

THE ASSOCIATION FOR THE STUDY OF TRAVEL IN EGYPT AND THE NEAR EAST

ANNUAL GENERAL MEETING

Notice is hereby given that the 16th Annual General Meeting of
The Association for the Study of Travel in Egypt and the Near East
(ASTENE) will be held on

Sunday 14 July 2013
at 2.30 pm
at Aston University Birmingham

To consider the Annual Reports and Accounts, to elect proposed members to the Executive Committee, and for any other business that may properly be transacted.

AGENDA

1. Minutes of the 15th Annual General Meeting (14 July 2012) at St Mary Abbots Centre, London.
2. Chairman's Report
3. Treasurer's Report and Accounts for the financial year 2012-2013
4. Election of members of the Executive Committee
5. Any Other Business

The election of the Executive Committee. This consists of three officers (Chairman, Treasurer and Secretary) and eight other members. The Chairman is Neil Cooke (2012) and the Treasurer Janet Starkey (co-opted 2012). The following members will be retiring: Patricia Usick (2009) Acting Secretary and Events organiser, and Janet Rady (2007 & 2010) Website editor, after completing six years. Edwin Aiken (2012) resigned from the committee on 8 October 2012.

Sheila McGuirk (2011), Russell McGuirk (2010), Lucy Pollard (2010), Cathie Bryan (2012) and Jacke Philips (2012) are standing for re-election to the committee. Janet Starkey's co-option by the Executive Committee should be endorsed by the AGM. Janet Starkey is now proposed by Lucy Pollard and seconded by Cathie Bryan for endorsement as Treasurer of ASTENE, following her being co-opted by the Executive Committee at the meeting of 26 January 2013. Hana Navratilova is proposed by Neil Cooke and seconded by Janet Rady for election as Secretary of ASTENE. Emmet Jackson is proposed by Jacke Philips and seconded by Patricia Usick for election to the committee. Morris Bierbrier is proposed by Deborah Manley and seconded by Myra Green for election to the committee. One place remains on the committee for nominations.

Please send nominations to the Acting Secretary, Patricia Usick at 32, Carlton Hill, London NW8 OJY, email: events@astene.org.uk . Nominations must include the names of proposer and seconder, and agreement of the candidate, and must be received by 9 July 2012.

**THE MINUTES OF THE 15th ANNUAL GENERAL MEETING
14 July 2012**

The 15th Annual General Meeting of The Association for the Study of Travel in Egypt and the Near East (ASTENE) was held on Saturday 14 July 2012 at 2 pm at St Mary Abbots Centre, Vicarage Gate, London, W8 4HN. ASTENE Vice-President Malcolm Wagstaff took the Chair in the absence of the President, Jaromir Malek who was in Glasgow. Patricia Usick was Acting-Secretary. Patricia Usick was thanked for arranging the visit to Leighton House Museum and the following lunch at Vicarage Gate.

MINUTES

6. **Apologies** were received from Edwin Aiken, Lisa French, Jaromir Malek, Jacke Philips, Nigel Hepper, Elisabeth Woodthorpe, Peter Clayton, Deborah Manley, Eamon Gearon, Myra Green, Cathie Bryan, and Robert Morkot. There were 16 members present.
7. **The Minutes of the 14th Annual General Meeting 17 July 2011 at St Anne's College, Oxford** had been circulated with the Bulletin and were approved.
8. **Matters Arising.** There were no matters arising.
9. **Chairman's Report.** Sheila McGuirk presented her Report, which had previously been circulated to members with Bulletin 52 and via email, and added some further remarks: The ASTENE archives have been catalogued by Patricia Usick and are presently stored at her home. They include a digital version of Bulletins 1-40 provided by Lisa French and a selection of Norman Lewis's papers donated by his daughter Stella Embliss. After some problems with previous webmasters, Wiss has now been contracted to carry out work on the website under Janet Rady as editor. Our mass-emailing system, Mailchimp, is now up and running and will facilitate communication with members; Janet Rady and Neil Cooke were thanked for this. Some minor re-design is taking place on the Bulletin. Diane Fortenberry is presently being paid for her work on the Bulletin but we are now trialling an outside provider. Patricia Usick, Lucy Pollard, Karen Dorn and the committee were thanked for all their hard work and support during the year. Malcolm Wagstaff thanked Sheila for steering ASTENE through a turbulent period.
10. **Treasurer's Report and Accounts for the financial year ending 30 March 2012.** Treasurer Karen Dorn presented the audited accounts for the financial year 2011-2012. She drew attention to membership forms which she hoped those present would distribute to interested parties. Karen pointed out that the amount of the loss for 2012 was partly explained by the income from the 2011 Biennial Conference coming in over two years, but the expenditure over one

