

Digital Preservation Coalition, Annual General Meeting 2018

Arrangements

The Sixteenth Annual General Meeting of the Digital Preservation Coalition (DPC) will be held at **1500 on Thursday 15th of December 2018** in Room G21A, Senate House, Malet Street, the University of London, WC1E 7HU. The meeting is expected to end at approximately 1530. Tea and coffee will be available from 1430. Members may attend online and joining instructions are included below. The AGM is being chaired by Juan Bicarregui, Chair of the Digital Preservation Coalition.

Agenda

1. Welcome
 2. Introduction and formal notice of meeting
 3. Apologies
 4. Minutes of the Fifteenth AGM, 28th November 2017, National Library of Scotland, Glasgow (DPCAGM18B)
 5. 2017-18 Annual Report of the DPC (William Kilbride– Verbal Report)
 6. The 2017-18 Annual Accounts of the DPC (DPCAGM18C)
 7. Elections
 - a. Chair (Nominated: Juan Bicarregui)
 - b. Vice Chair (Nominated: Kevin Ashley)
 8. Appointment of Auditors
 9. Any Other Business
- 1530 (approx.) Close

Connection Details

Join online: <https://zoom.us/j/455271600>

Or by telephone, Meeting ID: 455 271 600

| | |
|---------------------------------|---------------------------------|
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Digital Preservation Coalition, Annual General Meeting 2017

Draft Minutes

The Fifteenth Annual General Meeting of the Digital Preservation Coalition (DPC) was held at **15.15 on Tuesday the 28th of November** 2017 in The National Library of Scotland Board Room, Kelvin Hall, 1445 Argyle Street, Glasgow G3 8AW.

In attendance: Laura Mitchell (DPC Chair, National Records of Scotland), Tim Keefe (Financial Director, Chester Beatty Library), Heather Stanley (PRONI), Stuart Lewis (NLS), Elizabeth Emmerson (UNMICT), Maureen Pennock (BL), Susan Corrigan (NRS), Tracey Clark (University of Sheffield), Hania Smereck (Lloyds), John Sheridan (The National Archives), William Kilbride (DPC), Sharon McMeekin (invited non-member) and Alyson Campbell (invited non-member)

Dialled in: Michael Popham (Bodleian Library, Oxford University)

Apologies: Kevin Ashley (DCC), Sally McInnes (National Library of Wales), Montserrat Canela Garayoa (UNHCR), Simon Tucker (UKNDS), Claire Tunstall (Unilever), Juan Biccaregui (RCUK), Jane Winters (UoL), Glenn Cumiskey (British Museum), William Nixon (University of Glasgow), Jackie Senior (G&E)

1. Welcome

Laura Mitchell opened the meeting.

2. Introduction and formal notice of meeting

LM called the meeting to order noting that 'This was the Fifteenth Annual General Meeting of the DPC convened under the provisions of the Companies Act and the DPC Articles of Association which state that no more than 15 months may elapse between the date of one annual general meeting and that of the next. Due notice has been given to members in November 2016, and further details by email at the start of November 2017.'

3. Apologies

Kevin Ashley (DCC), Sally McInnes (National Library of Wales), Montserrat Canela Garayoa (UNHCR), Simon Tucker (UKNDS), Claire Tunstall (Unilever), Juan Biccaregui (RCUK), Jane Winters (UoL), Glenn Cumiskey (British Museum), William Nixon (University of Glasgow), Jackie Senior (G&E)

4. Minutes of the Thirteenth AGM, held on Tuesday 29th November, London

The minutes were confirmed as a true account of the meeting and approved as such.

5. 2016-17 Annual Report of the DPC (William Kilbride – Verbal Report)

William gave a brief presentation on the work of the DPC 2016-17

Events Programme 2016-17

Publications 2016-17

Grants so that members can attend training and related CPD

Membership

New People ...

New Structures ...

Major Projects

LM thanked everyone at DPC for all their hard work.

JS observed that all of the work delivered throughout the year was clearly for the benefit of members.

TC suggested preparing an infographic of this work would be really helpful.

EE requested that the presentation be circulated as it was invaluable in demonstrating the benefits of DPC membership within her organisation.

6. The 2016-17 Annual Accounts of the DPC

Jackie Senior (Garbutt & Elliot) did not attend so Alyson Campbell spoke to the accounts.

Financial Highlights – Income & Expenditure Account

a) Income

A reduction in income through the completion of funded projects was balanced by continued growth in subscription income with nine new members and one upgrading to full membership during the year, the full benefit of which will be felt in the next financial year. Income from events and consultancy has also increased and the launch of the commercial supporters programme is a welcome new income stream which will directly support the leadership programme and student conference.

b) Expenditure

There had been a corresponding fall in project costs with the conclusion of the projects. The biennial awards ceremony increased expenditure which was wholly offset by

sponsorship income. The accounts were prepared under the new accounting standard FRS 102 which required an accrual for staff holiday entitlement not yet taken and increased wages and salary costs correspondingly.

