

**UKEMS: MINUTES OF THE AGM BUSINESS MEETING HELD AT
SWANSEA UNIVERSITY**

16TH JULY 2012

1. MINUTES OF THE MEETING HELD 30TH JUNE 2011, AT NOTTINGHAM.

The Minutes were reviewed; no corrections or changes were required so they were agreed by the membership.

2. PRESIDENT'S REPORT

David Phillips began his report by commenting on how well the current conference was going and said it was gratifying that the delegate numbers were good, then thanked Gareth Jenkins, Shareen Doak and George Johnson as organisers.

David expressed his gratitude to Mike Routledge and Karen Brown for their work as Treasurer and Secretary respectively and reported that the membership figures were holding constant. The various sub-groups are all thriving and have made good use of the financial support provided by UKEMS. David reported that UKEMS had made a large number of grant awards to individual members, including conference bursaries, travel awards and technology transfer awards.

David highlighted the next annual conference, which will be hosted by University of the West of England in Bristol, in 2013. David then thanked the committee and membership for their support during his period of office as President and formally handed over to the new President, Anthony Lynch.

3. TREASURERS REPORT

Mike Routledge started off by thanking Christine Mason for leaving the accounts in excellent shape and for her advice during his first few months of office. He then gave a presentation summarising the financial and membership state of the society and began by saying the accounts are very healthy, with the balance up on last year. There are currently 13 UKEMS Fellows, 179 Full Members and 78 Student Members, making a total of 270. This represents a small increase on 2011 figures. It was explained that OUP are responsible for all issues relating to membership, including maintaining the website membership list and members were requested to keep their contact details up to date on the website.

At the moment there are 7 Sustaining Members (AstraZeneca, Covance, Perceptive Instruments, Unilever, Pfizer, GlaxoSmithKline, and Gentronix) and these were thanked for their support. Some sustaining membership fees had not yet been paid and Mike asked for help to check contact details for the sustaining members.

Mike announced that the bank accounts contain a total of £179,872.57, but that we have managed to spend more this year than last year.

The revenue from Mutagenesis has increased by 2.9%, to £59,222 for the year ending 31st December 2011. Mike then presented the audited accounts for 2011 (see pages 8, 9 & 10) and pointed out that the Nottingham conference had made a profit.

The accounts were then accepted unanimously.

4. MUTAGENESIS EDITOR'S REPORT

David Phillips reported that everything was going well since relocation of the Mutagenesis office to King's College London. The journal is also doing well in terms of submissions, with 279 received during the last year, which represents a doubling over the last few years. The number is slightly down in 2012, with just 117 in the first 6 months; however, DP said this wasn't a bad thing. The special issue on colorectal cancer came out in March and although the subject area is a slight departure from normal core interests, there is significant overlap and DNA repair features prominently. DP stated that there are no other special issues arranged for the future and added that if anyone had any ideas they should let him know. Authors from China now constitute the most common submitters to Mutagenesis and they have the most papers published. DP said he is considering taking on a Chinese editor as a consequence of this trend. He added that they are turning away a lot of formulaic papers, particularly those containing observational meta-analyses, without a mechanistic component but he doesn't want to turn away good papers.

DP stated that, as predicted, the impact factor had gone down and was now at 3.183, after a steady year-on year rise, but at least it hadn't fallen below 3. This means it has dropped down the league table from 11th to 21st out of 83 in toxicology but is still looking healthy compared to most of our rivals. The reason Mutagenesis has gone down is because the comet assay special issue has gone out of the frame. This included a paper by Andrew Collins that has so far received 160 citations, plus a number of others that are highly cited. DP commented that will have to wait and see if the micronuclei special issue helps increase the impact factor.

5. IGG CHAIRPERSON'S REPORT

The current IGG committee was agreed amongst IGG voting members and ratified at the AGM held during our November meeting 2011. The committee comprises:

Chairman: Andrew Scott (Unilever)
Secretary: Ann Doherty (AstraZeneca)
Treasurer: Jon Howe (GSK)
Ordinary member: Paul Fowler (Covance)

Ordinary member: Ewan Booth (Syngenta)
Ordinary member: Darren Kidd (Covance)
Ordinary member: Trish Ellis (AstraZeneca)

Anticipated changes to the committee:

Andrew Scott comes off the committee in November 2012 and will be replaced by Ann Doherty as Chair. Paul Fowler will take over as secretary. I call for a new ordinary committee member will be made in September 2012.

