI ASSOCIATION

93rd Annual General Meeting

to be held online

at 17:20 on Saturday 26 September 2020

AGENDA

- 1 Apologies
- 2 Minutes of the 92nd Annual General Meeting
- 3 Matters arising
- 4 Treasurer's Report and Accounts for 2019-20
Report and Accounts enclosed with meeting pack
- 5 Election of officers
Proposed:

President	Miss Kate Panter (1981)
President Elect	Mr Charles Harpum (1972)
Vice President.	Mr Barrie Hunt (1966)

Election of member of Executive Committee
Proposed: Miss Zara Goozee (2009)
The following are proposed as Hon. Auditors:

Dr JSL McCombie
Mr RK Taplin
- 6 The Rules of the Association be amended as follows:
 - The first sentence of Rule 11 shall read: The Annual General Meeting shall be held on the day fixed for the Annual Dinner or such other day as the Executive Committee shall decide.
 - The quorum for all General Meetings shall be reduced from 30 to 20.
 - By the inclusion of the following Rule 11A: The Executive Committee may resolve to enable members to attend and participate in a General Meeting by means of electronic facility or facilities.
 - The first sentence of Rule 15 shall read: The Executive Committee shall meet at least once a year either in person or at the discretion of the President by means of electronic facility or facilities.
- 7 Any other business
- 8 Date of next meeting: Saturday 25 September 2021

DOWNING COLLEGE ALUMNI ASSOCIATION

92nd Annual General Meeting

held in the Howard Theatre

at 17.15 on Saturday 28 September 2019

DRAFT MINUTES

- 1 Mr Barrie Hunt, President of the Association, chaired the meeting and welcomed the 30 attendees.
- 2 The Minutes of the 91st Annual General Meeting were accepted.
- 3 There were no matters arising other than those covered on the agenda for the present meeting.

4 President's Review

Last year, Neville Tait reported the sad death of John Hopkins shortly before the Alumni weekend. On 4 May this year a memorial service for John's remarkable life was held in Great St Mary's Church, attended by almost 500 people. The service was led by the Downing Chaplain and alumnus Rev Dr Keith Eyeons (2004). Tributes were read by George Pulman (1967) and Graham Virgo (1984) and these are reproduced in the Annual *Newsletter*. The Alumni Association were invited to provide stewards and we were grateful to Lionel Judd (1965), Simon Walker (1975), Rebecca Attree (1982) and Jessica Manse (1997) for taking on this rôle.

The Alumni Student Fund was set up by the Association in 2005 to help students at Downing to meet some of their day-to-day financial pressures. This year 43 students have been helped with grants totalling £7,600. We are indebted to Peter Whittington who as Assistant Secretary (Merchandise) operates both the online sales and organises the Association stall at around a dozen events each year. This year we have been fortunate to have received two valuable pieces of artwork from Sir Quentin Blake (1953) and some very special cufflinks designed by the Master's wife, Vicki Ambery-Smith, an internationally renowned miniaturist.

The Association continues to seek means to improve the marketing of its merchandise and, following the introduction of the Wix website and the introduction of iZettle last year, we have created a new post of Communications Officer, which is currently shared by two of our younger members, Katherine Fish (2008) and Peter Marchment (2001). Katherine and Peter are currently analysing the data generated by our website hits and have introduced some experimental facebook advertising.

Throughout the year, Peter Whittington and Simon Walker have been working with the College to create an online document storage system for Association documents. Substantial progress has been made and the first tranche of documents have been successfully filed.

Each year the Association awards a prize of £300 to the graduating students who have performed best in their year-end exams. This year's award has been made to

Tatiana Kurschner who read Law and who finished second in the entire University year in her final examinations.

The theme of this year's photographic competition was 'A Celebration of Downing'. There were 18 entries from six students. The winner was Harry Kettle with an evocative photograph entitled *Sunrise at Downing*. Neville Tait (1962) again did sterling work to organise the event and the judging.

The 2019 edition of the *Newsletter* is, yet again, a very professional-looking publication. Thanks must go especially to our Hon. Secretary Simon Walker and also to Assistant Secretary and College Fellow Zoe Barber for their hard work. Over the past few years, the *Newsletter* has continued to expand in size and the Development Office, in collaboration with the Association, has commissioned a review. The report was received earlier this month and is likely to have a significant impact on the 2020 edition.

