

## **ANNUAL GENERAL MEETING**

### **AGENDA**

**Time/Date:** 13:30 – 14:00 (BST) Thursday 13 September 2018

**Venue:** Lancaster University Campus (Lancaster UK), Faraday 2

1. Welcome, introductions and apologies
2. Minutes of the COR SIG AGM 27 November 2014 (attached)
3. Election of Officers: committee members, secretary, chair, co-chair (2 attached)
4. Terms of Reference COR SIG (attached)
5. SIG Events Planning (one per quarter required)
6. Any other business

# AGM - Community Operational Research Special Interest Group (COR SIG)

## ANNUAL GENERAL MEETING

### Minutes

**Time/Date:** 11:44 – 11:50 (BST) Thursday 27 November 2014

**Venue:** Operational Research Society Offices, Birmingham and Online (video) - hosted via Deakin University, Melbourne, Australia

No	Item	Discussion	Decision	Action
1	Welcome, introductions and apologies	<p>Present:</p> <p>Huw Evans (HE) Gerard de Zeeuw (GdZ) Martha Vahl (MV)</p> <p>Online:</p> <p>Ann Taket (AT)</p> <p>Apologies:</p> <p>Gerald Midgley (GM) Eliseo Luis Vilalta-perdomo (ELV) Martin Reynolds (MR) Ellen Lewis (EL)</p> <p>Not in attendance:</p> <p>Rebecca Herron (RH) Raghav Rajagopalan (RR) Alejandro Ochoa (AO)</p> <p>The meeting was hosted online by AT via Deakin University.</p>	<p>The meeting was recorded</p> <p>This is the inaugural Annual General Meeting of the rejuvenated Community OR SIG and there were no previous minutes to draw upon.</p>	
2	Agree Chair for the Meeting		Agreed HE Chairs	
3	Select Officers of the Committee	As in line with the ToR – agreed a Co-Chair and Co-Secretary approach Proposed by MV, seconded by GdZ and AT	Co-Chair and Co-Secretary approach	HE to fulfil for this meeting
	ToR	The two previous ordinary meetings had not been quorate as described in the ToR Version 1.0 i.e. 50% of the number of committee members present. The ToR needed to be amended to reflect a more practical and pragmatic number of	To be quorate – four (4) committee members are required – at least one of	HE to amend ToR – see Version 1.01 – and circulate to committee

## AGM - Community Operational Research Special Interest Group (COR SIG)

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No	Item	Discussion	Decision	Action
		committee members present, either in person, online or as part of other method of achieving agreement.	which to be an ORS Member	members and place on the ORS website
4	Outline priorities for the next 1-2 years	The discussion reaffirmed the wish to raise the profile of Community OR via the special interest group	Priorities: <ol style="list-style-type: none"> <li>1. Develop a modest level of events and activities to raise the profile of COR</li> <li>2. Retain current international links and develop more</li> </ol>	All to contribute to development via the ordinary SIG meetings
5	AOB	None		

DRAFT

## Terms of Reference

Community OR is about the development and application of methods and techniques from traditions of operational research and related fields, e.g. systems thinking, for empowering people and communities seeking to be involved in, or influence, activities, including decision-making, for improvement on issues that affect their lives locally, regionally, nationally and internationally.

### Purpose

The purpose of the Community OR special interest group is to promote the practice and development of COR worldwide.

### The Community OR SIG seeks to contribute to:

1. Demonstrating that people and communities can address the problems and issues facing them.
2. Enhancing methods, techniques and approaches to the study of communities in the present through academic and public media.
3. Enhancing collaborative research among people engaged in COR as being a key feature upon which COR is based.
4. A thriving COR research community that advances empirically strong ideas about community intervention and makes a difference through those ideas to the practice of its members.
5. Growing COR beyond the traditional base of OR, bringing in members from the wider social sciences, to broaden OR itself.

### The Community OR SIG WILL:

1. Identify and improve tools to acquire that help realise the purpose of the SIG.
2. The SIG will promote dialogue between research oriented members and practitioners to create a platform which assists one in informing and enriching the other.
3. Hold seminars and conferences, publish books, journal special issues, develop a presence on the worldwide web, disseminate case studies, and develop outreach to other professional bodies.
4. Develop and maintain the SIG with an international focus.
5. Not broker COR researchers and potential clients.

### Governance arrangements

The COR SIG operates within the rules and guidance set by the Operational Research Society.

Officers of the SIG must be members of the Operational Research Society.

The SIG Committee will hold an Annual General Meeting.

Other meetings will be held regularly and no less frequently than quarterly.

Meetings will enable international involvement, beyond the United Kingdom, and can be in person, online or a combination.

With the agreement of committee members, decisions can be made via email where appropriate.

A written record, at least, of every committee meeting will be kept and published on the ORS website.

The committee has a minimum membership of one and an upper limit of 20.

Committee members and officers are proposed and elected at each AGM.

Eligible committee members will be Co-Chairs.

Quorum is four committee members – at least one of which is a member of the Operational Research Society.

All members of the SIG have voting rights at the AGM.

## Committee Roles

Special Interest Groups' activities should be directed towards the practical and theoretical development of O.R. and the promotion of wider knowledge and appreciation of O.R.

It is the role of the committee to organise the programme of SIG meetings. The committee should attend all SIG meetings.

