



## **Council of Military Education Committees of the Universities of the United Kingdom**

### **Executive Committee Meeting**

**to be held on Thursday 23<sup>rd</sup> November 2023 from 1100hrs to 1500hrs at ULOTC,  
Yeomanry House, Handel Street, London, WC1N 1NP**

### **Agenda**

Apologies for absence should be sent to the COMEC Secretary Jason Norris at [secretary@comec.org.uk](mailto:secretary@comec.org.uk)

#### **1. Introductions**

#### **2. Apologies**

- To Receive: Apologies for absence.

#### **3. Minutes**

- To Confirm: The Minutes of the Executive meeting held on 6<sup>th</sup> September 2023 (COMEC\_Exec\_2023\_11\_A1)
- To Receive: The draft Minutes of the Annual General meeting held on 6<sup>th</sup> September 2023 (COMEC\_Exec\_2023\_11\_A2)

#### **4. Matters Arising**

- To Consider: Any matters or action points arising (COMEC\_Exec\_2023\_11\_A3)

#### **5. Chairman's Report**

- To Receive: An Executive Summary from the Chairman (COMEC\_Exec\_2023\_11\_B)

#### **6. Treasurer's Report**

- To Receive: An Executive Summary from the Treasurer (COMEC\_Exec\_2023\_11\_C)

- To Consider: The Treasurer noted the majority of the COMEC Executive are now outside of England which would increase travel costs to London for the Executive meetings and the conference. The Chairman suggested a discussion of future meeting locations at the November Executive meeting.

#### **7. Reports from the Service Staff Officers**

- To Receive: An Executive Summary from each of the Service Staff Officers:
  - a. Royal Navy (COMEC\_Exec\_2023\_11\_D1)
  - b. Army (COMEC\_Exec\_2023\_11\_D2)
  - c. Royal Air Force (COMEC\_Exec\_2023\_11\_D3)
  - d. Defence People - Presentation

#### **8. COMEC Prize**

- To Report: Ms C Kinkead will review the prize nomination process and guidance documentation as the incoming Chief Prize Adjudicator for the November meeting.

#### **9. COMEC President**

- To Receive: An update from the Chairman and Col L Brooks.

#### **10. Nominations to the Executive Committee**

- To Consider: Student representation at COMEC Executive meetings including dates, venues, meeting format, financials and induction.
- To Note: From Sept 2024, there are four vacancies on the Executive occasioned by the completion of term of office for Mr J Castle, Chairman (eligible for re-election), Dr M Vilnay, Vice-Chair (eligible for re-election); Rev Professor J P Taylor, Treasurer (not eligible for re-election) and Prof M Siva-Jothy, Executive Member (eligible for re-election).

#### **11. COMEC Constitution & MEC Terms of Reference:**

- To Consider: Feedback from the AGM regarding the COMEC Constitution and next steps.

#### **12. Conference**

- To Consider: Future location and timing of conference to be considered at the November Executive meeting.

#### **13. Any Other Business:**

- To Consider: Any other business at the discretion of the Chairman.

#### **14. Dates and Venues of Future Meetings:**

- To Consider: The dates and venues of future meetings:

- Thursday 22<sup>nd</sup> February 2024 (Virtual Microsoft Teams Meeting)
- Thursday 16<sup>th</sup> May 2024 (ULOTC, London)
- September 2024 AGM & Conference (Royal Air Force)
- Thursday 21<sup>st</sup> November 2024 (ULOTC, London)