

## Digital Preservation Coalition, Annual General Meeting 2015

### Arrangements

The Thirteenth Annual General Meeting of the Digital Preservation Coalition (DPC) will be held at **14.45 on Monday the 30<sup>th</sup> of November** 2015 in the Lecture Theatre, **Weston Library, Broad Street**, Oxford OX1 3DG. The meeting is expected to end at approximately 1530 and will be followed by a tour of the Library. Tea and coffee will be available from 1430.

The AGM is being chaired by Laura Mitchell, Chair of the Digital Preservation Coalition.

### Agenda

1. Welcome
2. Introduction and formal notice of meeting
3. Apologies
4. Minutes of the Twelfth AGM, held on Monday 17<sup>th</sup> November 2014, London (DPCAGM15B)
5. 2014-5 Annual Report of the DPC (William Kilbride – Verbal Report)
6. The 2014-15 Annual Accounts of the DPC (Jackie Senior, G&E) (DPCAGM15C)
7. Election of Chair and Vice-Chair of the DPC
  - a. Laura Mitchell (NRS) nominated for re-election
  - b. Kevin Ashley (DCC) nominated for election as vice chair
8. Any Other Business
9. The Inaugural DPC Presidential Address by Richard Ovenden, President of the DPC  
'Our digital memory accessible tomorrow'

1530 (approx.) Close

Tour of the Weston Library

## Digital Preservation Coalition, Annual General Meeting 2014

### Draft Minutes

The Twelfth Annual General Meeting of the Digital Preservation Coalition (DPC) was held at **16.15 on Monday the 17<sup>th</sup> of November** 2014 in the Dale Room, **Wellcome Collection**, 183 Euston Road, London NW1 2BE.

**In attendance:** Laura Mitchell (DPC Chair, National Records of Scotland), William Kilbride (DPC), Nicky Whitsed (Open University), Maureen Pennock (British Library), Grant Young (Cambridge University Library), Michael Popham (Bodleian Library Oxford University), Paul Dudman on behalf of Stephen Grace (University of East London), Juan Bicarregui (STFC), Chris Fryer (Parliamentary Archives), Heather Stanley (PRONI), Anne Archer (Lloyds Bank), Susan Corrigan (National Records of Scotland), Kevin Ashley (DCC), Sarah Higgins (Aberystwyth University), Edward Pinsent (ULCC), Chris Awre (University of Hull), Darryl Mead (National Library of Scotland), Simon Wilson (University of Hull/ARA), Jackie Senior (DPC Auditor, Garbutt and Elliott) and Angela Dappert (invited non-member)

Apologies: Stephen Grace (University of East London), Neil Grindley (JISC), Tim Gollins, TNA

### Agenda

#### 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 Twelfth 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 had been given to members in December 2013, and further details by email on the 22<sup>nd</sup> October 2014.'

#### 3. Apologies

Apologies from: Stephen Grace, University of East London; Neil Grindley, JISC, Tim Gollins, TNA

#### 4. Minutes of the Eleventh AGM, held on Thursday 5<sup>th</sup> December 2013, National Records of Scotland, Edinburgh

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

## 5. The 2013-14 Annual Accounts of the DPC (Jackie Senior, G&E)

Financial Highlights: Income & Expenditure Account.

### a) Income

The growth in income had been achieved primarily from membership subscriptions, a drive to promote the good work that the DPC does and the benefits it provides its members had resulted in an increased membership. The level of EU project income was similar in comparison to previous years, but this is expected to fall going forward as Timbus, has come to an end. Work was underway on 4C and a new project E-Ark had started in the year, smaller than the original Timbus and Aparsen projects and did not provide the same level of contribution to overheads. Income has been further supplemented this year with the commencement of a minor project to re-write the Digital Preservation Handbook and this will continue into next year and possibly 2016.

### b) Expenditure

Cost of sales represented the project costs incurred in respect of the EU grants and the minor projects. The EU grant costs were those costs incurred in delivering the projects - primarily, salary costs but also any other allowable expenditure incurred.

Administrative expenses appear to have increased significantly, but overall they continue to be well managed and the main fluctuation is salary costs which was a conscious decision. Staffing levels have increased for specific projects officers, which had allowed William and Carol to focus on the core activities of the DPC rather than the projects and consequently much less of their salaries had been included within cost of sales this year.

### c) Deficit

The result of the year showed a small deficit, which is not a matter of concern given the not for profit nature of the DPC and the significant retained surplus for previous years.

### d) Balance Sheet - Debtors

This was primarily accrued income – being the income due to be received in respect of the projects which is comprised of the costs incurred to date on the projects to date, plus the appropriate overhead contribution, less the amounts actually received already from the EU.

### e) Bank

Bank balances continued to remain healthy and the increase reflected advance receipts of monies for new EU grant and minor projects undertaken in the year.

f) Creditors

This was comprised mainly of accruals and deferred income. Accruals continued to increase primarily due to the growing pension accrual being built up for William.

