

1. Expenses payments

Claire St John Eve now shares responsibilities of tasks related to expenses, checking and filing claims and receipts, whilst I remain in charge of initiating the bank transfers to make the payments. All expenses claims from the March plenary have now been initiated.

2. Membership fee collection

Membership fee collection for 2017 is still ongoing. Calls for membership renewal or reminders will be sent, as appropriate, in the next two weeks.

3. Change of bank account signatories

The transfer of authorised signatures from our outgoing Chair to our new Chair on our NatWest bank accounts has now been completed. The next step is now to add the incoming treasurer as an account signatory. For this to be authorised by our bank, the following must be passed by the AGM:

“It is resolved that:
the authorised signatories in the current mandate, for our NatWest current and reserve accounts, be changed as follows:
- add Olga Gomez, new Honorary Treasurer, as a new authorised signatory
and the current mandate will continue as amended.”

When Olga has become an account signatory and has gained full access to the accounts, she will then be able to remove me from the list of signatories. For this to be authorised, the following must be passed:

“It is resolved that:
the authorised signatories in the current mandate, for our NatWest current and reserve accounts, be changed as follows:
- remove Elodie Vialleton, outgoing Honorary Treasurer, as a new authorised signatory
and the current mandate will continue as amended.”

4. Handover to the new treasurer

All our documents and processes are by now electronic, and I have prepared a dropbox to transfer archived and current documents to Olga. Together we will organise her access to the two email accounts created for the UCML treasurer (one for expenses, one for membership fees). I will continue to support the incoming treasurer until my help is no longer required.