**DIGITAL PRESERVATION COALITION AGM**

Minutes of the Fourth Annual General Meeting of the Digital Preservation Coalition, held at 14:45 on Friday the 20th October 2006 in the Lord Clerk Register's Room, HM General Register House, National Archives of Scotland.

**Present:** Kevin Ashley; Simon Bains; Lynne Brindley (Chair); Adrian Brown; Joy Davidson (for Chris Rusbridge); Carol Jackson; Bruno Longmore; Lorna Maguire; Judith Matthiae (Auditor); Mike Mertens; Ronald Milne; Najla Semple (Company Secretary); Andrew Wilson, Susie Woodhouse; Matthew Woollard.

1. **Welcome and formal notice of meeting**

Lynne Brindley, Chair, Digital Preservation Coalition welcomed everyone to the fourth AGM of the Digital Preservation Coalition. The AGM had been 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 of at least 21 clear days had been given to DPC members by email on the 30th of August 2006.

2. **Apologies**

Apologies were received from Chris Rusbridge and Helen Shenton.

3. **Minutes of the third AGM, 02/11/2005**

The Chair asked for DPC members who were present at the third AGM to confirm the minutes of 02/11/2005 as a true and accurate record.

Proposed: Ronald Milne  
Seconded: Adrian Brown  
Passed Nem Con

4. **Presentation of the 2005-06 Annual Report and Accounts of the Digital Preservation Coalition**

Najla Semple introduced the agenda item and reported that the draft Annual Report for 2005/06 and Financial Report for FY 2005/06 had been circulated to members. Judith Matthiae guided the meeting through the Financial Report. The main issue to draw attention to was the deficit of 65k due to expenditure in 04/06. Previously it had been established that no corporation tax was due on general subscriptions. However since the DPC was now managing its own Bank Accounts in the transition from KCL, corporation tax of 19% would be due on Bank Interest.

Lynne Brindley proposed that the DPC Report of Directors and Financial Statement be formally received.

Proposed by Kevin Ashley  
Seconded by Joy Davidson  
Passed Nem Con
5. **Appointment of auditors**

The Chair requested that Judith Mathiae be reappointed as auditor for the DPC and that remuneration be set by the DPC Board.

Proposed by Ronald Milne  
Seconded by Bruno Longmore  
Passed Nem Con

6. **Election of Chair and Vice Chair of the DPC**

The Chair, Lynne Brindley, offered her resignation as Chair of the DPC and proposed Ronald Milne, Vice Chair as Chair.

Proposed by Simon Bains  
Seconded by Kevin Ashley  
Passed Nem Con

As Ronald Milne took up the position of Chair of the DPC Board, a vacancy existed for the position of Vice Chair. Bruno Longmore agreed to be nominated.

Proposed by Kevin Ashley  
Seconded by Ronald Milne  
Passed Nem Con

7. **Any Other Business**

There was no other business.

8. **Close of meeting**

NS thanked LB for acting as Chair of the DPC. Thanks and best wishes were also given by the Chair to Najla Semple. The meeting closed at 15:30p.m.