



Notes of Meeting Held at: Radisson Blu Hotel, Manchester Airport		Meeting No: N/A
Purpose of Meeting: Annual General Meeting		Meeting Date: 17 June 2019
Attended by: Bob Sargeant E Sands Stuart Summerfield Stewart Knowles John Burrell Paul J Martin Ian Medd Lyn Turner Eric Hill Alan Rookies Kevin Nicholson Kate Carpenter Brian Parry Nadeem Mohammed Tawab Kazemi Joanna Dziurdz Richard Pearson Colin Wyllie Matt Smith D Robinson C Gooch A Bownes	A Coventry D A Haydock C Gillett P Duncanson D Symons K Skillings T Askew M Coleman Linda Irons C Vanlottum A Tsakonas Dan Weir Cliff Orrell Patrick Hall John Ferguson Miguel-Angel Serrano Santos Jill Fenton Barry Smith Ellie Hendren Stephen McVeigh David Minshall Kate Yeo Jamie Castle Ross Rawlings	Steve Willoughby John Hough Tom Corke Bryn Kemp Renata Barnes-Wright Alastair Pike Wojciech Barela Peter Taylor S Percy Adam Wilson Bruce Woodhams Chris Bonnett Robert Russell Henry Gates Martin Tugwell Tom Langridge Nicola Childs David Scott Nancy Sloan David Southcott Don Vann Simon Hawley
Distribution: as attached plus SoRSA Membership Sue Percy – CIHT HQ		
Prepared By Linda Irons	Date June 2019	

No	Item	Comment
1	Apologies for Absence Stuart Kay - Honorary Secretary Our understanding and best wishes for a speedy recovery was supported by all those in attendance.	

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No	Item	Comment
2	Election of Vice Chair Nomination – Den Symons Proposed – John Barrell Seconded – David Robinson	
3	Election of Honorary Secretary (Interim) Nomination – Linda Irons Proposed – John Barrell Seconded – Anya Bownes	
4	Election of Web Officer Nomination – Renata Barnes-Wright Proposed – John Barrell Seconded – Den Symons	
5	Election of Newsletter Editor Nomination – Ian Medd Proposed – John Barrell Seconded – Chris Van Lottum	
6	Election of Ordinary Committee Member (Wales) Nomination – Alastair Pike Proposed – John Barrell Seconded – Renata Barnes-Wright	
7	Election of three Ordinary Committee Members plus North of England representative Nomination – Matt Smith Proposed – John Barrell Seconded – Libby Sands Nomination – Richard Pearson Proposed – John Barrell Seconded – Eric Hill Nomination – Chris Gooch Proposed – John Barrell Seconded – Libby Sands Nomination – Chris Van-Lottum (North of England Rep) Proposed – John Barrell Seconded – Linda Irons	A point was raised regarding the election of the Membership Secretary. The Membership Secretary – is not a formal membership appointment and is appointed by committee. Libby Sands is standing down as Membership Secretary and will be replaced by Lyn Turner, as the primary contact, assisted by Chris Gooch. Formal thanks to Libby for all her work as Membership Secretary was made.
8	Chairman’s Report The Chair welcomed everyone to the AGM at our new conference venue and thanked Aldercross for organising another successful conference.	

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No	Item	Comment
9	<p>Minutes from the Eleventh Annual General Meeting</p> <p>The meeting was held on 25th June 2018 5.30pm in The Crowne Plaza Hotel in Birmingham.</p> <p>An apology was made by the Chair (JB) that due to the loss of the original notes taken at the meeting there is no contemporary record of the AGM. JB had documented his recollection of the AGM along with the original AGM Agenda and proposed this as a best record available for discussion /approval</p> <p>A discussion followed regarding the obligations as a Society, as there is a requirement for the Society to take minutes and have them agreed. Opinions on the best way forward differed.</p>	<p>Sue Percy, CIHT CEO, suggestion as there were no formal written minutes to consider, the best approach was to go through last year's agenda and record decisions, as a best record. This was formally nominated by Tim Agnew, seconded by Kevin Skillings and agreed by the attendees.</p> <p>Actions - The Best Record of the 2018 AGM to be circulated to the whole membership</p> <p>Notes of 2019 AGM to be included as an agenda item for the next Committee Meeting in September 2019</p>
10	<p>Matters Arising from the above Best Record</p> <p>The changes proposed to the Society's Constitution were rejected by those members present. There were several issues up for consideration, but the key sticking point was the proposal on how the Vice Chair nomination should be brought before the membership.</p> <p>At the last Committee Meeting, September 2018, the Committee reviewed all the concerns expressed and modified the proposal – hopefully to address the concerns expressed.</p> <p>As allowed in the existing Constitution changes to the document need to be agreed at either the next AGM or at an Extraordinary GM.</p> <p>The changes have been under discussion for over three years now and need to be resolved. It has therefore been decided that an EGM was to be held for this purpose in Manchester on 19 November 2018 at 1.30pm.</p> <p>Given the diverse nature of our membership and recognising that many people would not be able to attend a specially convened meeting, an on-line survey was provided to accompany the formal notice so that as many members as possible could express their views which will be reported verbally to the meeting on 19 November 2018.</p>	
11	<p>Minutes of Extraordinary General Meeting</p> <p>As attached</p>	

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No	Item	Comment
12	Matter Arising from the Above Minutes None	
13	Financial Report	
14	Approval of 2018 Annual Accounts	Approved
15	Appointment of Independent Financial Examiner	Agreed
16	<p>Appointment of Vice Chair, Honorary Secretary (Interim), Web Officer, Newsletter Editor, Ordinary Committee member (Wales) Ordinary Committee member (North of England) and three other Ordinary Committee Members.</p> <p>The following persons were formally appointed</p> <p>Vice Chair Den Symons</p> <p>Honorary Secretary (Interim) Linda Irons</p> <p>Web Officer Renata Barnes-Wright</p> <p>Election of Newsletter Editor Ian Medd</p> <p>Election of Ordinary Committee Member (Wales) Alastair Pike</p> <p>Election of Ordinary Committee Member (North of England) – currently vacant Chris Van Lottum</p> <p>Ordinary Committee Members Matt Smith Richard Pearson Chris Gooch</p>	
17	<p>Motion from SoRSA Committee: All Officer and Committee Member voting papers are destroyed.</p> <p>No voting papers were required</p>	
18	<p>Hand over to the new chair</p> <p>Stewart Knowles formally took up the position of Chair of the Society.</p>	

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