### *Chair*

The Chair shall ensure committee meetings are called and held in accordance with the Special Interest Group constitution and consult with committee members to establish and confirm an agenda for each committee meeting. The Chair shall officiate and conduct committee meetings, provide leadership and ensure committee members are aware of their obligations and that the committee complies with its responsibilities. The Chair shall ensure there is sufficient time during the committee meeting to fully discuss agenda items, and ensure that discussion on agenda items is on topic, productive and professional. The Chair shall ensure minutes are complete and accurate, retained, included and reviewed at the next committee meeting. The Chair shall develop and maintain the vision and strategy for the SIG.

The Chair shall officiate and conduct SIG meetings, ensuring speakers keep to time and working with committee members to facilitate networking among attendees. Following a SIG meeting, the Chair shall write (email) to the speaker(s) to formally thank them for their time and contribution.

### *Secretary*

The Secretary shall, in consultation with the committee members, schedule dates, times and location for committee meetings. The Secretary shall keep minutes of all meetings of the committee and shall make them available on request, for inspection by the auditors or the Board of the OR Society. The Secretary shall give all members of the committee at least fourteen days' notice in writing (by email) of every committee meeting and at least twenty-one days' notice of the General Meeting. The Secretary shall ensure the committee meeting/General Meeting agenda and relevant documents are circulated to the members of the committee 3-5 days in advance of the committee meeting/General Meeting.

The Secretary shall ensure that all planned SIG meetings are added to the Future Meetings page of the SIG's area on the Society's website. The Secretary shall provide a list of attendees, preferably including email addresses, and particularly noting any non-members attending, to the SIG point of contact in the office. The Secretary shall make speakers' notes or presentation material from a SIG meeting, if appropriate and not subject to copyright, and the full write-up of the SIG meeting, available in the OR Society's document repository.

### *Treasurer (Regional Societies only)*

The Treasurer shall keep accurate financial accounts for the Regional Society and present to each committee meeting a statement of the current financial position. The Regional Society shall deposit its funds at a bank, building society or post office account. Any withdrawal from the Regional Society's account shall require the signature of the Treasurer.



Not more than six weeks after the end of each financial year (the financial year shall correspond to the calendar year) the Treasurer shall provide to the OR Society, in such form as the auditors of the OR Society may require, accounts for the most recent financial year, together with copies of all bank statements relating to that year.

### *Committee members*

Committee members shall provide support for organising SIG meetings by suggesting suitable topics, identifying speakers, sourcing suitable venues and helping to promote the event. It may be appropriate for a member of the committee to be the meeting organiser for a SIG meeting. It will be their responsibility, with the support of the rest of the committee, to book the venue and refreshments, invite and brief the speaker(s), organise publicity, manage attendance registration and provide a brief for the Chair to officiate the meeting. A member of the committee shall volunteer, or be nominated, to provide a full write up of the SIG meeting which will be used for publication in Inside O.R. A summary of the SIG meeting should also be posted on the blog on the Special Interest Group's page of the OR Society website no later than one week following the SIG meeting.



## Committee Role Application

**Regional Society/Special Interest Group applying for:  
COMMUNITY OR SIG**

**Role Applying for:**    ~~Chair~~    ~~Secretary~~    ~~Treasurer~~    **Committee Member**

**Name: Eliseo Vilalta-Perdomo**

**Address: University of Lincoln, Lincoln International Business School, Brayford Pool, Lincoln, LN6 7PY**

**Telephone: +44 (0) 1522 835694**

**Email: evilaltaperdomo@lincoln.ac.uk**

**Please describe how your experience, skills, abilities and competencies can best fill your chosen role...**

I have been involved in the COR initiatives since 2001. I was a visiting academic for CORU when I was located in Mexico.

I've been co-chair of the COR Stream at the ORSoc Annual conferences 48<sup>th</sup> and 50<sup>th</sup> to 60<sup>th</sup>.

I have been researching and publishing on topics concerning COR (e.g. JORS and SPAR).

I have been distinguished with a Fellowship from the ORSoc.

**Please write a brief summary of why you would like to take the role on...**

To develop COR SIG as a self-organised community. I see this entity as a lab where to look for inspiration for further theoretical and practice-based research.

I'd like to contribute to the COR SIG, particularly in relation to the opportunities that may emerge when linking our efforts to the UN Sustainability Agenda. The aim is to identify other resources that would enrich activities of members from COR SIG.

**Any other comments...**

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## Committee Role Application

**Regional Society/Special Interest Group applying for:  
COMMUNITY OR SIG**

**Role Applying for:**    Chair    ~~Secretary~~    ~~Treasurer~~    **Committee Member**

**Name:** Martha Vahl

**Address:** Glebe Farm, Bratleby Lincoln LN1 2SQ

**Telephone:** +44 (0) 1522 738257

**Email:** martha@cict.demon.co.uk

**Please describe how your experience, skills, abilities and competencies can best fill your chosen role...**

I have been involved with COR since 1994 when I worked at Hull University. I have promoted the establishment of the Community Operational Research Unit in Lincoln in the mid nineties. Have been co-organising the COR stream for many years.

Have designed and implemented various evaluations research projects that conceptualise 'community operations' and research. The research focuses on the role of 'models for', in particular forms of instructions that support action..

**Please write a brief summary of why you would like to take the role on...**

To develop COR SIG as a discussion in which participants can develop their own practices whether OR research or the practice of supportive OR for communities.

Organise activities relevant to participants interest and active contributions and communicating these and progress to the wider (OR) community

**Any other comments...**