

Minutes of the 15th BMIG AGM
held at the Low Port Centre, Linlithgow
10th April 2015.

1. Apologies

Keith Alexander, Mike Davidson, Desmond Kime, Ken Hill, Paul Richards, Jim Flanagan

2. Minutes of the last AGM

These were agreed as a true record of the meeting. Proposed Keith Lugg, seconded by Duncan Sivell and accepted.

3. Matters arising

None

4. Secretary's report

Mailing list currently stands at 353 a slight increase on last year. There have been a few enquiries during the year and some correspondence with Buglife (we renewed our organisational membership) and an invitation to have a stand at the Big Nature Day at the Natural History Museum in London on May 23rd.

5. Treasurer's report

A report was circulated. It has been a quiet year and we are solvent.

6. Woodlouse Recording Scheme

It has been a quiet year except for landhoppers which are now turning up on the north east coast. Steve Gregory will look and check the species.

7. Millipede Recording Scheme

It was a quiet year for millipede recording too except that two new species of Craspedosomatida were collected from South Wales. If people have older collections it is worth checking to make sure they do not include one of the new species. A new paper has been published recently which is the results of the BMIG expedition to northern Spain and Portugal in 2004. Nine new species and two new genera are described. *Chordeuma proximum* was noted to be spreading up the East coast. Recorders should keep a look out for this in new areas.

8. Centipede Recording Scheme

A large chunk of records were sent to BRC in November and some new maps have been produced but there are some issues that need to be sorted out. Text has been started but cannot be completed until the maps are finalised. New records can be accepted and some from Nottinghamshire have been included recently. Please send in records from this meeting (as well as from elsewhere). There does seem to be quite a lot of variability within some species. Steve Gregory asked if there is a cut-off point for receiving records finalised yet and could TB let everyone know when it was agreed.

9. Library & Collections

There has not been much activity recently. Some new books have been bought. There is room at Dinton Pastures for any material that BMIG considers to be important. All tubes in the collections have been checked and topped up during the year. Specimens of *Craspedosoma* have been checked by Steve Gregory so they are correct. Keith Lugg agreed

to do a summary of what is missing and to put an article in the newsletter to solicit specimens. **ACTION: KL.**

Various people in Germany are doing genetic studies and this might help feed into our collection.

10. Proposed BMIG mission statement

During the November 2014 Committee meeting the future of the Group was discussed, particularly after the atlases are completed. As part of the meeting it was suggested that a mission statement was produced. The statement has been circulated and PL read it out as follows:

The British Myriapod and Isopod Group (BMIG) collates information about millipedes, centipedes, woodlice and similar species occurring in Britain and Ireland. Through its recording schemes, BMIG works with amateurs and professionals to ensure that reliable information about the species, and their habitats, is collected and made available. BMIG aims to enable accurate identifications, to publish maps, to carry out research, and to encourage interest in these groups and their conservation through its website, newsletter, journal and field meetings open to anyone.

The Chairman stated that this is largely a restatement of our original aims and proposed the adoption of this. Paul Harding clarified that it refers to Britain and Ireland and that the schemes have always covered the whole of the British Isles. He had discussions with the National Biodiversity Data Centre in the Republic of Ireland recently and they are happy that we cover Britain and the Island of Ireland. Tony Barber also pointed out that it does make the point that we do cover Ireland, but if we listed all the British dependencies it would be very unwieldy.

Paul Harding seconded the adoption of the mission statement and after a show of hands it was accepted unanimously.

11. Changes to Committee structure

At the autumn 2014 Committee meeting it was also discussed how the group could achieve these aims and what officers were needed to help move forwards. A list of 19 officers was produced that ideally would be needed to fulfil all aspects of the mission statement. In order to change the current Committee structure it is necessary to change the bylaws as the current list of officers is slightly different. It was suggested that a full Committee of 19 would be very large and therefore some officer posts will not necessarily attend all Committee meetings.

Paul Lee proposed an amendment to the bylaws by replacing the section headed 'Committee' with:

The elected officers shall comprise the Chairman, Vice-Chairman, Secretary, Treasurer, Recording Scheme Organisers, Librarian and Collections Manager, Newsletter Editor, Bulletin Chief Editor, Field Meeting Co-ordinator, Website Manager, Social Media Manager, Resources Officer, Training Officer, Projects Officer, Exhibition and Events Co-ordinator, Conservation Officer and BENHS representative. Officers shall be elected at the annual general meeting for a three year term of office. If an officer's role is unfilled at the annual general meeting then

the committee may co-opt a member to that role until the next annual general meeting.

