

Burney Society UK Annual General Meeting

Bishop Grosseteste University, Lincoln

31 July 2019, 3.45 p.m.

Draft Minutes

Attendees: Miriam Al Jamil, Katherine Fenelly, Michael Burney-Cumming, Claudia Capancioni, Rebecca Gadd, Lorna Clark, Helen Cooper, Harriet Garfoot, Deborah Jones, Montana Davies-Shuck, Angela Escott, Trudie Messent, Cleo O'Callaghan Yeoman, Poppy Rummery, Francesca Saggini, Gillian Skinner, Margaret Tarplee, Cassie Ulph, Gillian Webster.

1. Apologies for Absence

Christine Bean, Timothy Ambrose, Sophie Coulombeau

2. Minutes of last meeting (6 October 2018)

Proposal: Minutes of last meeting (October 2018) be agreed as accurate and signed by the Chair.

Proposer Michael Burney-Cumming, Seconder Cassie Ulph. **Agreed.**

Matters arising

- AGM date changed from 5 October 2019 to 31st July 2019
- Miriam: Jocelyn Harris Talk arranged for Sunday 13th October 2019 at Chawton House.

3. Chair's report 2018 – 2019 (Attached to Minutes as Appendix 1)

Miriam Al Jamil read out her annual report as Chair.

4. Treasurer Report and Membership

Treasurer Report

Deborah Jones handed out Annual account documentation (see Appendix 2) and outlined the key financial points.

Balance healthy - £4167 in account June 2018 to June 2019

Discussion:

- Debbie: Accounts have a clear paper trail. Given the amounts concerned it is not necessary by law for the accounts to be audited. Bank printouts of financial transactions are available on request.
- Miriam: has consulted the Johnson Society about their financial procedures. They do not have external audits, so we are probably in line with other literary societies.
- Jill Webster: asked for information on the meaning of the initials BC FELL and Debbie explained that this stood for the Burney Centre Fellowship.
- Lorna Clark: In America they post the Burney Journal to members, at considerable cost. Lorna asked what we did. Debbie replied that we buy the Burney Journal from the North American Burney Society and postage costs £195.
- Cassie Ulph: would like to be formally removed from the Society Bank account as she does not wish to receive any further bank mailings. Helen Cooper is also still a signatory on the bank list and should be removed.

Actions Agreed:

- Debbie agreed to remove Cassie Ulph and Helen Cooper as signatories on the Society Bank Account and to add Miriam al Jamil (Chair) as the second signatory.

Proposal: that the Treasurer's Report be accepted as accurate.

Proposer Cassie Ulph, Seconder Gillian Skinner. **Agreed.**

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Membership

Debbie: In response to a membership query, Debbie stated that there are currently 58 members listed but some not yet paid for the current year. Debbie then read out these names.

5. Communications and website report

Trudie Messent handed out copies of this report (Attached to Minutes as Appendix 3)
Michael Burney Cumming: asked why website and printing expenses were not listed in the current Financial statement. Debbie replied that these would be recorded in next year's accounts.

Proposal: that the Communications and website report be agreed.

Proposer Michael Burney-Cumming, Seconder Gillian Skinner. **Agreed.**

6. Election of officers: (by show of hands)

Hon. President - Peter Sabor

Chair – Miriam Al Jamil

Treasurer/ Membership Secretary – Deborah Jones

Communications and Minutes Secretary – Trudie Messent

Social Media and Conference 2019 – Cassie Ulph

Bursary – Gillian Skinner

Other Committee Members: Sophie Coulombeau, Francesca Saggini

Proposal: that the election of officers be agreed.

Proposer Helen Cooper, Seconder Gillian Webster. **Agreed by show of hands.**

Matters arising:

Cassie happy to remain on committee but does not want to be conference co-ordinator in future.

Proposal: that after a successful conference we should put a call out for committee members on Twitter and Facebook, as the Society moves forward, we want to increase membership.

Proposed: Cassie Ulph, Seconded: Trudie Messent **Agreed.**

7. Constitution amendments

Miriam: the present constitution was written several years ago in preparation for a possible application for Charitable status, which influenced the wording of the Constitution. Charitable status was not sought and therefore the Constitution as it was written is not suited to the Burney Society UK as a Literary Society. It would therefore seem appropriate to amend the Constitution at this AGM.

Discussion: Long standing members, including Helen Cooper, commented that, although in the past there had been discussion about the possibility of seeking Charitable status this was not eventually pursued. Deborah Jones pointed out that we were below the size which required formal charitable status. It was agreed that the present Burney Society UK is a literary Society.

