

## **DSA ANNUAL GENERAL MEETING – DRAFT MINUTES**

**7<sup>th</sup> September 2015 – University of Bath**  
**17.30 – 19.00**

Note: These minutes will be submitted to the 2016 AGM for approval.

**Action by**

### **[1] Attendance**

1.1 **Present:** David Hulme (Chair – President), Fiona Nunan (Hon Secretary), Tom Travers (Hon Treasurer) and Rohan Jackson (NomadIT – DSA Administration) and members of the Association.

1.2 David Hulme welcomed members to the meeting.

### **[2] Apologies for Absence**

2.1 There were no apologies for absence.

### **[3] Approval of Minutes**

3.1 The minutes of the AGM held at the Institute of Education on 1<sup>st</sup> November 2014 were approved without amendment and there were no matters arising.

### **[4] Annual Trustees Report year end January 2015**

4.1 The President, David Hulme, briefly presented the Annual Trustees Report for the year ending January 2015. This was approved and will be submitted to the Charity regulators.

### **[5] President's Report**

5.1 David welcomed members to the AGM. He began his report by reminding members of the objectives and core activities of the DSA. He then set out activities undertaken by the DSA since he had taken over in December 2014. These included: preparation of a Business Plan; redesign, tendering and appointment of external support services provider; 'hand-over' of support services from Findings Research to NomadIT; Heads of Centres REF 2014 review and 2020 plans; study group meetings; student activities (and dissertation prize); convening of DSA Conference 2015 and future plans for conferences; negotiation and initiation of OUP Book Series; redesign of membership categories and fees; and representation with other bodies.

5.2 He confirmed that by cutting costs and attracting more income through the Premium Institutional Membership fee, the DSA is expected to make a small surplus in the 2015-16 financial year. This represents an important turnaround from the situation in the previous two years.

5.3 David thanked Frances Hill and all at Findings Research for their dedicated service to the DSA for so many years. The administrative support service had gone out to tender during the year and a successful handover to NomadIT was undertaken.

5.4 David thanked Andrew Fischer, Uma Kothari and Giles Mohan for securing a book series with Oxford University Press. The series will be comprised of monographs intended to shape theory, practice, and teaching of international development for a new generation.

## **[6] Elections**

- 6.1 Fiona Nunan (Honorary Secretary) introduced the elections documentation which had been circulated in advance of the AGM.
- 6.2 Three elected members of Council were at the end of their period of office: Joe Devine, Andrew Fischer and Valerie Nelson. Andrew Fischer and Valerie Nelson had completed two 3-year terms of office and so were not eligible to stand for re-election. Joe Devine was nominated for a second term of office, proposed by Laura Camfield and seconded by Sarah White. Two additional candidates had been proposed and seconded: Laura Hammond (SOAS, University of London) – Deborah Johnston and Uma Kothari; Nandini Gooptu (Oxford Department for International Development, University of Oxford) – David Hulme and Fiona Nunan. All three candidates were welcomed onto the DSA Council.
- 6.3 All outgoing members of the Council were thanked for their contribution.

## **[7] Change to the DSA Constitution**

- 7.1 Following the change in administrative support to the DSA, the DSA no longer has an Executive Director. As this position is referred to in the Constitution, it was recommended that reference to this position is removed from the Constitution. This would require the following changes to be made to the Constitution:

Paragraph 4.1: Change DSA Executive Director to DSA Administrator.

Paragraph 6.2: Change Executive Director to Administrator.

The change was duly accepted by members present.

## **[8] Changes to membership categories and rates**

- 8.1 Fiona Nunan explained that changes to the membership categories and rates were being recommended to:
- a) Reduce the number of membership categories for greater clarity, simplified application process and increased administrative efficiency.
  - b) Reduce the student rate to £20.
  - c) Re-establish the small institutional membership category to avoid excluding those smaller bodies who would be unable to afford the higher fee rate. The course and research directories are to be reviewed as part of a larger review and revision of the DSA website.
  - d) Adopt fixed-year membership in line with the DSA financial year (Feb-Jan), simplifying budgeting and facilitating renewals.

The following recommendations were accepted by members:

1. Remove reference to UK in membership categories.
2. Have two concessionary rates: 1) for retired, unwaged and nationals resident in LDCs (see list), £30; 2) students, £20.
3. Have two institution rates: small (less than £500k annual turnover or 3 FTE academics working on development studies): £350 and large: £750.
4. The institution benefit of enabling staff members to attend the Annual Conference as non-individual members (conference registration fee still applies) will apply as follows:
  - Up to two for small institutions
  - Up to four for large institutions
  - Up to six for institutions with Premium Membership
5. Access to the course and research directories will be available to all institutional members, though these will be reviewed as part of a larger review and revision of the DSA website in 2016.
6. Remove the following categories: conference bursary membership, DSA Ireland (concessionary, individual and student), advertiser, associate institutional membership, publisher
7. Move to a fixed membership year of Feb-Jan
8. Member and non-member rates will be offered for attending conferences.