year. Additionally only 33 out of 77 delegates booked accommodation and meals; the other delegates either lived in Oxford or stayed with friends there. Other expenses included the necessary provision of insurance cover for ASTENE (Employers' Liability, Public Liability, Cancellation Expenses and Trustees' Indemnity). Karen suggested that new designated funds be established. The approval of the Report was proposed by Sheila McGuirk, seconded by Morris Bierbrier, and carried. The re-appointment of Caroline Hartley as Auditor was approved, being proposed by Karen Dorn and seconded by Neil Cooke. Karen was thanked for all her work.

11. Election of members of the Executive Committee. Malcolm Wagstaff thanked the Chairman who was standing down; the Treasurer whose term had come to an end; Rosalind Janssen, who had previously resigned as Secretary; and Patricia Usick as Acting-Secretary. Sheila McGuirk asked all members to consider taking on the roles of Treasurer or Secretary. Neil Cooke was elected to the Chair, nominated by Deborah Manley and seconded by Sally Odd. All those continuing on the committee for a further year were voted in. New members were elected: Cathie Bryan, (nominated by Sheila McGuirk and seconded by Neil Cooke), Jacke Philips (nominated by Patricia Usick and seconded by Karen Dorn) and Edwin Aiken (nominated by Deborah Manley and seconded by Sally Odd).

12. Any Other Business. Sheila McGuirk expressed her thanks to Robert Morkot for facilitating the hand-over of the Chair. She also announced that Morris Bierbrier had just launched the new edition of the invaluable 'Who Was Who in Egyptology', and welcomed Hisham Khatib from Jordan who had attended the AGM and visit. Caroline Simpson appealed to individual members to support a Malian refugee crisis fund as refugees flee Timbuktu. Josie Eldred asked whether the membership is going up. Sheila McGuirk and Karen Dorn pointed out that 43 members had not renewed, but there were 10 new members and the committee were now actively targeting younger members. Josy Eldred remarked that the second reminder to pay membership dues was confusing for those who had paid, but Karen Dorn explained that there were difficulties in addressing individuals and it was important to remind those who had not paid. Neil Cooke pointed out that membership generally goes up in the conference years, but the totals had remained steady. The Chairman then closed the meeting.



Association for the Study of Travel in Egypt and the Near East

CHAIRMAN'S ANNUAL REPORT JULY 2013

As you read this, ASTENE will be 18 years old (that is if you count the years from the first Conference which took place in Durham over the weekend of 16-19 July 1995). In 1995, 70 people interested in travellers to Egypt and the Near East arrived in Durham from 10 countries and over three days they listened to 36 lectures. Today ASTENE has a membership of about 250, and this year over 80 people from 12 countries will attend the Conference in Birmingham to hear 66 lectures over three days. The Conference in Birmingham is the result of hard work put in over the last year by Patricia Usick, with help from Neil Cooke, Sheila McGuirk and Janet Starkey.

The Conference in Birmingham will also include the launch of the latest ASTENE book titled *Souvenirs and New Ideas*. This is the twelfth volume of conference papers published under the ASTENE banner. That another book has been published in time for the conference is again down to the hard work of Diane Fortenberry with help from Jaromir Malek and Deborah Manley. Talks have already begun with Oxbow Publishers for the next volume of ASTENE conference papers.

While on the subject of publishing, the Committee has decided that in the year between conferences ASTENE will hold *The T G H James Memorial Essay Prize* competition. The aim of the competition is to encourage young people under the age of 25 having an interest in Egypt and the Near East to learn more about the lives and the challenges of those who have travelled in the area over the centuries. The winner will receive 2 year's membership of ASTENE and a Bursary to attend the next Conference. Their essay will either be published in the *Bulletin* or in the next volume of conference papers.

Although many members reside in the UK, ASTENE is really an international organisation. Since 1995 contact with and between members has been maintained through the quarterly *Bulletin*. For the past year or two this has continued to appear because of the hard work of Sheila and Russell McGuirk. The different issues of the *Bulletin* have been edited by Sheila and Russell McGuirk and Robert Morkot. However, to help the *Bulletin* evolve and offer a wider range of topics, any member who would like to edit one, two, or more issues of the *Bulletin* either now or in the future is invited to contact Sheila and Russell McGuirk to find out what would be required of them.