Financial Highlights - Balance Sheet

c) Bank

Bank balance has decreased in line with the deficit posted this year.

d) Accrual

Mainly attributable to pensions and has reduced as all backdated pension has now been paid.

Should any Board member wish clarification on the accounts, Jackie Senior was very happy to be contacted.

7. Election of Chair and Vice-Chair of the DPC

Laura Mitchell would be stepping down as Chair at the end of this meeting.

a) Laura Mitchell (NRS) proposed Juan Bicarregui as Chair and Tim Keefe seconded

There were no other candidates and Juan Bicarregui was elected as Chair.

b) Election of Vice Chair: Kevin Ashley nominated

Formal request proposed by Laura Mitchell and seconded by Elizabeth Emmerson.

There were no other candidates. Kevin Ashley elected.

8. Special Resolution

The following resolution was proposed by the Board. *'It is proposed that the updated Articles of Association replace the Memorandum of Association dated 28th February 2002 and Articles of Association dated 9th December 2009 and are adopted from 1st January 2018.'*

The Resolution was carried unopposed.

9. Strategic Plan

William Kilbride gave an overview of the new Strategic Plan which sets the agenda for the coalition for the next 4.5 years and sets out exciting new objectives. William thanks everyone for contributing.

10. Any Other Business

William Kilbride thanked Laura very much for all of her support and contribution to the DPC over her years as Chair.

Meeting closed at 15.45

Company Registration No. 04492292 (England and Wales)

Digital Preservation Coalition
(Limited By Guarantee)
Annual Report And Financial Statements
For The Year Ended 31 July 2018

DIGITAL PRESERVATION COALITION (LIMITED BY GUARANTEE) CONTENTS

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DIGITAL PRESERVATION COALITION (LIMITED BY GUARANTEE) DIRECTORS' REPORT FOR THE YEAR ENDED 31 JULY 2018

The directors present their annual report and financial statements for the year ended 31 July 2018.

Principal activities

The aim of the Digital Preservation Coalition is to secure the preservation of digital resources in the UK and to work with others internationally to secure our global digital memory and knowledge base.

Directors

Following a redrafting of the Articles of Association and restructuring of the Board into an Executive Board and Representative Council, the directors who held office during the year and up to the date of signature of the financial statements were as follows:

| | |
|-----------------------|---|
| Dr J Bicarregui | |
| Mrs H Stanley | (Resigned 8 December 2017) |
| Mr K G Ashley | |
| Ms L M Mitchell | (Resigned 8 December 2017) |
| Mrs M E Pennock | |
| Ms S E Corrigall | |
| Ms R M Bruce | (Resigned 8 December 2017) |
| Ms T V Clarke | |
| Ms B H I Sisk | (Resigned 8 December 2017) |
| Ms J I Deserno | (Resigned 8 December 2017) |
| Mr S J Tucker | |
| Ms L R Williams | (Resigned 8 December 2017) |
| Ms M C Garayoa | (Resigned 8 December 2017) |
| Mr J L Sheridan | |
| Ms C L C Tunstall | (Resigned 8 December 2017) |
| Professor J F Winters | |
| Mr W J U Nixon | (Appointed 25 August 2017 and resigned 8 December 2017) |
| Ms E A Emmerson | (Appointed 15 August 2017 and resigned 8 December 2017) |
| Mr T L Pham | |
| Miss H Smerecka | (Resigned 8 December 2017) |
| Dr B M Outhwaite | (Resigned 8 December 2017) |
| Mr S D Lewis | |
| Mrs S McInnes | (Resigned 8 December 2017) |
| Dr W Kilbride | (Appointed 8 December 2017) |

Auditor

The auditor, Garbutt & Elliott Audit Limited, is deemed to be reappointed under section 487(2) of the Companies Act 2006.

**DIGITAL PRESERVATION COALITION
(LIMITED BY GUARANTEE)
DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2018**

Statement of disclosure to auditor

So far as each person who was a director at the date of approving this report is aware, there is no relevant audit information of which the company's auditor is unaware. Additionally, the directors individually have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company's auditor is aware of that information.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

By order of the board

.....
Dr W Kilbride

Secretary

Date:

**DIGITAL PRESERVATION COALITION
(LIMITED BY GUARANTEE)
BALANCE SHEET
AS AT 31 JULY 2018**

| | Notes | 2018 £ | £ | 2017 £ | £ |
|---|-------|----------------|----------------|----------------|----------------|
| Fixed assets | | | | | |
| Tangible assets | 3 | | 2,852 | | 4,770 |
| Current assets | | | | | |
| Debtors | 4 | 47,789 | | 34,463 | |
| Cash at bank and in hand | | 254,597 | | 203,655 | |
| | | <u>302,386</u> | | <u>238,118</u> | |
| Creditors: amounts falling due within one year | 5 | (167,535) | | (113,385) | |
| Net current assets | | | 134,851 | | 124,733 |
| Total assets less current liabilities | | | <u>137,703</u> | | <u>129,503</u> |
| Reserves | | | | | |
| Designated supporters fund | | | 4,139 | | - |
| Other reserves | | | 116,849 | | 114,208 |
| Income and expenditure account | | | 16,715 | | 15,295 |
| Members' funds | | | <u>137,703</u> | | <u>129,503</u> |