Accounts:

| IGG Business Account 04 July 2012 | | | | | |
|-----------------------------------|-----------|---------|----------------|--|--|
| Date | Withdrawn | Paid in | Balance | Notes | |
| 02-Nov-2011 | | | 3978.35 | Balance brought forward | |
| 17-Nov-2011 | 550.00 | | 3428.35 | UKEMS Bursary | |
| 30-Nov-2011 | | 5363.00 | 8791.35 | Registration fees for Nov 2011 IGG meeting | |
| 30-Nov-2011 | 2118.69 | | 6672.66 | Speaker expenses (Nov 2011 meeting) | |
| 09-Dec-2011 | 5088.00 | | 1584.66 | Final RSM cost for 2011 meeting | |
| 12-Apr-2012 | | | 1584.66 | Current balance | |

Recent and Future activities:

IGG autumn meeting 2012.

The IGG autumn meeting 2012 will take place on Thursday 22nd November 2012 at Senate House University of London (a new venue for IGG). The meeting will be a back to back meeting with the in vitro Toxicology Society (IVTS) 20-21st November 2012, and we will offer reduced prices to attend both meetings and have cross over session wed afternoon in IVTS on epigenetics.

The IGG meeting will have invited talks & short talks from young investigators and a data workshop in the afternoon. We will also be inviting poster presentations to be viewed over lunch time.

Topics for discussion include:

- Epigenetic markers of cellular senescence
- Epigenetics and its involvement in germline mutations
- Toxicology testing in the 21st Century
- Invited speakers selected from the poster presentations (3x 15 mins)
- Data workshop with invited panel to discuss data from industrial genotox labs with a theme of new approaches and novel mechanisms

6. MEG CHAIRPERSON'S REPORT

Volker Arlt gave the MEG report, which is reproduced below. He also informed the committee that David Phillips would be the recipient of the MEG award at their 2012 winter meeting.

Committee

| | |
|--------------------------|--|
| Chair: | Volker Manfred Arlt (King's College London, London) |
| Secretary: | Susan Duthie (Rowett Institute of Nutrition and Health, Aberdeen) |
| Treasurer: | Andy Povey (University of Manchester, Manchester) |
| Ordinary Members: | Montse Garcia-Closas (Institute of Cancer Research, London) Jill McKay (Newcastle University, Newcastle) Andrew Collins (University of Oslo, Oslo, Norway) |

During a MEG committee meeting on March 21st 2012 Michael Routledge (Leeds), Alison Dunning (Cambridge) and Tony Flechter (London) rotated off the committee. We had 4 nominations for 3 new MEG committee members. Montse Garcia-Closas (London), Jill McKay (Newcastle) and Andrew Collins (Oslo, Norway) were elected on the committee.

There is a MEG symposium at the UKEMS 2012 conference chaired by Michael Routledge and Volker Arlt. Volker Arlt and Michael Routledge are also invited speakers for the symposium (25 min each). Blessing Obinaju (Lancaster University) and Jill Kucab (King's College London) were selected from the submitted abstracts and will both give a 20 min presentation.

The preparations for the traditional annual MEG winter workshop are going well. The 1-day workshop is entitled "Design of future molecular epidemiology studies and new biomarkers" and will be held jointly with ECNIS (Environmental Cancer Risk and Individual Susceptibility) EU Network of Excellence. The workshop will be held November 30th 2012 at the Waterloo Conference Centre in London. Volker Manfred Arlt is the local organiser; Soterios Kyrtopoulos is the ECNIS representative. Keynote speakers are Paolo Vineis (London), Stephen Rappaport (Berkley, USA), Regina Santella (New York, USA) and David Phillips (London). Other invited speakers are Manolis Kogevinas (Barcelona, Spain), Eiliv Lund (Tromso, Norway), Franco Merlo (Genoa, Italy), Greet Schoeters (Mol, Belgium), Ray Singh (Leicester), Panagiotis Georgiadis (Athens, Greece) and Volker Arlt (London). The number of participants is restricted to 100 and 20% of the places have already been allocated.

Abstracts of the previous MEG workshop (2011) in Leeds on "Epigenetics and the Environment" have been published in *Mutagenesis* and discussions are ongoing for a meeting report of the 2012 workshop that could again be published in *Mutagenesis*.