Most of the hard work of the Association is carried out by the Executive Committee, with Simon Walker taking on the difficult and time-consuming role of Hon. Secretary. David Riddoch has just completed his first year as Treasurer. We are also hugely grateful to the members of the Development Office staff, Susan Esden, Claire Varley and Rachel Kirkley who do a vast amount of work behind the scenes on our behalf, including the organisation of this evening's dinner, when 140 people are booked to dine.

This year we have a single retirement from the Executive—our Past President Neville Tait, who has come to the end of his term of office. Neville has made a substantial contribution over many years and his wisdom will be greatly missed. He is nevertheless continuing as a member of the Merchandise Working Group.

Also retiring are our two auditors Dr Bob Richards and Dr Martin Mays, who has completed 42 years of service to the Association. I am delighted that the Executive has agreed to propose the election of Dr Mays to the position of Life Vice President later in this meeting.

Finally, a reminder that 2020 will see 40 years since the first admission of women to Downing and I am delighted that Kate Panter (1981) has agreed to be nominated as President in this important year.

5 Treasurer's Report

Mr Riddoch presented his report as Treasurer. The Treasurer's report and accounts had been included with the agenda.

The Accounts for the year ended 30 June 2019 were accepted unanimously.

Mr Berger asked why the number of grants was down. Mr Riddoch stated that the allocation of the Fund is dealt with by the College. The College is to streamline the grant process for the forthcoming academic year by putting all grant forms online.

6 Sales of Merchandise

Mrs Karen Storey reported that the Alumni Association sells Downing-related merchandise online and at events, with profits going to hardship grants for current students for books and other essentials.

In the last year, I'm pleased to report an increase in sales from around £10,300 to £11,600. 40% of sales were at events with the most successful this year being the Donors' Garden Party in June (£1,700)

Ties, prints and mugs remain popular and sales have been enhanced by the arrival of a number of new products, including our Downing Gin, aptly named *Metamorphosis* because, on adding tonic, it changes from blue to pink (or magenta if you squint!)

We've also had two new prints, one of the griffin statue in the College grounds by Stephen Bennett and the other, a sketch kindly drawn for us by alumnus, Sir Quentin Blake, entitled 'The Photograph'.

Sir Quentin has also most generously given the Association 50 limited edition signed prints of a painting he produced when creating the wall hangings you can see in here. These will be introduced in the coming months. In the meantime, no. 1 of the run is to be auctioned during Alumni Day tomorrow with a reserve of £250 and we hope this will make a significant contribution to our hardship fund.

Tomorrow we're also launching beautiful bespoke silver cufflinks by renowned jewellery maker, Vicki Ambery-Smith, whose work is in collections worldwide, including the V&A and Houston University, Texas. Vicki takes inspiration from buildings and when she arrived at Downing with her husband, the Master, she realised that our architecture would lend itself ideally to her designs. She therefore very generously offered to create a range of items for the Association of which these cufflinks are the first. They are hand-finished by Vicki in small batches and there are currently only 5 pairs in existence retailing at £290 each. Two have already been reserved so I hope that bodes well for sales tomorrow.

We are also currently working with Vicki on a long silk scarf to mark the 40th anniversary of the admission of women in 2020 and on a new tie, both reflecting the College's distinctive architecture.

As always, we would be very interested in any comments you may have about our current stock or any ideas you have for future products, so please do come and have a chat at the end of the meeting.

7 Address by the Senior Bursar

The Senior Bursar, Dr Susan Lintott, provided a review of the College. She referred to the Downing Difference with the alumni base extending far and wide globally. As an example, Dr Lintott had recently met Gabrielle Bennett, the previous Development Director, in California where they had visited the Peanuts Museum in Santa Rosa and met Jean Schultz whose father was an alumnus. The Chinese artist Ai Weiwei had just relocated from Berlin to Cambridge, possibly inspired by his connection to Downing. Two Downing alumni had recently been in the news in

connection with the Supreme Court's ruling on the prorogation of Parliament: the Attorney General, Geoffrey Cox and Lord David Lloyd Jones, who supervised Mr Cox.

The College's income in 2018/19 was £14 million, conference income was up 11 per cent to £2.8 million, the Development Office raised £3 million and the endowment is £50 million. In 2019/20 there will be 857 undergraduates and postgraduates, including non-fee payers. The College will be able to accommodate 554.