Back in 1995, and thanks to Janet Starkey, ASTENE was among the first small organisations to have a website. In the last couple of years it has been realised that the software originally used has its limitations. For example, it was not easy to make available to members through the website copies of all the earlier *Bulletins*. In 2012 the Committee took the decision to use newer software and create a website with a modern appearance that would be easier to maintain and update. The switch from the old to the new website was made at the start of 2013 and, hopefully, members will have been logging-on and using it. The redesigned website is largely down to the hard work of Janet Rady who has worked on the design with WISS, the company that hosts the ASTENE website. As designed, the

new website is able to have new subject areas added quite easily. As the website is there to benefit members, everybody is invited to make suggestions and provide additional material for inclusion.

In addition to the *Bulletin* and website, the Committee has adopted Mailchimp as a way to send out more regular information to members by e-mail. Mailchimp is a faster way of providing information about dates, times and venues, for exhibitions and lectures and other events that may be of interest to ASTENE members, and which may have ended by the time the details appear in the next *Bulletin*. Again, Janet Rady has been hard at work on this, but it does rely on members keeping ASTENE up-to-date with changes to their e-mail addresses.

Another feature of benefit to ASTENE members that is soon to be added to the website is a FORUM. Through the FORUM members will be able to ask questions and provide answers to the wide range of subject areas connected to the study of travellers in Egypt and the Near East to assist members in their research. Work on the FORUM was started by Janet Rady and has been developed by Emmett Jackson, who will act as the moderator. The FORUM will be available to members entering a defined part of the website through a password. The FORUM will soon be ready for use, and an e-mail giving the password will be sent to all members through Mailchimp.

In the last year there have been two major visits. One to Kensal Green Cemetery organised by Patricia Usick and with a talk by Cathie Bryan to coincide with publication by the cemetery of their *Walking Like an Egyptian* guidebook to the last resting place of travellers or those with connections to Egypt and the Near East, or to tombs and memorials where the design was influenced by the tombs and temples of ancient Egypt. The visit was well attended and members of the Traveller's Club were also invited to join us. Plans are being made for tours to other cemeteries in the next year – including to St Mary's Churchyard, Mortlake, to view the tent-shaped mausoleum of Sir Richard Burton.

The second visit was to the Hashemite Kingdom of Jordan. As with earlier ASTENE tours, the visit was arranged and superbly organised by Elisabeth Woodthorpe. The *Bulletin* will contain a detailed report about the places visited, including the remains of the northern city of the Nabataeans, at Petra.

Over the last year of being ASTENE Chairman, I have benefited from the advice of our President, Jaromir Malek, and our Vice Presidents, Lisa French and Malcolm Wagstaff. I have also been greatly supported by the Committee members: Patricia Usick, Cathie Bryan, Jacke Philips, Janet Rady, Lucy Pollard, Sheila McGuirk, Russell McGuirk and Janet Starkey, and by our Foreign Correspondents, Hana Navratilova and Amanda Haggstad, who have been taking ASTENE to different parts of Europe.

At the start of my chairmanship, Patricia Usick took on multiple rôles as Acting Secretary, Acting Treasurer and Conference Organiser. As I am now aware the organisation of a conference is very demanding and it soon became clear that Patricia could not do all three jobs. On occasion during the year Lucy Pollard has kindly stepped in to record and produce the minutes of our meetings, and Janet Starkey has recently taken over as the Treasurer. They are all thanked for their hard work.

One thing that also became clear after becoming chairman was that from analysing our accounts the outgoings of ASTENE were exceeding income. This resulted in a need to increase the cost of Annual Membership for the first time in 16 years. Unfortunately, timing for the increase was too close to the end of the year when direct debits and standing orders are being paid by your banks. In many cases it was too late for members to inform their bank of the increase, so a big thank-you to those who have already sent additional money to meet the increase, and also to those who have yet to do so.

That ASTENE exists and remains relevant is by the efforts of its members. As the Committee changes again there is a vacant seat, so if you could help steer ASTENE for the next three years – let me know.



