KCLEA Committee Meeting Minutes - Structured by September 2025 Agenda

Date: 10 September 2025

Attendees: Peter Weitzel (President), John Thomson (Hon treasurer) , David Blacoe, Ernest Okon

Apologies: Stylli Charalampous (Hon Secretary) , Liz Beckmann, Chris Bowden

1. Apologies for Absence & Welcome Hon Sec

Apologies were received from Stylli, Liz, and Chris. The meeting was close to being quorate; future recruitment of ordinary committee members was suggested to ensure quorum.

2. Minutes of Past Meetings

AGM: Minutes reviewed and approved with minor corrections.

Pseudo Committee Meeting 30 July: Discussed; main outstanding action is to schedule the annual lecture, avoiding clashes with other college events.

3. Matters Arising

- Finance: Discussion on bursaries, funding, and financial management. John to clarify the status and management of the bursary fund held by the college. David, John, and Mike to prepare a summary for the AGM on bursary fund status and financial returns.
- Bursaries: Proposal to increase bursary allocation to £3,000 per year, possibly awarding three bursaries if there are sufficient quality applicants.
- Liability: Alumni Office (AO) to continue organising events, ensuring liability is covered.
- AGM Date: Proposed for Tuesday, 2 December (to be confirmed). Notice to be sent out promptly to maximise attendance.

4. Reports (Mostly for Noting)

- Publicity / Marcoms: Newsletters running smoothly; Peter to provide PDFs to John for website upload. Discussion on cross-promotion of events with KCLA Council and improved use of LinkedIn. Georgina (Wolfpack media) to assist with LinkedIn and social media strategy. Plan to update and consolidate LinkedIn accounts and branding.
- Events: Positive feedback on recent lunch and annual lecture events. Next year’s lunch and King’s birthday event already booked. Upcoming “Find Out About Kings” event scheduled for 30 October.
- Activities: Ernest to continue liaising with KCLES, WiSTEM, and other student groups. Encouragement for more efficient engagement with students and academic bodies.
- Membership: Ongoing efforts to update and expand the membership list, including international members. Collaboration with the Alumni Office to improve recruitment and communication.
- Accounts: John presented the accounts; closing balance for 2024–2025 is £10,891.57. Noted decrease in donations/subscriptions; dividend income has increased. Lunch expenses not yet reflected in accounts.
- Brief Verbal Reports: Discussion on succession planning for the President’s role. Proposal to form a team of three or four to ensure continuity and future leadership.

5. Actions Required After Some Thought

AGM Nominees/Succession: Discussion on succession planning for the President's role. Proposal to form a team of three or four to ensure continuity and future leadership.

Constitution/Special Resolutions: Suggestion to split liaison roles between student and academic engagement. Plan to seek views on constitutional amendments by correspondence.

6. Brief Discussion and Decide Next Moves

Involvement of KCL Tech & Informatics Graduates: Not explicitly discussed in these minutes, but ongoing engagement with student and academic bodies was encouraged.

Liaison Roles: Suggestion to split liaison roles between student and academic engagement.

7. Any Other Business (AOB)

Next planning meeting likely in early November (online).

AGM notice and agenda to be circulated at least two weeks in advance.

Continued encouragement for members to volunteer for committee roles.

8. Date of Next Meeting

Committee meeting mostly to consider nominations and AGM resolutions in early November (online).

AGM proposed for Tuesday, 2 December (to be confirmed).

KCLEA Committee Meeting – Summary of Actions

Action	Action Description	Responsible Person(s)	Status at 1 October
1	Explore recruiting additional ordinary committee members to ensure a quorum	Peter / Committee	Ongoing
2	Coordinate with the college to schedule the annual lecture, avoiding event clashes	Peter	Annual lecture set for 20 March Speaker pursued
3	Prepare a summary for the AGM on the bursary fund status and management	John, David, Mike	Ongoing
4	Consider increasing the annual bursary allocation to £3,000 and providing flexibility in awards	Committee (lead: David, John)	Agreed see 5
5	Update the bursary application form and publicity for the new academic year	David, Ernest	Done New words and sent to KCL
6	Ensure the Alumni Office continues to organise events to cover liability	Peter / Committee	Done
7	Schedule AGM for Tuesday, 2 December (to be confirmed) and send out notice	Peter	Done- website has draft agenda
8	Provide PDFs of newsletters to John for website upload	Peter, John	To be done
9	Assist with LinkedIn/social media strategy and coordinate updates/branding	Peter	Continuing also with Kings connect
10	Confirm bookings for next year's lunch and King's birthday event	Peter	Done 20 June
11	Continue updating and expanding the membership list, including international members	Peter / Committee	Ongoing with finding Cttee members
12	Ensure all expenses are reflected in accounts and prepare statements for AGM	John	Being done
13	Continue liaising with KCLES, WeSTEM, and other student groups	Ernest	Continuing
14	Develop a succession plan for the President's role	Peter / Committee	Needs answer by next meeting
15	Seek views by correspondence on proposed constitutional amendments	Peter / Committee	Needs answer by next meeting
16	Arrange a Committee meeting in early November (online) and circulate AGM notice/agenda	Stylli	To be done week of 6th Oct
17	Encourage members to volunteer for committee roles and support ongoing activities	Committee	By 14 Oct as agreed