



Notes of Meeting Held at: Teams		Meeting No: 2021 AGM
Purpose of Meeting: 2021 AGM		Meeting Date: 21st June 2021
Attended by:		
Name:		
Alastair Pike Alan Rookes Andrew Coventry Anya Bownes Barry Smith Bob Sargeant Brian Parry Charles Hutchinson Chris Gooch Chris Van Lottum Daniel Harris Deborah Sims Dennis Symons Eric Hill Ian Medd John Barrell John Bowman Jon Preston Julian Smith Kate Carpenter Katrina Yeo Kevin Skillings	Libby Sands Lisa Allen Lyn Turner Mannia Georgiadou Mass Matt Smith Patrick Hall Peter Duncanson Peter Taylor Phil Gasston Richard Hernan Simon Hawley Stephen McVeigh Stewart Knowles Stuart Kay Stuart Summerfield Sue Parsons Sue Percy Tim Askew Tristan Brooks Christopher Whinney	
Distribution		
To be posted on SoRSA website		
Prepared By Stuart Kay	Date 22 nd June 2021	

No	Item
1	<p>Welcome, housekeeping and apologies for absence</p> <p>Apologies: None.</p>
2	<p>Elections</p> <p>Treasurer</p> <p>One nomination received – Anya Bownes</p> <p>Ordinary Committee Member (North of England)</p> <p>One nomination received – Chris van Lottum</p> <p>Ordinary Committee Member (Scotland)</p> <p>One nomination received – Richard Pearson</p> <p>Ordinary Committee Member x 2</p> <p>Two nominations received – Matt Smith, Mannia Georgiadou</p>
3	<p>Chairman’s Report</p> <p>Stewart expressed his pride and honour of leading SoRSA through what has been a challenging and sometimes exhausting 2 years.</p> <p>He said it was difficult to articulate the level and range of challenges SoRSA faced against the backdrop of COVID.</p> <p>He went on to say the he is immensely proud of the way SoRSA has adapted, highlighting the following achievements:</p> <ul style="list-style-type: none"> • The movement of all activities onto various virtual platforms. With the assistance of the Committee and CIHT, six presentations had been given during the pandemic. All were very well received, very well attended and played a big part in Members maintaining their CPD. • These in turn strengthened our relationship with CIHT and also brought the Road Safety Community together. • The pandemic has shown that we can still communicate and learn from one another. The challenge going forward is the return to face to face conferences and meetings, remain purely on-line or a hybrid of the two. <p>In closing, Stewart expressed his support for Den as our incoming Chair and looked forward</p>
4	<p>Minutes of the 13th Annual General Meeting</p> <ul style="list-style-type: none"> • Proposed: Kate Carpenter • Seconded: Anya Bownes
5	<p>Matters arising from the above Minutes</p> <ul style="list-style-type: none"> • None
6	<p>Financial Report</p> <ul style="list-style-type: none"> • Attached

No	Item
7	<p>Approval of 2020 Annual Accounts</p> <ul style="list-style-type: none"> Proposed: Stewart Knowles Seconded: Kevin Skillings
8	<p>Appointment of Independent Financial Examiner</p> <ul style="list-style-type: none"> No longer required. Now a CIHT function.
9	<p>Committee Appointments</p> <ul style="list-style-type: none"> Vice Chairman: Eric Hill Treasurer: Anya Bownes Ordinary Committee Member - North of England: Chris van Lottum Scotland: Richard Pearson Ordinary Committee Members: Matt Smith and Mannia Georgiadou
10	<p>Motion from SoRSA Committee: All Officer and Committee Member voting papers are destroyed.</p> <ul style="list-style-type: none"> Not required
11	<p>Handover to the new Chair</p> <p>Statement from: Dennis Symons EngTech FIHE MCIHT FSoRSA RegRSA(IHE)</p> <p>It is with great honour that I accept the position of Chair of SoRSA for the next two-year period and I look forward to working with and meeting as many of you as possible during that time.</p> <p>Firstly though, I must express my thanks to Stewart Knowles as our Past Chair for the work he has done in the last two years. Back in June 2019 nobody could have known what was ahead, or the impact that COVID-19 would have with the subsequent Lock Downs that have been imposed on our normal way of life.</p> <p>Despite losing our annual conference in 2020, Stewart worked hard with the help of the committee to provide members with some of their CPD requirements with six Webinars from July to December 2020. During his time as Chair he has achieved a lot under very trying circumstances.</p> <p>I would also like to pass on my thanks to the SoRSA committee and the staff at CIHT Britannia Walk for their support during this pandemic, which has enabled things such as the Webinars and the launch of the CIHT Road Safety Audit Guidelines to run so smoothly. Many thanks to all of you and I know that your support will continue.</p> <p>Each SoRSA Chair normally has a vision or theme for their Term of Office. Going forward into the next two years, I intend to try and keep my vision simple and achievable. It is my intention to continue to strengthen SoRSA both nationally & Internationally and I have several priorities which will assist in delivering these aims:</p> <ul style="list-style-type: none"> Supporting & assisting CIHT with the Strategic Plan for 2022 – 2027 Reinforcing the values, purpose and benefits of SoRSA Expanding our membership to be truly international and forge further links beyond the one we already have with ASEVI in Spain.