Actions Agreed:

- There was no need to seek Charitable status for the Society
- The Burney Society UK should be defined as a Literary Society
- The Constitution could be amended at this AGM as appropriate for a Literary Society
- That the Constitution could be discussed and amended by AGM attendee members, whilst displayed on the overhead projector to enable active participation by members present.

Proposal: that the Constitution as amended at the 2019 AGM should be adopted by the Burney Society UK.

Proposed: Gillian Webster Seconder: Gillian Skinner **Agreed by show of hands.**

(Former Constitution and Amended Constitution are attached to Minutes as Appendix 4.1 and 4.2 respectively)

8. Burney Society UK Bursary and talks by recipients/ Fellowship at McGill

Gillian Skinner: Winner contacted but has not at yet responded. Emailed twice working on James Burneys voyages. Drop – carry on or double next year or keep to 3. Large chunk at one go.

Discussion:

Michael vacation issue

Gillian – wait longer in case personal reason

Miriam: are we happy to pay another £300 next year unless no good candidates. Only award if worthy of the bursary.

Fran: – as part of proposal – if no proposal good enough of sufficient quality – right not to award

Miriam: depending on what we hear from Peter Sabor are we happy to go on with the Burney Fellowship?

Fran: this Fellowship will be ongoing

Lorna: Gave formal thanks for Society support as the 2019 recipient

Burney Fellowship: Now funded jointly by ASECS, and by UK and North American Burney Societies.

Miriam: happy to continue to support Fellowship

Lorna: whilst at McGill witnessed the McGill Department Re-organisation< They now had less space which meant materials had to be reduced. They still have microfilms and indexes, plus hard and soft resources.

Hemlow Prize – Tina Davison won this Prize.

Lorna: Hemlow Awarding Committee passed a motion to say that it had to be awarded each year. Award of prize was attached to publication in Burney Journal – comparative contest for student essays.

Miriam: suggested we could post details of the Hemlow Prize on our website. Eligibility conditions: Within a year of being a student or early career, up to 5 years post Phd.

Lorna: Date for applications for Hemlow Prize is Autumn. Tina was disappointed that her article was not yet published due to delay in publication of the *Burney Journal*. Lorna had seen this article.

9. Future events: Chawton talk – Jocelyn Harris - 13 October 2019

2020 visit: Proposal to visit Deptford church where Charles Burney jr. was a vicar.

Debbie: Could it be combined with a visit to the fan museum? General agreement that this would not be practical given time required for visit to Deptford Church.

10. Future conferences and AGM arrangements

AGM: Next AGM planned for October 2020. Need to discuss final date with Madeleine Pelling who is due to give her talk as a condition of her Burney research bursary.

Venue to be arranged. Possibly Notre Dame or alternative London venue.

2021 Burney Conference: Discussion points raised

Miriam: Possibility of a one-day conference at a London venue? Would not have to provide accommodation, possibly Greenwich or Roehampton University.

Lorna: Ian Haywood at Roehampton University is known to me

Gillian Skinner: also know Ian Haywood and he would be a possible contact.

Another possible venue is Kew Palace with contact David Fallon.

Michael Burney-Cumming: Had we thought about having an exhibition rather than a conference?

Trudie: This might be a possibility at Bourne Hall, Ewell.

Fran: meeting – insurance and travel bursaries.

Burney event at next BAS 2021 – theme – 1 panel on Frances Burney and her European connections and beyond. Cfp call – executive committee – special session within big bi-annual conference.

Miriam: Kings Lynn festival have asked us to be involved. Need to consider advantage to our Society. Date 19th July – 1st august.

Lorna: Lorna and Peter Sabor may consider going.

Gillian – what sort of involvement do they require?

Action agreed:

Miriam to request more information from King's Lynn Festival regarding what are they offering and what do they want of us?

11. AOB

Michael: Implications of Conference Round table discussion

- Committee to think about aim of society – better to be more precise
- Cassie: could we consider a Burney project format?
- How do we increase the membership? – if want to increase activities we need a bigger membership base – think about how to increase the membership?

Close of AGM

Appendix 1. Burney Society AGM 31 July 2019 Chair's Report

Welcome to our AGM which this year has been relocated to a different time and venue. We would welcome your thoughts on this and on the way forward for future Burney events. We had our last AGM nine months ago, and since then, the Conference has been organised, our bursary has been awarded and we have contributed to the Fellowship at McGill. We have negotiated and finalised Jocelyn Harris's talk at Chawton this Autumn and sent out our own newsletters, the North American Burney letter and the Burney journal.

