



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

### **Annual General Meeting 2023**

**held on Wednesday 6<sup>th</sup> September 2023 from 1600hrs – 1700hrs at Britannia  
Royal Naval College, South Devon AONB, College Way, Dartmouth TQ6 0HJ**

### **Minute**

#### **Present**

See list at end of Minute

#### **In Attendance**

Mr J Norris (Secretary)

#### **Apologies**

General Sir P Wall (President); Dr M Vilnay (Vice-Chair); Dr R Hall; Dr F Ruddell;  
Col J Powell

#### **1. Minutes**

- RECEIVED: The Minutes of the Annual General Meeting held on 13 September 2022 (COMEC\_AGM\_2023\_A)
- **RESOLVED: The Minutes were approved.**

#### **2. Matters Arising**

- NOTED: There were no matters arising.

#### **3. Chairman's Report**

- RECEIVED: A verbal report from the Chairman
- NOTED: The Chairman noted minutes of meetings are available on the COMEC website which details Executive activities.
- NOTED: The Chairman noted the need to look at COMEC and MEC activities in a much larger context. The nation is in flux in a number of areas, with threats from Russia and China, and COMEC needs to play its part in assisting the nation. While COMEC cannot directly influence this big picture

MECs and Cadets need to be aware, and cannot operate in a silo. COMECs and MECs need to be relevant.

#### **4. Treasurer's Report**

##### **- APPROVED: The Statement of Accounts 2022-23**

#### *Treasurer's Report and Financial Statement for the year ended 31 July 2023*

##### *Treasurer's Comments*

##### *Income and Expenditure Account*

*At the end of the financial year, one MEC subscription remained outstanding (and is now three years in arrears). On the promise that these subscriptions will eventually come to hand, they are included as debtor items in the accounts and balance sheet for the year.*

*The formal accounts for the 2022-23 financial year thus show a small excess of expenditure over expenditure.*

##### *Balance Sheet*

*Our policy for some time has been that we should reduce our reserves (that is, our total net assets) over a period of years to the equivalent of one year's income (currently around £6,300). However, on the basis of our current pattern of expenditure, I would anticipate that we will not achieve this target for several more years.*

**Professor James Patton Taylor**  
**MBE TD VR MA MTh PhD FHEA**  
**Honorary Treasurer**

##### **COMEC Financial Statements 2022-2023**

##### **Income and Expenditure Account** **For the year ended 31 July 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
MEC Subscriptions (paid or due)	6,300	6,650
Bank interest	19	
<b>Total income</b>	<b>6,319</b>	<b>6,650</b>
<b>Expenditure</b>		
Annual Meeting & Conference (Sep. 2022)	483	852

Executive meetings (general costs)		148
Executive Travel	3,182	2,666
COMEC Prize	541	500
COMEC Occasional Papers		
Website maintenance and upgrades	372	581
Administrator honorarium	3,000	1,500
<b>Total expenditure</b>	<b>7,578</b>	<b>6,247</b>
<b>Excess of income over expenditure for the year</b>	<b>-1,259</b>	<b>403</b>

### ***Balance Sheet***

***As at 31 July 2023***

	<b>2023</b>	<b>2022</b>
<b>Opening balance at 1 August 2022</b>	<b>13,016</b>	<b>12,613</b>
Income / (expenditure) for the year	-1,259	403
<b>Closing balance at 31 July 2023</b>	<b>£11,757</b>	<b>£13,016</b>
<b>Represented by:</b>		
Current account	4,861	6,784
Savings account	2,377	2,358
Debtors and prepayments	4,679	4,249
Creditors	-160	-375
<b>Total net assets at 31 July 2023</b>	<b>£11,757</b>	<b>£13,016</b>

- NOTED: The Treasurer noted, in line with standard advice, that the Executive are reducing financial reserves to no more than one year of income. The reduction in assets is therefore in line with this policy.
- NOTED: The Treasurer noted the most significant spends are in travel and the administrator honorarium. The Treasurer thanked the COMEC Secretary all the ongoing work.
- NOTED: The Treasurer noted there was one MEC that was in arrears by three years due to a processing issue, however payment is expected shortly.
- NOTED: The Treasurer noted the ongoing challenges of collecting subscription payments from MECs every year, especially where payment rotates to different universities. The Treasurer requested that the MEC Chair and Secretary help ensure the invoice is in the format required to be paid and support the administration of that.
- NOTED: Dr M Smith asked how many years of non payment by a MEC will be tolerated before their membership of COMEC is removed. The Treasurer noted there was no rule on this and it is dealt with on an individual basis depending on the circumstances. The Treasurer confirmed there are less arrears this year than last year.

## 5. COMEC Prize

- **REPORTED:** The COMEC Prize Winner 2022-23 is SUO Kaycee Jacka of Wales UOTC. Highly commended are CUO Lulu Willet of London UOTC, PO Emma Lloyd from London UAS, A/Mid Elizabeth Ashall from Glasgow and Strathclyde URNU.
- **NOTED:** Ms C Kinkead noted the panel received 13 submissions this year. Quality of applications overall was excellent.
- **RECEIVED:** An excellent presentation was received by the prize winner 2<sup>nd</sup> SUO Kaycee Jacka.