The College is devising a 20-year plan, the first element of which is building a Student Centre on the site of the Butterfield Bar. Students have more visible stress nowadays and therefore the College needs to provide facilities to help them. The new centre will include such facilities, together with co-working space and a café/bar. In considering how best to think about the design of the Student Centre, the College held a workshop on the United Nation's Sustainable Development Goals; 17 Goals to Transform Our World.

The Heong Gallery is currently being funded by 1717 Patrons, who have each committed up to £10,000 for each of five years. In the meantime, the College is seeking to establish an endowment fund to cover the Gallery's running costs. Future exhibitions include, "We are Here", celebrating the 40th year of the admission of women, and a David Hockney exhibition, curated by Martin Kemp, an alumnus and Honorary Fellow, assisted by Colin Blackmore, a former Fellow and a current Honorary Fellow.

Dr Lintott noted that this would be the last time that she addressed the AGM due to her retirement. Mr Hunt thanked her for all she has done for the College and wished her all the very best for her retirement.

8 Election of Officers

President

From President Elect: Professor Richard Bowring (1965)

President Elect

Proposed by the Executive Committee: Miss Kate Panter (1981)

The proposal was seconded and elected.

The appointment of Dr JSL McCombie and Mr RK Taplin as Hon. Auditors was seconded and approved.

It was proposed that one of the retiring Auditors, Martin Mays, be elected to the role of Vice President. Rule 16 of the Association states that "The Annual General Meeting may elect persons who have served the Association with distinction to the position of life Vice President". The current Vice Presidents are Peter Thompson, John Hicks, Frank Weiss and Norman Berger.

Martin became Treasurer in 1977, a position he held for 26 years until 2003, when he became President. He remained on the Committee until 2005 and, in 2006, he became an Auditor. This all amounts to 42 years of dedicated service which, it is believed, is the longest period that any individual has held office. The Association is

truly indebted to him. The proposal was seconded and Dr Mays was elected as a Vice President.

9 The Annual Dinner

This would take place in Hall following a Reception in the Grace Howard Room. After dinner, drinks would be served in the Howard Building.

10 Any Other Business

None

The meeting closed at 17.45.

11 Date of Next AGM

Saturday 26 September 2020

RULES OF THE DOWNING COLLEGE ALUMNI ASSOCIATION

- 1 The Association shall be composed of past and present members of Downing College, Cambridge, and shall be called “The Downing College Alumni Association”. It is an unincorporated association.
- 2 The main objects of the Association shall be:
 - to keep members of Downing in touch with each other and the College;
 - to facilitate united action in any matter concerning the welfare of the College and its members;
 - to publish and circulate an Annual Newsletter;
 - to hold an annual dinner.
- 3 The following shall be eligible for life membership of the Association:
 - Anyone who has been admitted to undergraduate membership of the College provided that he or she has kept not less than nine terms of residence;
 - Any postgraduate student member of the College;
 - Any graduate of the College;
 - Anyone who has been admitted to a Fellowship or Honorary Fellowship of the College;
 - Anyone who has been admitted as a Bye-Fellow, Fellow Commoner, Keio Fellow, Pomona Fellow or Virginia Fellow of the College.

A member of the College may become an undergraduate or a postgraduate member of the Association upon coming into residence.

Anyone referred to in this Rule for the purposes of these Rules shall be deemed to be an alumnus of the College.

- 4 Any member of the College who has gone down before taking a degree and is not expected to return into residence *in statu pupillari* may be considered for election as a life member at the discretion of the Executive Committee.
- 5 The Annual General Meeting shall have the power to elect honorary members of the Association.
- 6 Members of the Association shall pay a life subscription as decided upon at the Annual General Meeting. Undergraduate members shall pay a termly proportion of the life subscription, so that after nine terms they will automatically become life members without further payment. Members elected under Rule 4 shall normally be expected to pay the full life subscription. Postgraduate students, not already members, who are officially in residence shall pay such a termly sum as will amount to the total sum. Fellows and Honorary Fellows become members upon their election without payment of a subscription.
- 7 All members shall be entitled to receive the Newsletter and other publications of the Association. Life members shall be entitled to vote at meetings of the Association and to hold office. The participation of those who are not life members or honorary members in the activities of the Association shall be at the discretion of the Executive Committee.
- 8 The management of the Association and the election of members shall be in the hands of an Executive Committee which shall consist of a President, the immediate Past President, a President-elect, one or more Secretaries, a Treasurer and six elected members. The

Senior Tutor, the Bursar, the Director of Development, the Development Officer responsible for Alumni Relations, the Assistant Secretary (College Record) and the Presidents of the JCR and MCR shall be members ex-officio. Any person co-opted to chair a sub-committee shall be deemed to be an ex-officio member.