The rescheduling of the AGM led to an examination of our Constitution and today we will discuss how it reflects current circumstances for the Society or not. We are therefore tackling the fundamental structure of the Society. It seems to me always a healthy choice, to make a Society relevant and its rules logical and working for all the membership. We are lucky to have a very diverse membership, many old and loyal friends and also new subscribers whom we warmly welcome. AGM's for most Societies are poorly attended, but they are an important means of voicing opinions and raising questions, and if members remain silent, it becomes impossible to know whether we are meeting their expectations. We do have contact with many by email and comments are always welcome.

Conference speakers from different parts of the UK, different countries or stages in their careers are a reminder that Burney Studies flourish. It is always gratifying that new approaches and connections continue to expand the possibilities. There is still a wealth of material which poses new questions when seen through different disciplines. The Burney family has enough to offer many ways of appreciating their lives and work. Frances herself would probably have been amused that so many careers have been founded on studies of her books.

Since I became chair, it has always been my mission to bring together academic and non-academic Burney enthusiasts. Academic close reading and analysis of literature benefits all readers by offering new ways of appreciating a text, but the necessity of making an academic study clearly and logically accessible to a non-academic audience is itself a beneficial exercise which academics can find challenging but which has mutually satisfying results.

It is the uneven and flawed nature of Frances Burney's work which itself draws us back. I nailed my colours to her mast when I decided that Jane Austen had more than enough support, and it was then that I realised how few Societies represented women authors, and how difficult it would be to make a group viable for most of them. As a Society we must continue to evolve, and we can also provide a platform for the little known but important contemporaries of Burney, who she knew and respected but who now have no voice. We have the advantage over Jane Austen, for all her polished novels, in the rich letters and journals which are such a wonderful Burney resource.

Thank you for your support and I look forward to another interesting year for the Society.

Appendix 2. Treasurer's Report

Burney Society Accounts 13 June 2018– 12 June 2019

Balance at June 12, 2018		£3,847.18
Outgoings	£	
Postage	195.60	
Day conference	548.37	
Dr Johnson's House	100.00	
Scholarship (Pelling)	300.00	
Burney Center Fellow's Fund	300.00	
Alliance Lit Socs	10.00	
AGM Speaker (meal & exps)	74.00	
	1,527.97	
Incomings		
Fees	882.92	
Eventbrite	825.00	
	1,707.92	
	Balance	+179.95
To carry forward		£4027.13

Appendix 3. Communications and website report

Burney Society UK Newsletters, produced by Mirian Al Jamil and Trudie Messent, with contributions from Society members and the committee, are emailed to members via burneysocietyuk@gmail.com. Two newsletters have been circulated since the last AGM. The latest was published in May 2019, being the seventh since this style newsletter was introduced in Summer 2017. Copies of the *Burney Letter* from the North American Burney Society have also been circulated. Two members were sent printed copies of the UK Society Newsletters and the *Burney Letter*, as requested.

Two hundred and fifty copies of the re-designed Burney Society UK leaflet (A4 size) and some larger format leaflets have been printed. The larger size leaflets were printed due to an online error and the Society has not been invoiced for these leaflets. These were produced in time to be circulated at the talk given by Miriam in Dorking; at a Humanities conference symposium in Oxford and at BSECS January conference in Oxford. These leaflets include the Membership secretary's new address; a membership form including permissions signature; mention of the 2019 conference; details of the current website; and details of how to access our Facebook, Twitter and email accounts.

A one-sided flyer was also printed and circulated on the 2019 Conference and Cfp.

The new website(burneysociety.uk) has been operational since December 2018. It is hosted by 1and1 IONOS at a reduced cost of £4.77 (inc. VAT) per month for the first year, rising by £3 per month for subsequent years. Total expense for the last 8 months was £38.32. It is a paid Wordpress site, therefore we were able to exclude non- society advertising and choose our own domain name. The plug-in 'Elementor', is currently being used to give more flexibility in formatting web pages. This plug in makes it possible to put social media buttons (such as Facebook and Twitter, and Youtube) directly onto web pages, although this has not been done to date, links to our Facebook, Twitter and gmail account are included on the site. 'Elementor' can also facilitate dedicated emails, however as we have an established gmail account no action has been taken on this to avoid complications with security. At present this website is listed as 'not secure'. To change to a 'secure' site would involve buying a security licence at additional cost.