The Committee shall comprise the Chairman, Vice-Chairman, Secretary, Treasurer, Recording Scheme Organisers, Librarian and Collections Manager, Bulletin Chief Editor, Field Meeting Co-ordinator and up to five other co-opted members from the elected officers. All individuals elected or co-opted to the Committee shall be entitled to vote.

A quorum of the Committee shall comprise not less than one third of those entitled to be present and vote.

The Committee may set up sub-committees and co-opt members without office for specific purposes but their recommendations can only be implemented through the Committee.

The Secretary, Treasurer and Recording Scheme Organisers shall report their work to the annual general meeting each year.

Keith Lugg seconded the motion and a vote was taken the results of which were:

In favour: 8

Against: 0

Abstain: 2

Thus the amendments were adopted.

The Chairman noted that if the posts are not filled the Committee has the right to co-opt people to them during the year.

12. Election of officers

- a. **Chairman** - There were no nominations from the floor. Tony Barber proposed Paul Lee and called for a seconder, Paul Harding seconded the proposal and Paul Lee was duly re-elected as Chairman.
- b. **Vice chairman** - The position is currently held by Tony Barber but Duncan Sivell has expressed a willingness to stand. He was proposed by Paul Lee and seconded by Angela Lidgett. Duncan Sivell was duly elected.
- c. **Secretary** - Helen Read has held this post for a number of years but has indicated a request to step down. The Chairman explained that changes in technology should make this job less onerous in the future than it has been in the past. This role could also be split into three aspects: maintaining the membership list, Minutes secretary and fielding enquiries. Most of the latter come mostly via the website and get directed more efficiently to the relevant person without the need for a secretary to do this. The Chairman proposed Imogen Wilde to take on membership secretary role as she had expressed a willingness to do this. Tony Barber seconded the proposal which was agreed. If there were no other nominations for other aspects of the Secretarial role the Chairman indicated that the Committee will try to deal with this situation by appointing a minute secretary for each meeting at which point Tony Barber proposed Victoria Burton to do the minutes. Although she indicated that she might not be able to attend all the meetings she agreed to do this when she could.
- d. **Treasurer** - Tony Barber proposed Paul Harding who indicated that he was happy to continue in the short term. It was noted that this job will probably reduce in activity as the Bulletin goes electronic. Keith Lugg seconded and Paul Harding was elected.

- e. **Recording Scheme organisers** - All the current organisers had indicated a willingness to remain in their roles and were elected as follows:

Centipede Recording Scheme - Tony Barber was proposed by Paul Lee and seconded by Angela Lidgett. Millipede recording scheme organiser - Paul Lee was proposed by Paul Harding and seconded by Keith Lugg. Woodlouse and waterlouse recording scheme - Steve Gregory was proposed by Imogen Wilde and seconded by Paul Harding. All were elected unopposed and unanimously.

- f. **Bulletin Editor** - A team of people currently act as editors of the Bulletin. The new by laws require a Chief Editor although others will be closely involved. Helen Read was proposed for this position by Tony Barber and seconded by Steve Gregory. The Chairman indicated that it would be useful to have some new people involved in the Bulletin and anyone interested should contact one of the current editors (Tony Barber and Steve Gregory in addition to Helen Read). It was also announced that, following an editor's meeting the previous day it had been agreed that the Bulletin would go electronic as from the next volume.
- g. **Librarian and collections manager** - Although we did have another expression of interest for this job if no one came forward, Keith Lugg had indicated that he was happy to remain in position. Keith Lugg was proposed for the role by Steve Gregory and seconded by Imogen Wilde. If Keith would like some help then the new volunteer could be contacted.
- h. **Field meeting co-ordinator** – This is a role we have spoken about over the last years. It was noted that we do tend to lose the experience gained when someone organises the meeting for one year and then moves on, however Paul Harding pointed out that there is a strong case for having some local knowledge, although having someone in an overseeing role might be helpful. Having someone to assist getting the records in would also be useful. Keith Lugg proposed Paul Lee for this position which was seconded by Imogen Wilde.
- i. **Newsletter Editor** - Paul Lee stepped down from this role having done it for 16 or so years... He asked if anyone would be willing to take it on. It was noted that in the past it has gone with the Millipede Scheme organisers role but there is no reason why it should be linked interested in taking on the post of Newsletter editor, he would have liked to attend the meeting but was unable to do so. He seemed very positive and keen. Richard Kelly was proposed by Paul Lee and seconded by Duncan Sivell.
- j. **Website manager** - Several people have been involved in adding information to the website but Steve is most familiar with it and is willing to continue in this role (he reminded people to keep sending things in, especially for the news page). Steve Gregory was proposed as website manager by Paul Lee, seconded by Paul Harding and thus elected.
- k. **Social media manager** - Paul Richards has set BMIG up on Facebook and has been active during the year. We also had contact from a member who has experience in this area and is keen to do the role but does not have a lot of myriapod experience. Paul Richards and Steve are to happy to help the new person in this role and support