The directors of the company have elected not to include a copy of the income and expenditure account within the financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the board of directors and authorised for issue on and are signed on its behalf by:

.....
Dr W Kilbride
Director

Company Registration No. 04492292

**DIGITAL PRESERVATION COALITION
(LIMITED BY GUARANTEE)
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 JULY 2018**

| | Designated supporters fund £ | Other reserve (see below) £ | Income and expenditure account £ | Total £ |
|--|---------------------------------------|--------------------------------------|---|------------|
| Balance at 1 August 2016 | - | 106,495 | 47,602 | 154,097 |
| Year ended 31 July 2017: | | | | |
| Loss and total comprehensive income for the year | - | - | (24,594) | (24,594) |
| Transfers | - | 7,713 | (7,713) | - |
| Balance at 31 July 2017 | - | 114,208 | 15,295 | 129,503 |
| Year ended 31 July 2018: | | | | |
| Profit for the year | - | - | 4,061 | 4,061 |
| Other movements | 4,139 | - | - | 4,139 |
| Total comprehensive income for the year | 4,139 | - | 4,061 | 8,200 |
| Transfers | - | 2,641 | (2,641) | - |
| Balance at 31 July 2018 | 4,139 | 116,849 | 16,715 | 137,703 |

Other reserve represents the contingency fund of four months fixed running costs required to keep the organisation operational.

DIGITAL PRESERVATION COALITION (LIMITED BY GUARANTEE) NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2018

1 Accounting policies

Company information

Digital Preservation Coalition is a private company limited by guarantee incorporated in England and Wales. The registered office is Triune Court, Monks Cross Drive, Huntington, York, YO32 9GZ.

1.1 Accounting convention

These financial statements have been prepared in accordance with “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (“FRS 102”) and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £1.

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Income and expenditure

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include irrecoverable VAT where applicable.

1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

| | |
|----------------------------------|-------------------|
| Fixtures, fittings and equipment | 20% straight line |
| Computer equipment | 33% straight line |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to surplus or deficit.

1.5 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

**DIGITAL PRESERVATION COALITION
(LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2018**

1 Accounting policies

(Continued)

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.6 Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

Financial assets, other than those held at fair value through surplus and deficit, are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in surplus or deficit.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in surplus or deficit.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the company transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

**DIGITAL PRESERVATION COALITION
(LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2018**

1 Accounting policies

(Continued)

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.9 Retirement benefits

The company contributes to the private pension scheme of its employees. Contributions payable are charged to the income and expenditure account in the year they are payable.

1.10 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease except where another more systematic basis is more representative of the time pattern in which economic benefits from the lease asset are consumed.

1.11 Government grants

Grants are credited to deferred revenue. Grants towards revenue expenditure are released to the income and expenditure account as the related expenditure is incurred.

2 Employees

The average monthly number of persons (including directors) employed by the company during the year was 6 (2017 - 6).

**DIGITAL PRESERVATION COALITION
(LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2018**

| | | | |
|----------|---|--------------------------------------|-------------------|
| 3 | Tangible fixed assets | Plant and machinery etc £ | |
| | Cost | | |
| | At 1 August 2017 | 22,760 | |
| | Additions | 1,053 | |
| | At 31 July 2018 | 23,813 | |
| | Depreciation and impairment | | |
| | At 1 August 2017 | 17,990 | |
| | Depreciation charged in the year | 2,971 | |
| | At 31 July 2018 | 20,961 | |
| | Carrying amount | | |
| | At 31 July 2018 | 2,852 | |
| | At 31 July 2017 | 4,770 | |
| 4 | Debtors | 2018 £ | 2017 £ |
| | Amounts falling due within one year: | | |
| | Trade debtors | 42,450 | 19,000 |
| | Other debtors | 5,339 | 15,463 |
| | | 47,789 | 34,463 |
| | | 47,789 | 34,463 |
| 5 | Creditors: amounts falling due within one year | 2018 £ | 2017 £ |
| | Trade creditors | - | 2,342 |
| | Corporation tax | 200 | - |
| | Other taxation and social security | 7,763 | 6,515 |
| | Other creditors | 159,572 | 104,528 |
| | | 167,535 | 113,385 |
| | | 167,535 | 113,385 |
| 6 | Members' liability | | |

The company is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £1.

**DIGITAL PRESERVATION COALITION
(LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2018**

7 Operating lease commitments

Lessee

At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, as follows:

| 2018 | 2017 |
|--------------|--------------|
| £ | £ |
| 7,600 | 7,790 |
| <u>7,600</u> | <u>7,790</u> |

8 Audit report information

As the income statement has been omitted from the filing copy of the financial statements the following information in relation to the audit report on the statutory financial statements is provided in accordance with s444(5B) of the Companies Act 2006:

The auditor's report was unqualified.

The senior statutory auditor was Alan Sidebottom.

The auditor was Garbutt & Elliott Audit Limited.

The audit report was signed on