No	Item
	<ul style="list-style-type: none">• Working with both strategic and local clients to embed the principles of GG 119 <p>Today was supposed to be our final release from lockdown, but that was not guaranteed! Unfortunately, the Radisson Blu Hotel in Manchester could not cater for us with such an unknown situation and we had no option but to cancel the SoRSA Conference for 2021, which has turned out to be a wise decision. I hope you have enjoyed Day 1 of the SoRSA Virtual Conference and that you will be back tomorrow for Day 2.</p> <p>Going forward, we are already planning for the 2022 SoRSA Conference and hope to be back at the Radisson Blu, Manchester Airport, on the 20th & 21st June 2022.</p>

Financial Report Meeting AGM, 23 June 2021

2020 Accounts

As is the situation with institutions worldwide, the impact of Covid-19 on SoRSA's finances has been significant. However, the pandemic also presented SoRSA with an opportunity to rapidly develop different and inexpensive means of meeting to continue the work of the Committee, as well as quickly identifying an alternative funding source through the development of short online CPD events, initiated, prepared and delivered by SoRSA members.

SoRSA commenced 2020, forecasting an income of £84,500 and expenditure of £84,375, leaving a small surplus of £125.

The cancellation of the annual conference eliminated SoRSA's income for the year, but a small alternative income of £500 was generated through the online CPD events.

Throughout the year, expenditure totaled £5,911 excl VAT. The majority of this is composed of travel and accommodation expenses associated with the February SoRSA Committee meeting and attendance at the first PIARC 2020-2023 session in Paris, prior to travel and meeting restrictions being brought in across the nations. However, SoRSA Committee expenditure has been kept low for the remainder of the year, with increased usage of online conference calling facilities to undertake several successful Committee Meetings through 2020 until the present day.

This leaves a deficit for the year of £5,411.

Funds brought forward	32,101.00
Add Income (excl VAT)	500.00
Less Expenditure (excl VAT)	-5911.00
Funds to be realised in future years	6513.75
Funds carried forward	<u>26,690.00</u>

Note that a total of £6,514 had already been spent in 2020 as part of the deposit to secure the hotel and conferencing facilities at Radisson Blu, Manchester Airport and items for inclusion in the delegate packs for the 2020 Annual Conference which had to be cancelled. These charges will be realised in future years, and are therefore excluded from the forecasting exercises.

CIHT Changes to Finance Arrangements

In 2020, CIHT completed the introduction of new financial arrangements including centralised management accounts, online event booking, invoicing software and the closure of the SoRSA branch bank account held with RBS.

With the introduction of management accounts, there is no longer a requirement to undertake independent financial examinations at the end of each year on SoRSA's finances.

Covid-19

This year has been unprecedented for all, including SoRSA. It goes without saying at this virtual AGM, that there has been lots of activity in the past few months as a result of the Covid-19 lockdown.

CIHT has been considering two financial forecast scenarios with Regional Treasurers to assess the financial implications of the Coronavirus pandemic:

1. Live events proceed as planned
2. No live events all year

Please note that no live events are proposed at present but scenario 1 includes a potential live workshop / CPD event in the Autumn.

A summary of the April 2021 budget and current financial forecast for the two scenarios, as submitted to CIHT on 21st June 2021, is as follows:

	2021 Baseline forecast – Scenario 1	Scenario 1	2021 Baseline forecast – Scenario 2	Scenario 2
Expenditure to date		£6,514		£6,514
Future Expenditure	£11,813	£5,300	£2,600	£150
Income to date		£12,104		£12,104
Future Income	£15,375	£11,571	£11,875	£8,071
Surplus / Deficit	£3,562	£11,862	£9,275	£20,025

Table 2: SoRSA budget forecast – scenario planning

All figures exclude VAT

In the April 2021 budget, under Scenario 1, it was assumed that a virtual conference attended by 150 people would take place, as well as 5 online CPD events and a CPD event in the Autumn, generating a total of £15,375. Under scenario 2, income would be limited to the virtual conference and around 5 planned CPD events, totalling £11,875.

Due to this year's annual conference being sold out and attended by c.100 additional people than previously planned, SoRSA's surplus is expected to be significantly larger than the original forecast.

Based on our actual income and expenditure to date, Scenario 1, assuming that live events can be delivered as planned from Autumn onwards, shows a forecasted income for the year of £23,675 and a forecasted expenditure for the year of £11,813. This leaves a surplus of £11,862.

Based on our actual income and expenditure to date, Scenario 2, assuming no live events can take place for the whole year, shows a forecasted income for the year of £20,175 and a forecasted expenditure of £150, leaving SoRSA with a surplus of £20,025.

In closing I would like to extend my thanks to the our outstanding outgoing chair, Stewart Knowles, the rest of the SoRSA Committee and CIHT for their hard work through the past unprecedented 18 months, and especially to those SoRSA Members who have offered their time preparing and delivering online CPD events in short time frames to ensure our members have been able to continue with their professional development and been kept up to date with topics within the field. It goes without saying that virtual meetings are no match for face to face discussions, especially when organising a packed conference such as this. Nonetheless our dedicated Committee members have attended regularly and contributed whole heartedly despite the limitations in order to continue the good work of SoRSA and hold this conference for the wider membership.