Deferred income was in respect of membership income where subscription invoices are raised in advance for an extended period and the new projects started in the year where monies have been received in advance of work being undertaken.

g) Reserves

Members funds continued to be split between the general reserve which represents the monies available to fund future activities and the specific reserve. The specific reserve is determined by the Memorandum and Articles based on 4 months budgeted expenditure and had been increased as previously agreed to include the 12 months anticipated spend on the projects less the monies held in the project bank account at the year end.

h) Audit Feedback - Risks

During the audit planning process potential audit risks were identified in connection with grant income recognition and management override of controls. The work undertaken was tailored to specifically test these areas and adequate comfort gained that the risks identified were mitigated. No significant deficiencies in the accounting or control systems were identified.

i) Matters of Governance

As the DPC suffers the VAT cost of project expenditure it may wish to consider a VAT review to identify if voluntary registration would be beneficial.

Recent changes to audit regulations meant due to a change in staffing that G&E were running a risk that they would have more tax staff than audit partners. G&E audit has a standalone remit for audit work only.

## 6. 2013-4 Annual Report of the DPC (William Kilbride)

- a) DPC Core Programme 2013-4 Six thematic events including student events. 7 webinars on tools topic. Video recordings were made available of all the webinars. Requests to repeat the webinar series in progress. Publications: Preserving e-Journals and Preserving

e-mail. Progress on preserving OAIS by Brian Lavoie and the Digital Preservation Business Case Tool Kit.

- b) Second edition of the Digital Preservation Handbook was underway.
- c) Biggest single growth in membership in DPC's history, eight new members in total
- d) New MoU with the OPF
- e) Grants: Three grants has been issued to DPTP and two grants to 'How to set up and Run a Data Archive'.
- f) New DPC staff member Timbus Project Officer Sara Day Thompson.
- g) Major Projects 2013-4 Timbus and Aparsen due to finish December 2014. 4C project although smaller significant work had been carried out on the project carried out during this FY. E-Ark started 1<sup>st</sup> Feb 2014 and will run for three years.

## **7. DPC Strategic Plan 2015-18 (DPCAGM14D)**

Hardcopy documents of the Strategic Plan were available for attendees. WK summarised the plan and thanked those who had made any input. Strategic Plan formally adopted.

## **8. Election of Officers of the DPC**

- a) Election of Chair: Laura Mitchell nominated

Formal request proposed by Michael Popham. Seconded Paul Dudman.

There were no other candidates. Laura Mitchell elected.

- b) Election of Vice Chair: Kevin Ashley nominated

Formally request proposed by Juan Bicarregui and seconded Nicky Whitsed.

There were no other candidates. Kevin Ashley elected.

## **9. Any Other Business**

LM outlined recent Board Governance work and the recommended outcome for a Finance Director. The post would be advertised in the New Year 2015.

Attendees were invited to offer to host the next AGM at a venue other than London.

Meeting closed at 17.44

Company Registration No. 04492292 (England and Wales)

**Digital Preservation Coalition**  
**(Limited by Guarantee)**  
**Abbreviated Accounts**  
**For The Year Ended 31 July 2015**

# **DIGITAL PRESERVATION COALITION (LIMITED BY GUARANTEE) CONTENTS**

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**DIGITAL PRESERVATION COALITION  
(LIMITED BY GUARANTEE)  
ABBREVIATED BALANCE SHEET  
AS AT 31 JULY 2015**

	Notes	2015 £	£	2014 £	£
<b>Fixed assets</b>					
Tangible assets	2		4,303		4,380
<b>Current assets</b>					
Debtors		225,401		165,549	
Cash at bank and in hand		113,016		257,495	
		338,417		423,044	
<b>Creditors: amounts falling due within one year</b>		(143,913)		(174,306)	
<b>Net current assets</b>			194,504		248,738
<b>Total assets less current liabilities</b>			198,807		253,118
<b>Reserves</b>					
Other reserves			106,818		122,015
General reserves			91,989		131,103
<b>Members' funds</b>			198,807		253,118

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

Approved by the Board for issue on .....

.....  
Ms L M Mitchell  
**Director**

**Company Registration No. 04492292**



**DIGITAL PRESERVATION COALITION  
(LIMITED BY GUARANTEE)  
NOTES TO THE ABBREVIATED ACCOUNTS  
FOR THE YEAR ENDED 31 JULY 2015**

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**1 Accounting policies**

**1.1 Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**1.2 Income**

Income comprises of subscriptions receivable for providing services to members and grants receivable.

**1.3 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

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

**1.4 Pensions**

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

**1.5 Grants**

Grants are credited to deferred revenue. Grants towards capital expenditure are released to the profit and loss account over the expected useful life of the assets. Grants towards revenue expenditure are released to the income and expenditure account as the related expenditure is incurred.

**2 Fixed assets**

	<b>Tangible assets</b>
	<b>£</b>
<b>Cost</b>	
At 1 August 2014	14,109
Additions	1,818
	<hr/>
At 31 July 2015	15,927
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<b>Depreciation</b>	
At 1 August 2014	9,729
Charge for the year	1,895
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At 31 July 2015	11,624
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<b>Net book value</b>	
At 31 July 2015	4,303
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At 31 July 2014	4,380
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**DIGITAL PRESERVATION COALITION  
(LIMITED BY GUARANTEE)  
NOTES TO THE ABBREVIATED ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 JULY 2015**

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**3 Share capital**

The company, being limited by guarantee, has no share capital. Every member is liable to contribute a sum not exceeding £1 in the event of the company being wound up whilst a member or within one year thereafter.