- 9 The President and other officers shall be elected at the Annual General Meeting. The Executive Committee shall nominate a President-elect for the ensuing year to be elected at the Annual General Meeting. The President shall chair the Executive Committee and the Annual General Meeting.
- 10 The President shall serve for one year and shall not normally be eligible for re-election for at least one year. The Secretaries and Treasurer shall serve for four years and shall be eligible for re-election.
- 11 The Annual General Meeting shall be held on the day fixed for the Annual Dinner. In exceptional circumstances, the Executive Committee may call a Special General Meeting. The Secretaries shall give notice of any General Meeting at least three weeks before it is to take place. Thirty life members shall form a quorum at all General Meetings of the Association.
- 12 Elected members of the Executive Committee shall serve for four years and shall not be eligible for re-election for at least a year. In electing such members, due consideration will be given to ensuring that a full range of ages is represented on the Executive Committee. The Executive Committee shall have the power to co-opt additional members on a temporary basis for particular purposes. In general, members co-opted to sub-committees shall not automatically be members of the Executive Committee
- 13 The administration of the funds of the Association shall be vested in the Treasurer acting on the instructions of the Executive Committee who shall discharge ordinary liabilities of the Association.
- 14 The Executive Committee shall have powers to invest surplus monies and to change investments within their absolute discretion. One or more auditors shall be appointed at the Annual General Meeting.
- 15 The Executive Committee shall meet at least once a year. At all meetings of the Committee four shall form a quorum. Only elected members shall have the power to vote at Committee meetings.
- 16 The Annual General Meeting may elect persons who have served the Association with distinction to the position of life Vice President. Vice Presidents shall be entitled to attend the meetings of the Executive Committee, but not to vote.
- 17 No alterations shall be made in the Rules of the Association except at a General Meeting and by a majority of two thirds of those present and voting, and any proposed alteration shall be stated on the notice calling the meeting.

Downing College Alumni Association
Cambridge CB2 1DQ

Treasurer's report for the year ending June 30th 2020.

Honorary Treasurer: David Riddoch MA PhD

The Covid-19 pandemic has had significant effects on the income and expenditure of the Association, but we are fortunate that our financial position remains in good shape so far. I anticipate however that our income is likely to drop significantly in the year ahead.

The finances of the Association are in two parts: The *normal activities* include the annual Alumni Day and dinner (not held this year) and the preparation and distribution of the Newsletter. The second part is the *student fund*, the purpose of which is to provide support to current students by way of grants. The funds are raised primarily by selling College-related merchandise.

Membership fee income is usually very stable, but is substantially lower this year because the Executive Committee agreed to waive the subscription fee during Easter term. This was done to support an effort by the College to reduce costs for students during the pandemic. This loss of income was balanced by reduced expenditure, particularly by the lower cost of the Newsletter which has fewer pages this year.

The student fund distributed £6,522 with 45 awards for books, materials and travel. This is lower than recent years because requests stopped when the College closed in March.

Sales of merchandise did well until lock-down, with £5,062 of profit generated. Alumni Day was a particular highlight with revenue in excess of £3,000. We suspended online sales in March but these have now resumed. All events at which we would normally sell merchandise are currently cancelled.

Looking forward to the coming year it is likely that the suspension of events will continue, and as a result I expect a more substantial drop in income than this year. Fortunately we have sufficient reserves to be able to continue our normal levels of expenditure for the time being.

The Executive Committee are extremely grateful for the hard work and support we receive from many people: Kay Martin and Mike Haddock for looking after our finances and preparing the accounts; Professor John McCombie and Dick Taplin for auditing the accounts and valuable feedback; the merchandise support group (with special thanks to Peter Whittington) for developing our portfolio of products and facilitating sales.