Volker Arlt will attend the EMS conference, held 8-12 September 2012 in Bellvue, Washington, USA. He was invited to present at the Molecular Epidemiology Special Interest Group Breakfast Meeting and will discuss common interests of MEG with Radim Sram (Prague, Czech Republic) and Miriam Poirier (Washington DC, USA), both leaders of the EMS Molecular Epidemiology Special Interest Group.

On July 15th 2012 the balance of the MEG account was 4385.56 £.

The next MEG committee meeting is scheduled for September 28th 2012.

7. GSN REPRESENTATIVE'S REPORT

8. UPDATE ON NEW UKEMS FUNDING SCHEMES

David Phillips provided an update on the new funding schemes that have been launched by UKEMS over the last few years. This initiative was developed to enable reinvestment of the profits gained by the society, largely through Mutagenesis, back into the membership and to promote the scientific goals of UKEMS. The following lists the new schemes that are active or in progress:

- *Contribution towards running a relevant workshop – **active***
- *Donation to IGG, under the UKEMS label, for young scientists to attend the annual meeting (1 award per major lab per year) – **active***
- *Travel award for more senior scientists – **launch summer 2011***
- *Conference bags for life – **active***
- *Cost of redesigning the website – **in progress***
- *Funding summer student project placements – **active***
- *Funding undergraduate placement students to attend the UKEMS conference – **active***

In addition, the following schemes are at various stages of development:

- *Industrial experience year out for undergraduate students – **in preparation***
- *Contribution towards funding attendance of MSc students on the UKEMS course – **in preparation***
- *Consumables costs for a pilot study that addressed important questions of relevance to UKEMS and could be used as preliminary data – **in preparation***
- *Promotion of the society – sponsorship of senior scientists to give guest lectures at UK universities and institutions – **in discussion***

It is anticipated that the total cost of these schemes will be in the region of £55k per year, with most events being annual.

9. NEW UKEMS WEBSITE

Catherine Priestly reported on progress with the new website and showed the layout. OUP can provide something for the website that enables a continual feed of the Mutagenesis news and new content. When the new website is active it should be easier to upload material and keep the website current.

10. UKEMS QUALIFICATIONS, CURRENT STATUS AND FUTURE PLANS

David Phillips reported that not enough people currently want to do the course so there won't be any modules running this year. We have already come to an understanding that the modules will be incorporated into the Applied Toxicology course to keep the programmes alive. It was noted that 28 people have registered for the taster course that preceded the UKEMS conference.

11. PROPOSAL FOR A NEW UKEMS FELLOWS

David Phillips announced that Mike O'Donovan had been proposed as a new UKEMS Fellow. David gave a brief justification of why Mike was a worthy candidate, strongly supported by the committee. The nomination was approved by the AGM Business meeting with all voting in favour.

12. ELECTION OF NEW COMMITTEE MEMBERS

Mike Routledge reported that he had rotated off the committee as an ordinary member, as had Catherine Priestly. Two new ordinary members had been elected and welcomed to the committee; Mick Fellows and Gareth Jenkins.

Frank Martin had been elected as the new Vice-President.

13. CHANGE TO THE CONSTITUTION

Anthony Lynch presented the committee's two proposed changes to the wording of the constitution.

The first was to remove the requirement for the AGM to approve the committee's recommendation to make someone a UKEMS fellow. This would avoid the possibility that an award is rejected at the AGM, with the person already present at the annual conference to receive the award.

Current wording:

9. Persons distinguished for eminent services to the field of Environmental Mutagenesis and the Society may be made UKEMS fellows by the approval of the business meeting of the Annual General Meeting.

The new wording would be:

“.....may be made UKEMS fellows by the approval of the executive committee.”

The second change related to clause 3, reproduced below:

3. The income and property of the Society shall be applied solely towards the promotion of its objects as set forth in the above objects and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Society. Reasonable out of pocket expenses incurred in the course of undertaking their responsibilities on behalf of the Society may be reimbursed to office-bearers and committee members. An appropriate fee may be paid to the editor of “Mutagenesis”, not exceeding 25% of the profit attributable to UKEMS up to a maximum of £3,000. The maximum payment will be subject to review in line with inflation.

KB and MR had realised that DP, as Mutagenesis editor had been receiving more than the specified limit of £3,000 for a number of years. The committee agreed that this limit should be removed from the constitution.

The new wording would therefore be:

“An appropriate fee may be paid to the editor of “Mutagenesis”, not exceeding 25% of the profit attributable to UKEMS. The maximum payment will be subject to review in line with inflation, at the discretion of the executive committee.”