Association for the Study of Travel in Egypt and the Near East

ASTENE is a Charity registered in England and Wales
Charity Commission Registration No. 1067157

Date: 14 June 2013

Treasurer's Report for the financial year 1 April 2012 to 31 March 2013

1. Transfer of Signatories on Bank Accounts

- a. Dr Karen Dorn continued as ASTENE Treasurer until the AGM on 14 July 2012. Dr Patricia Usick was then Acting Treasurer until 26 January 2013 when Janet Starkey was confirmed at a meeting of the Executive Committee in the post of Treasurer for ASTENE. This appointment needs to be ratified at the AGM in July 2013.
- b. ASTENE wishes to thank Dr Karen Dorn and Dr Patricia Usick for their help with the transfer. In addition, thanks are due to Sheila McGuirk who helped to maintain the actual accounts between July 2012 and January 2013.

2. Balances

- a. According to the latest statement of 3 May 2013, £2,976.87 was paid into the Current Account and £3,749.87 withdrawn and this has been transferred to the deposit account, leaving £50.00 in the current account on that date through the usual automatic arrangement. According to the latest figures available to the Treasurer, the balance of the Business Reserve Account on 22 May 2013 was £41,312.86. Subscriptions and conference payments are still continuing to arrive.
- b. Two fraudulent direct debits were reported to Nat West in January 2013 and these were subsequently refunded by the bank. On 14 May 2013 NatWest confirmed that they had paid £480.00 on 10 May 2013 into ASTENE bank account, refunding funds paid out in error via another direct debit that had nothing to do with ASTENE i.e. as a result of fraudulent activity.

ASTENE Treasurer
The Old Post Office
9 Main Street
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The issue of fraudulent direct debits has been taken up in discussions with Nat West who have assured ASTENE of their continuing vigilance in this matter.

- c. According to the Treasurer's inspection of ASTENE accounts for the financial year 2012–2013, ASTENE made a small profit of £256.93. Furthermore, income should increase as more participants sign up to the conference and new members are anticipated.

3. Conference payments

- a. Developments for the conference are progressing well. The Treasurer has been in regular contact with Jane Cooper in Aston. income and expenses incurred for the conference are being closely monitored by the Executive Committee and in detail by the chair, Neil Cooke,
- b. Bursaries have been awarded to four members to attend the conference.

4. Gift Aid

- a. From 22 April 2013 charities can enrol to make repayment claims electronically through a new online service called *Charities online*, Gift Aid Small Donations Scheme (GASDS). Once the 2012–2013 accounts have been confirmed by the auditor, the Treasurer will submit ASTENE lists via this new system. Members are encouraged to sign up for Gift Aid and pay their annual subscription via Standing Order.

5. Insurance

6. Insurance cover has been maintained for 2012 to 2013 and will continue to cover ASTENE events for 2013 to 2014. There are currently two policies: first, a Special Events policy to cover both 'one-off' events such as the conference and also ASTENE's complete annual programme. This policy covers Employers Liability, Public Liability and Cancellation expenses. Secondly, a Trustees Indemnity policy which is an annually renewable contract and as such retains the same policy number throughout its life.

7. Membership data

- a. Membership appears to be roughly consistent with 2012 figures in the middle of May. In 2013, 36 new members joined from a wide range of countries (and several re-joined). At the beginning of June the total number of members stands at 212 (including joint members). In 2012, final membership stood at 224 including joint members and in 2011 numbers stood at 211. The Conference continues to attract new members and we anticipate an overall increase in membership in 2013.
- b. Preliminary figures indicate that the increased subscription fees have not resulted in a decrease in membership numbers and the Treasurer has not received any specific resignations as a result of this increase. However, at the beginning of June, 87 subscribers from 2012 have yet to subscribe. In June 2013, the Treasurer sent out personal reminders to those who have not yet subscribed.

ASTENE Treasurer
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- c. Several members have paid at the old rate and they have been or will be sent reminders in June 2013. One reminder message has been sent by Mailchimp already and further reminders will follow.
- d. It is with sadness that we announce the death of the following members:
 - i. Elaine Evans summer 2012
 - ii. Anne Revell summer 2012
 - iii. Nigel Hepper May 2013
 - iv. P.M.E Jones Autumn 2013

8. Publications

- a. The latest ASTENE publication, *Souvenirs and new Ideas: travel and collecting in Egypt and the Near East*, is being published by Oxbow Publications in time for the ASTENE July Conference. Our thanks are due to Diane Fortenberry for her editorial work on this volume and to Clare Litt of Oxbow Publications for her support.
- b. *Bulletin*. Press to Print continued to print and distribute the *Bulletin* effectively and efficiently. The *Bulletin* has benefitted from its redesign in 2012 and thanks are due to Sheila and Russell McGuirk for editing the Bulletins and for monitoring its costs. Mina Demiren is also thanked for typesetting recent volumes.