**[9] Appointment of the Independent Financial Examiner**

- 9.1 Tom Travers proposed that Sterling Partners be re-appointed as the DSA's External Financial Examiners. Their re-appointment was confirmed.

Documents available in advance of the meeting:

Agenda for the DSA AGM on 7<sup>th</sup> September 2015, with details of agenda items 7 and 8.  
 Minutes of the DSA AGM on 1<sup>st</sup> November 2014  
 DSA elections – September 2015 commentary and nomination papers  
 DSA Annual Accounts (audited) for the period 1<sup>st</sup> February 2014 to 31<sup>st</sup> January 2015  
 DSA Trustees' Annual Report 2014-2015

**The membership of the DSA Council before the 2015 AGM was as follows:**

| Post                    | Incumbent   | Elected/<br>Appointed | Term of<br>Office ends |
|-------------------------|---|-----------------------|------------------------|
| President               | David Hulme, University of Manchester             | 2014                  | 2017                   |
| Secretary               | Fiona Nunan, University of Birmingham             | 2013                  | 2016                   |
| Treasurer               | Tom Travers                                       | 2013                  | 2016                   |
| <b>Elected Members</b>  |   |                       |                        |
|                         | Joe Devine, University of Bath                    | 2012                  | 2015                   |
|                         | Andrew Fischer, ISS The Hague                     | 2012                  | 2015                   |
|                         | Valerie Nelson, Univ of Greenwich                 | 2012                  | 2015                   |
|                         | Emma Mawdsley, Univ of Cambridge                  | 2013                  | 2016                   |
|                         | Giles Mohan, Open University                      | 2013                  | 2016                   |
|                         | Sarah White, Univ of Bath                         | 2013                  | 2016                   |
|                         | Uma Kothari, IDPM, Univ of Manchester             | 2014                  | 2017                   |
|                         | John Linton, NRI, Univ of Greenwich               | 2014                  | 2017                   |
|                         | Ben Jones, Univ of East Anglia                    | 2014                  | 2017                   |
|                         | Mike Wright, BOND (NGOs)                          | 2014                  | 2017                   |
|                         | Gareth Wall, Univ of Birmingham (Students)        | 2014                  | 2017                   |
|                         | Sean Farren (DSA Ireland)                         | 2014                  | 2017                   |
| <b>Co-opted Members</b> |   |                       |                        |
| EADI                    | Laura Camfield, UEA                               |                       | Date Co-opted<br>2014  |
| <b>Council members:</b> |   |                       |                        |
| Officers                | 3   |                       |                        |
| Elected members         | 12 of which 12 are filled                         |                       |                        |
| Co-opted members        | 3 of which 1 is filled                            |                       |                        |
| <b>Total</b>            | <b>18 of which 16 are filled – September 2015</b> |                       |                        |

**The membership of the DSA Council as at September 2015 following the AGM is as follows:**

| Post      | Incumbent                             | Elected/<br>Appointed | Term of<br>Office ends |
|-----------|---------------------------------------|-----------------------|------------------------|
| President | David Hulme, University of Manchester | 2014                  | 2017                   |
| Secretary | Fiona Nunan, University of Birmingham | 2013                  | 2016                   |
| Treasurer | Tom Travers                           | 2013                  | 2016                   |

**Elected Members**

|  |      |      |
|--|------|------|
| Emma Mawdsley, Univ of Cambridge           | 2013 | 2016 |
| Giles Mohan, Open University               | 2013 | 2016 |
| Sarah White, Univ of Bath                  | 2013 | 2016 |
| Uma Kothari, IDPM, Univ of Manchester      | 2014 | 2017 |
| John Linton, NRI, Univ of Greenwich        | 2014 | 2017 |
| Ben Jones, Univ of East Anglia             | 2014 | 2017 |
| Mike Wright, BOND (NGOs)                   | 2014 | 2017 |
| Gareth Wall, Univ of Birmingham (Students) | 2014 | 2017 |
| Sean Farren (DSA Ireland)                  | 2014 | 2017 |
| Joe Devine, University of Bath             | 2015 | 2018 |
| Laura Hammond, SOAS, University of London  | 2015 | 2018 |
| Nandini Goptu, University of Oxford        | 2015 | 2018 |

**Co-opted Members**

EADI Laura Camfield, UEA

Date Co-opted  
2014

Further co-opted members to be confirmed by DSA Council

**Council members:**

|                  |                           |
|------------------|---------------------------|
| Officers         | 3                         |
| Elected members  | 12 of which 12 are filled |
| Co-opted members | 3 of which 1 is filled    |

**Total** 18 of which 16 are filled – September 2015