There was some discussion from the floor about these proposals and the first one was rejected. It was felt that the second one may need re-wroding before being presented for approval to the members again.

14. AOB

Nothing raised.

United Kingdom Environmental Mutagen Society
Balance Sheet as at 31 December 2011

| | 2011 | | 2010 | |
|---|----------------|----------------|----------------|----------------|
| | £ | £ | £ | £ |
| Current assets | | | | |
| Debtors | 3,001 | | 1,547 | |
| Cash at bank and in hand | <u>164,831</u> | | <u>162,291</u> | |
| | 167,832 | | 163,838 | |
| Creditors: amounts falling due within one year | (5,543) | | (2,598) | |
| Net current assets | | 162,289 | | 161,240 |
| Net assets | | <u>162,289</u> | | <u>161,240</u> |
| Funds | | | | |
| Unrestricted funds | | 162,289 | | 161,240 |
| | | <u>162,289</u> | | <u>161,240</u> |

Breakdown of income and expenditure

| | 2011 £ | 2010 £ |
|--|---------------|---------------|
| Voluntary Income | | |
| UKEMS subscriptions | 2,743 | 3,736 |
| Sustaining members | 3,500 | 3,500 |
| | <u>6,243</u> | <u>7,236</u> |
| Investment Income | | |
| Interest received | 1,171 | 158 |
| | <u>1,171</u> | <u>158</u> |
| Incoming resources from charitable activities | | |
| Surplus on publishing Mutagenesis | 57,544 | 50,986 |
| Conference sponsorship | - | 6,100 |
| UKEMS Nottingham conference | 2,469 | - |
| UKEMS conference Buxton | - | 15,484 |
| | <u>60,013</u> | <u>72,570</u> |
| Costs of charitable activities | | |
| Grants payable | 31,538 | 19,656 |
| General expenses | 3,116 | 1,465 |
| Mutagenesis Editorial expenses | 5,750 | 5,250 |
| Sponsorship | 11,000 | 11,000 |
| Awards & Prizes | 3,690 | 1,200 |
| Subscriptions and memberships | 6,331 | 5,937 |
| Buxton meeting expenses | - | 10,493 |
| Cell transformation workshop | - | 1,000 |
| Grants payable | | |
| Grants paid to individuals | 21,788 | 10,406 |
| Governance costs | | |
| Independent examiner's fee | 1,551 | 1,831 |
| Bank charges | 321 | 187 |
| Committee expenses | 3,081 | 1,359 |
| | <u>4,953</u> | <u>3,377</u> |

Schedule of expenditure for the year ended 31 December 2011

| | 2011 | | 2010 | |
|---|--------|---------------|--------|---------------|
| | £ | £ | £ | £ |
| Expenditure | | | | |
| Charitable activities | | | | |
| Student bursaries to attend UKEMS meetings | 7,466 | | 7,400 | |
| Travel bursaries to attend international meetings | 14,322 | | 3,006 | |
| Summer grants | 9,750 | | 9,250 | |
| Young scientist award and medal | 1,140 | | 250 | |
| Poster prizes | 550 | | 950 | |
| Mutagenesis editorial expense | 5,750 | | 5,250 | |
| Jim Parry Award | 1,000 | | - | |
| Technology Transfer award | 1,000 | | - | |
| Printing, postage and stationery | 34 | | - | |
| Website costs | 2,210 | | 239 | |
| GSN sponsorship | 2,000 | | 2,000 | |
| IGG sponsorship | 2,000 | | 2,000 | |
| Cell transformation workshop | - | | 1,000 | |
| General expenses | 872 | | 1,226 | |
| Sponsorship of M.Sc. course | 5,000 | | 5,000 | |
| MEG sponsorship | 2,000 | | 2,000 | |
| EEMS subscriptions | 5,962 | | 5,575 | |
| Biosciences federation membership | 369 | | 362 | |
| Buxton meeting expenses | - | | 10,493 | |
| | | 61,425 | | 56,001 |
| Governance costs | | | | |
| Independent examiner's fee | 1,551 | | 1,831 | |
| Bank charges | 321 | | 187 | |
| Committee expenses | 3081 | | 1,359 | |
| | | 4,953 | | 3,377 |
| Total Expenditure | | <u>66,378</u> | | <u>59,378</u> |