## 6. COMEC President

- **NOTED:** The Chairman confirm General Sir Peter Wall remains as COMEC President until a replacement is found. The Chairman is working with Col L Brooks in the MoD, as well as other members of COMEC, to identify a suitable recently retired senior officer from any of the services.
- **NOTED:** The Chairman welcomed suggestions from the Council on potential candidates. These should be sent to the COMEC Secretary.

## 7. Nominations to the Executive Committee

- **NOTED:** There are three vacancies on the Executive occasioned by the completion of term of office for Dr Ross Hall (not eligible for re-election), and two vacancies carried over from the last AGM.
- **NOTED:** Nominations have been received by the due date in respect of the following:

### Executive Committee Member

- Professor David Dunn (West Midlands MEC; COMEC\_AGM\_2023\_09\_D1)
- Dr Amos Haniff (Edinburgh MEC; COMEC\_AGM\_2023\_09\_D2)
- Dr Andrew MacLaren (Edinburgh MEC; COMEC\_AGM\_2023\_09\_D3)
- **RESOLVED:** There being three nominations received by the due date for the three vacancies, Professor David Dunn, Dr Amos Haniff and Dr Andrew MacLaren are duly elected for a term of four years.

## 8. COMEC Constitution & MEC Terms of Reference:

- **NOTED:** Following on from discussion at the 2022 AGM, the Executive had appointed a sub-committee led by the Treasurer, Professor Patton Taylor, to draft an updated version of the COMEC main Constitution, together with its various appendices, for presentation to the AGM. At the request of the Chair, Professor Patton Taylor presented the sub-committee's recommendations. He explained that a draft revision of the main Constitution and also of Appendix 2 were now being tabled for approval. To complete the process,

updated versions of the remaining appendices would be presented to the next AGM (after necessary consultation with the relevant Services). The current wording of these appendices would therefore remain in force in the interim.

- **CONSIDERED:** The draft updated Constitution (excluding the appendices) was tabled (COMEC\_AGM\_2023\_E1).

There was a lengthy discussion in which various issues were raised. Professor Taylor emphasised that the intention was to update and clarify the existing constitution and not to introduce any substantive change at this stage.

- **RESOLVED: The updated Constitution was approved by majority (1 dissent); and it was confirmed that this updated Constitution would be effective immediately.**

Noting the points raised in the discussion, it was pointed out that any MEC who wished to do so would be free to propose amendment(s) at the next AGM, following the procedure set out in section 1.1.3 of the Constitution.

- **CONSIDERED:** Update to Appendix 2: “Suggested Terms of reference of a Military Education Committee” (COMEC\_AGM\_2023\_E2)

- **NOTED:** The Chairman noted the thinking behind the suggested optional additions to the MEC Terms of Reference is that first they suggest what some MECs are already doing and secondly their aim is to make both MECs and COMEC more relevant. Noting the feedback last year, these suggestions have been added to this appendix rather than to the main Constitution. He clarified these new proposed activities are optional and for the consideration of each MEC. It was understood that some MECs could not resource additional activity or could take the decision that these new proposals did not apply to them. There then followed lengthy discussion in which various issues were raised.

- **RESOLVED: In light of the discussion, it was agreed that the draft updated version of appendix 2 would be adopted on an interim basis (with some minor changes to be made to ensure appropriately inclusive language).**

MECs who wished to do so would then be welcome to propose amendments to this Appendix at the next AGM so as to arrive at a final version.

## **9. Any Other Business**

- **NOTED:** No other business was raised.

## **10. Dates of Next Meeting**

- **NOTED:** The date and location of the next Conference and AGM will be announced after confirmation of the arrangements with the Royal Air Force.

COMEC AGM Attendees 2023

<b>Category</b>	<b>Title</b>	<b>First Name</b>	<b>Surname</b>
Unit	Lt Cdr	Mark	Bannister
COMEC	Col	Lisa	Brooks
COMEC	Gp Capt	Rob	Caine
COMEC	Mr	James	Castle
Unit	WO1	Andrew	Devlin
COMEC	Wg Cdr	Mike	Dewar
MEC	Prof	David	Dunn
MEC	Mr	Mark	Hamid
Unit	Lt	Christie	Jack
Prize	OCdt	Kaycee	Jacka
COMEC	Ms	Carol	Kinkead
COMEC	Cdr	Andrew	Loring
MEC	Dr	Andrew	MacLaren
COMEC	Prof	Gerri	Matthews-Smith
MEC	Dr	Andrew	McLaren
Unit	Lt Cdr	Barry	McWilliams
Unit	Lt Col	Jono	Mills
COMEC	Mr	Jason	Norris
COMEC	Prof	Mike	Siva-Jothy
MEC	Dr	Michael	Smith
MEC	Prof	Edward	Spiers
Unit	Lt	Chris	Stewart
COMEC	Major	Ian	Stoney
COMEC	Prof	Patton	Taylor
Unit	Lt Cdr	Phill	Yates