David Riddoch
Treasurer

Downing College Association
Income and Expenditure Account
for the Year Ended 30 June 2020

	2019/20	2018/19
	£	£
NORMAL ACTIVITIES		
Income		
Association Day	0.00	6695.00
Membership Fees	5267.50	7508.85
College Share of Newsletter	4143.88	5698.13
Total Income	9411.38	19901.98
Expenditure		
Association Day	0.00	6695.00
Clerical Assistance	300.00	300.00
Office Costs	641.81	1168.48
Prizes	240.00	485.00
Advertising & leaflets	0.00	100.00
Newsletter	8287.76	11396.26
Transfer to Student Fund	0.00	0.00
Total Expenditure	9469.57	20144.74
Surplus/(Deficit) on normal activities	(58.19)	(242.76)
ALUMNI STUDENT FUND		
Income		
Donations	500.00	7500.00
College Contribution	1921.00	1906.00
Interest	53.30	64.10
Surplus on Merchandise Sales	5062.00	5828.18
Transfer (margin on Association Day)	0.00	0.00
Total Income	7536.30	15298.28
Expenditure		
Advertising & leaflets	0.00	0.00
Write-off of old stock	0.00	0.00
Student Support	6522.02	8267.79
Total Expenditure	6522.02	8267.79
Surplus/(Deficit) on Alumni Student Fund	1014.28	7030.49
Total Surplus/(Deficit) for Year	956.09	6787.73

Downing College Association

Balance Sheet at 30 June 2020

	Notes	2019/20 £	2018/19 £
Current Assets			
Stock	1	11565.74	9078.84
Debtors	2	10578.28	10535.77
Cash in Hand and on Deposits	3	18779.99	20453.31
		<u>40924.01</u>	<u>40067.92</u>
Less: Current Liabilities			
Creditors	4	0.00	(100.00)
Net Assets		<u>40924.01</u>	<u>39967.92</u>
 Funds			
General Reserves	5	26045.27	26103.46
Alumni Student Fund	6	14878.74	13864.46
		<u>40924.01</u>	<u>39967.92</u>

David Riddoch
Treasurer
26 September 2020

Downing College Association

Notes to the Accounts

for the Year Ended 30 June 2020

	2019/20	2018/19
	£	£
1. Stock		
Association Ties	1128.66	795.47
Mens Striped Socks	186.00	228.00
QB Silk Pocket Square	123.66	130.53
Portico Cufflinks	650.00	0.00
Griffin Earrings	129.36	129.36
Griffin Charms (& bracelet)	337.41	352.08
Silver Cufflinks	1854.16	1967.68
Silver Pendant	809.60	809.60
Enamel Cufflinks	188.53	443.60
Silver Plated Pen	0.00	0.00
Chef's Apron	274.08	117.60
Silk Scarf	1096.20	0.00
Umbrellas	766.34	860.27
Quentin Blake Print	21.13	147.91
Martin Print	547.44	315.24
Steve Bennett Prints	55.00	55.00
QB The Griffin	0.00	0.00
QB The Photograph	359.04	0.00
Contemporary Watercolours	295.00	295.00
Association Mugs	402.42	173.19
Tray	82.80	115.92
Insulated Tumbler	5.88	11.76
Chopping Board	176.00	176.00
Portfolio	76.08	76.08
i-phone Cover	0.00	0.00
QB Tea Towel	191.20	224.66
QB Tote Bag	281.35	311.14
Coasters	0.00	0.00
Place Mats	0.00	0.00
Engraved Wine Glasses	103.70	173.64
Pint Glasses	52.58	76.48
Glass Tumblers	5.33	63.91
Champagne Flutes	219.52	224.72
Moleskin Notebooks	180.00	0.00
Wine stock	767.41	545.64
A Classical Adventure	156.00	214.50
Downing in 2 World Wars	24.36	24.36
Miles Regretz CD	19.50	19.50
Greeting Cards	0.00	0.00
	11565.74	9078.84
2. Debtors		
Downing College	10578.28	9705.99
Visa Sales	0.00	829.78
	10578.28	10535.77
3. Cash in Hand and on Deposits		
Cash at Barclays Bank	597.93	2324.55
Cash at Cambridge Building Society	18182.06	18128.76
	18779.99	20453.31
4. Sundry Creditors		
Supplier	0.00	100.00
	0.00	100.00
5. General reserves		
Opening Balance at 1 July 2019	26103.46	26346.22
Income and Expenditure A/C Surplus/(Deficit)	(58.19)	(242.76)
Closing balance at 30 June 2020	26045.27	26103.46
6. Alumni Student Fund		
Opening Balance at 1 July 2019	13864.46	6833.97
Income and Expenditure A/C Surplus/(Deficit)	1014.28	7030.49
Closing balance at 30 June 2020	14878.74	13864.46