The website has been set up with a static front page, which includes a 'latest news' section which is updated regularly, with a link to the relevant dedicated page when appropriate. The website includes pages titled: About Us; Biographies; Newsletters; Contact; Membership; Conferences; Annual General Meetings; Research Bursary. Archival materials from the free Wordpress site site has been transferred to the burneysociety.uk site and updating is now focussed on the new site.

Miriam Al Jamal and Trudie Messent both have access to the burneysocietyuk@gmail.com email. Miriam handles both incoming and outgoing emails, including the Newsletter emails.

We currently also have a Mailchimp site which will be irrevocably closed by Mailchimp unless we take action to maintain it within the next few days.

Cassie Ulph has taken on responsibility for the Twitter site and Trudie Messent is co-administrator on our Facebook site, with postings from Miriam Al Jamil and other members.

We have an Eventbrite account which was used for the 2018 Symposium bookings. Eventbrite charges a booking fee for paid events but not on free events. One change to their arrangements is that they no longer refund the booking fee on cancellations.

The Literary Alliance website was used to circulate details of the Burney Society UK 2019 Conference.

Burney Society UK Communications and Website expenses September 2018 – July 2019

Printing Expenses

- 250 x Folded Leaflets Double Sided C -fold A4 210mm x 297 mm from Instantprint.co.uk
Invoice date: 10/09/2018 Amount: £39.99 (£39.16 + 0.83 VAT)

- Flyers Amount: £21.00 Cheapestprintonline.co.uk

Website Expenses

1and1 IONOS Web hosting charges Wordpress Plus (with no adverts) £6.99 per month – 1 yr discount £3 plus £0.80 VAT = £4.75 per month

Invoice date	Invoice number	Charge
04/12/2018	203015850200	£4.79
04/01/2019	203016136192	£4.79
04/02/2019	203016439297	£4.79
05/03/2019	203016754270	£4.79
04/04/2019	203017075787	£4.79
04/05/2019	203017394880	£4.79
04/06/2019	203017723563	£4.79
04/07/2019	203018051607	£4.79

Total expenses for website paid to date for 8 months = £38.32

Total expenses claimed September 2018 – July 2019 = £91.31 (£39.99 + £21.00 + £38.32)

Trudie Messent 31 July 2019

Appendix 4.1 Former Constitution

The Burney Society

Constitution

Constitution of The Burney Society UK as a small charity with an income of under £5,000 per annum, with no ownership of property, no employees and not wishing to register with the Charity Commission.

Name:

The Burney Society (UK) (indicated as the 'Society' throughout this document).

Purposes:

The Burney Society (UK)'s main objective is to promote the public awareness, study and celebration of the works of the Burney family, especially Frances Burney d'Arblay (1752-1840), her life, her contemporaries and her times.

Trustees:

The Society is governed by an annually elected committee. The committee is elected at the AGM held on the first Saturday of October. It will consist of at least the following officers: President, Chair, Secretary, Treasurer, Communications Officer, Web and Newsletter Editor, and Events Officer (8 committee members) and will be known within the Society as the 'Committee'.

Management of the Society's purposes:

In order to carry out the Society's purposes the Committee has the power to do:

1. Raise funds, receive grants and donations
2. Apply funds to carry out the work of the Society
3. Co-operate with and support other charities with similar purposes
4. Do anything which is lawful and necessary to carry out the Society's purposes

Membership:

The Society shall have a membership: people who support the work of the Society and are aged 18 or over, can apply to the Committee to become a member. Once accepted as a member, and on payment of the required membership fee, membership continues with the payment of the annual fee, or until otherwise notified by the Committee. The Committee will keep an up-to-date membership list.

The Committee may remove a person's membership if they feel it is in the best interests of the Society. The member has the right to be heard by the Committee and may be accompanied by a friend.

Annual General Meeting – AGM:

1. The AGM must be held every year with at least 14 days notice to the members of the agenda. Minutes must be kept of the meeting.
2. There must be at least 66.6% *of the total number of members present at the AGM.
3. Every member has one vote.
4. The Committee shall present the annual report and accounts.
5. Any member can stand for election to the committee.
6. Members shall elect between 3 and 10 Committee members to serve for the next year. They will retire at the next AGM but can stand for re-election.

*Another copy of the Constitution states, '2. There must be at least 33% of the total number of members present at the AGM.'

Committee meetings:

1. The committee must hold at least 3 meetings each year. At their first meeting after the AGM they must select a Chair, Secretary and Treasurer. The Committee may act by major decision.
2. At least 3 Committee members must be present at meetings to be able to take decisions. Minutes must be kept of the meetings.
3. If Committee members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed and decided.
4. During the year the Committee may appoint up to 2 new members. They will stand down at the AGM.
5. The Committee may make reasonable additional rules to help run the Society. These rules must not conflict with this constitution or the law.