9. Website

- a. ASTENE continues to support the development of its website via WISS.

10. Mailchimp

- a. The number of email addresses that are included in our Mailchimp has now increased. These included all members, past and present, for which we have emails.

11. Auditor

ASTENE should like to thank Caroline Hartley for auditing the 1 April 2012 to 31 March 2013 accounts. We should like to ask members of ASTENE who are present at the AGM to re-appoint her to audit the 1 April 2013 to 31 March 2014 accounts.

Dr Janet Starkey
ASTENE Treasurer from 2013

treasurer@astene.org.uk

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ASSOCIATION FOR THE STUDY OF TRAVEL IN EGYPT AND THE
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Balance Sheet at 31 March 2013

	2013	2012	2011
	£	£	£
Current assets			
Bank deposit account	35,953.74	35,701.81	49,477.23
Current bank account	50.00	50.00	50.00
Total assets	36,003.74	35,751.81	49,527.23
 Representing designated funds			
Subscriptions in advance	40.00	45.00	57.00
Publications fund	9,000.00	9,000.00	9,000.00
Conference (2013)	9,000.00	0.00	8,000.00
Bursaries	3,000.00	3,000.00	3,000.00
Research	3,000.00	6,000.00	6,000.00
Bulletin	6,000.00	6,000.00	6,000.00
Website development and database	3,000.00	5,000.00	5,000.00
General funds	2,963.74	6,706.81	12,470.23
Total funds	36,003.74	35,751.81	49,527.23

All designated funds are unrestricted.

At the end of each financial year, the reserves are reallocated to designated funds for anticipated expenditure.

Approved by the Trustees and signed on their behalf on2013

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Charity Registration Number: 1067157

ASSOCIATION FOR THE STUDY OF TRAVEL IN EGYPT AND THE NEAR EAST

Income and Expenditure Account for the year ended 31 March 2012

	2013	2012	2011
		£	£
Income			
Subscriptions - in arrears	1,130.80	1,470.00	822.00
- current year	3,918.02	3,064.20	2,686.00
Biennial conference 2013	17,798.00	0.00	0.00
Biennial conference 2011	0.00	11,402.00	8,203.00
Royalties	551.53	456.89	394.97
Tax recovered under Gift Aid	366.18	862.07	0.00
Deposit account interest	15.39	22.14	23.12
Events income	413.00	0.00	0.00
Miscellaneous - book sale	12.97	75.00	515.00
Total income	24,205.89	17,352.30	12,644.09
Expenditure			
Biennial conference 2013	9,066.67	0.00	0.00
Biennial conference 2011	0.00	22,489.46	0.00
Research	0.00	0.00	3,550.00
Bulletin	6,152.68	3,677.73	2,834.54
All other publications	2,870.00	1,131.00	1,500.00
Meetings	180.00	0.00	227.31
Trustees Insurance	982.89	1,004.35	0.00
Bank charges	342.81	460.94	95.58
Committee travel	101.55	228.30	78.40
Independent Examiner	495.12	480.00	478.96
Treasurer & Secretary's expenses	411.69	404.00	289.86
Events expenses	349.20	0.00	108.00
D Manley Retirement gift	0.00	108.99	0.00
Printing postage etc	110.71	483.89	267.77
Website	2,645.64	632.06	750.30
Miscellaneous (fraud repaid May 2013)	240.00	15.00	0.00
Total expenditure	23,948.96	31,115.72	10,180.72
 Net receipts/(payments) for year	 256.93	 -13,763.42	 2,463.37

Charity Registration Number: 1067157

ASSOCIATION FOR THE STUDY OF TRAVEL IN EGYPT AND THE NEAR
EAST

Reconciliation of General Funds movement for year ended 31 March 2013

	2013 £	2012 £	2011 £
Net receipts/(payments) for year	256.93	-13,763.42	2,463.37
General Funds brought forward at start of year	6,706.81	12,470.23	10,006.86
Funds reallocated from other designated funds			
- Conference 2013 (2011)	-9,000.00	8,000.00	0.00
- Research fund	3,000.00	0.00	0.00
- Website fund	2,000.00	0.00	0.00
General Funds at 31 March 2013	2,963.74	6,706.81	12,470.23

Charity Registration Number: 1067157