them. Alex Pearce was proposed by Paul Lee, seconded by Steve Gregory and was elected as social media manager.

- l. **Resources officer** - This position is a 'signposting' role helping people access keys and literature etc. Jim Flanagan might be interested but is away at the moment and would like to talk about this further before committing. It was agreed that if he is interested then he could be co-opted to the Committee for this year.
- m. **Training officer** - The aim of this post is to put together and to promote courses and training material. Helen Read was interested depending on her time commitments and will aim to work with Paul Richards and Steve Gregory to scope this out during the year.
- n. **Project officer** - This role might include, for example, providing a list of student projects and promoting them, plus looking at projects such as the *Polyzonium* studies in Kent carried out as part of a field meeting. There has been no interest in this role although it would be a good post to have on a CV. This position was put on hold.
- o. **Exhibition and events co-ordinator** - This post was considered vital to fill. The co-ordinator would be expected to organise BMIG attendance at one event at least per year as well putting together some display material. There had been no expressions of interest in advance of the meeting but Keith Lugg indicated that he might be interested, depending on how the Big Nature day goes...
- p. **Conservation officer** - Paul Lee has more or less fulfilled this role in recent years which includes correspondence with agencies and attending Invertebrate Link meetings. Currently Duncan Sivell attends Invertebrate Link with Paul Lee (both of whom attend representing several organisations). There had been no expressions of interest but this is a post that perhaps should continue to be advertised. It will need input from the three recording scheme organisers. In the meantime Paul Lee and Duncan Sivell will continue to attend meetings.
- q. **BENHS representative** - This has been fulfilled by Paul Harding in the past. Our main contact has been through Dinton Pastures and now that Keith Lugg is on BENHS council and lives locally he is well placed to do this. Keith Lugg was proposed by Paul Lee and seconded by Paul Harding.

The Chairman noted that reports may be requested from the elected officers although they may not necessarily attend Committee meetings. However, as there is currently not a full set of officers probably all will attend the next meeting.

13. Financial examiner

As BMIG is not a registered charity there is no need to appoint a financial examiner. In the past we have tried to have someone look at the accounts but in the last few years this has not been possible as the person previously asked has been ill. It was agreed that Paul Harding will try to find someone to look through the accounts if possible.

14. Future meetings

- a. The next spring meeting and AGM will be at Juniper Hall, Box Hill, Surrey at the beginning of April 2016 and will cost £142 for the full weekend full board. The

reason for visiting this area is that there have been lots of records in the past but very few in recent years.

- b. The meeting in spring 2017 would be normally held in a northern location. There have been no proposals yet. Una Garland suggested Bicton College in East Devon (although not in the north) and has a contact there. Bicton are supportive of such activities and will arrange cheap rates if students can be involved.

15. Records from this meeting

The Chairman reminded everyone present that it is important to send in all records from the meeting and asked for them to be sent promptly. Duncan Sivell will act as the collator for this meeting and will pass them to the Recording Scheme Organisers and site owners. Duncan will chase people for records...

16. Thanks to the meeting organiser

Grateful thanks were expressed to Duncan Sivell for finding the location for this meeting, organising it and arranging the field visits.

17. Any other business

Tony Barber thanked Helen Read for acting as Secretary for so many years and Duncan Sivell presented her with two lovely drawings of *Trachysphaera lobata*.