Money and property:

1. Money and property must only be used for the Society's purposes.

2. The Committee must keep accounts. The most recent annual accounts can be seen by anybody on request.
3. Committee members cannot receive any money or property from the Society, except to refund any reasonable out of pocket expenses.
4. Money must be held in the Society's bank account.

General meetings:

If the Committee considers it necessary to change the constitution, or wind up the Society, they must call a General Meeting so that the membership can make the decision. The Committee must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two-thirds majority. Minutes must be kept.

1. Winding up – any money or property remaining after payment of debts must be given to a society/charity with similar purposes to this one.
2. Changes to the Constitution – can be made at AGMs or General Meetings. No change can be made that compromises the Society's charitable status.
3. General Meeting – called on the request of the majority of members.
4. The Committee may also call a General Meeting to consult the members.

Acceptance of the Constitution and establishment of the Society as a small charity in accordance to the guidelines of the Charity Commission:

This Constitution was adopted on 2013 by the people whose signatures appear below. They are the members of the Committee until the AGM, which must be held within one year of this date.

Signed

Print name and address

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Appendix 4.2 Amended Constitution

The Burney Society Constitution

Constitution of The Burney Society UK as a non-profit organisation.

Name:

The Burney Society (UK) (indicated as the 'Society' throughout this document).

Purposes:

The Burney Society (UK)'s main objective is to promote the public awareness, study and celebration of the works of the Burney family, especially Frances Burney d'Arblay (1752-1840), her life, her contemporaries and her times.

Committees:

The Society is governed by an annually elected committee. The committee is elected at the AGM. It will consist of at least the following officers: President, Chair, Secretary, Treasurer.

Management of the Society's purposes:

In order to carry out the Society's purposes the Committee has the power to:

1. Raise funds, receive grants and donations
2. Apply funds to carry out the work of the Society
3. Co-operate with and support other charities with similar purposes
4. Do anything which is lawful and necessary to carry out the Society's purposes

Membership:

The Society shall have a membership: people who support the work of the Society and are aged 18 or over. Once accepted as a member, and on payment of the required membership fee, membership continues with the payment of the annual fee. The Committee will keep an up-to-date membership list.

The Committee may remove a person's membership if they feel it is in the best interests of the Society. The member has the right to be heard by the Committee and may be accompanied by a friend.

Annual General Meeting – AGM:

1. The AGM must be held every year with at least 14 days notice to Members. The Agenda and Accounts to be sent at the same time. Minutes must be kept of the meeting.
2. Every paid-up member has one vote.
3. The Committee shall present the annual report and accounts.
4. Any member can stand for election to the committee.
5. Members shall elect officers of the Committee members to serve for the next year. They will retire at the next AGM but can stand for re-election.

Committee meetings:

1. The committee must hold meetings as needed. The Committee may act by majority decision.
2. At least 3 Committee members must be present at meetings to be able to take decisions. Minutes must be kept of the meetings.
3. If Committee members have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed and decided.
4. During the year the Committee may co-opt new members. They will stand down at the AGM.
5. The Committee may make reasonable additional rules to help run the Society. These rules must not conflict with this constitution or the law.

Money and property:

1. Money and property must only be used for the Society's purposes.
2. The Committee must keep accounts. The most recent annual accounts can be seen by any member on request.
3. Committee members cannot receive any money or property from the Society, except to refund any reasonable out of pocket expenses.
4. Money must be held in the Society's bank account.

Extraordinary General meetings:

If the Committee considers it necessary to change the constitution, or wind up the Society, they must call a General Meeting so that the membership can make the decision. The Committee must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two-thirds majority of members present. Minutes must be kept.

1. **Winding up** – any money or property remaining after payment of debts must be given to a society/charity with similar purposes to this one.
2. **Changes to the Constitution** – can be made at AGMs or Extraordinary General Meetings.

This revised Constitution was adopted on 31st July 2019 by the officers whose signatures appear below. They are the members of the Committee until the AGM, which must be held within one year of this date.

Signed	Print name and address
1.	Chair – Miriam Al Jamil [address withheld online]
2.	Treasurer – Deborah Jones [address withheld online]
3.	Secretary – Trudie Messent [address withheld online]

Proposed: Gillian Webster Seconded: Gillian Skinner Agreed by members