

Annual General Meeting

Minutes

Thursday 26 May 2022, 16:30 – 18:00

Present:

2021-22 Committee Attendees: Nicola Blaney (NB), Kelvin Clarke (KC), Alan Crockett (AC), Pamela Gidney (PG), Ravi Grandhi (RG), Scott Grant (SG), Neil Johnstone (NJ), Andy Keba (AK), Tony Kivistik (TK), Nicky Laird (NL), Richard Llewellyn (RL), Malcolm Matheson (MM), Conor McCarthy (CMcC), Jack McNally (JMCK), Kyle McKinnon (KMCK), Duncan Morrison (DM), Carolyn Rollo (CR), Ross Speirs (RS), Keri Stewart (KS)

Non-Committee Attendees: Kenneth Brown (KB), Stephen Cragg (SC), David Mead (DMe - CIHT Britannia Walk), Malcolm Neil (MN), Alexander Ross (AR)

Apologies:

Sally Carrington (SC), Russell Henderson (RH), Kathryn MacKay (KMack)

1. Welcome and Apologies

NB welcomed everyone to the AGM and noted apologies had been received as above.

2. Minutes of the previous AGM on the 20 May 2021

The minutes of the previous AGM were accepted.

3. Matter Arising

There were no matters arising.

4. Chair's Report

NB surmised that her Chair's theme had been centered on equity, this being something close to her heart as well as being vital for a better world. COVID-19 also saw a large part of NB's two-year Chair term being about leading the region through an unprecedented time, focusing on maximising the opportunities for all during the pandemic while maintaining our critical functions. Key successes NB noted during her term as Chair included:

- The region being in a strong financial position;
- A digital events programme being rolled out at pace with CIHT Scotland the first region to host a purely digital event in April 2020. Since then, over 30 events have been arranged by the region which have reached over 2,500 attendees with geographic reach and inclusion aided by the online webinar platform. NB noted particular thanks to PG for her efforts supported by the events sub-group.
- Positive regional success of members with their Professional Reviews supported by the main and YP related events put on to support candidates in obtaining their professional qualifications.
- Excellent progress in communications particularly via a new regional member newsletter. NB noted particular thanks to DM for his efforts with the communications.
- Continued strength in the Young Professionals offering, including events and networking opportunities. NB noted that MM has continued to build on the solid foundation established by NL who went on to take the role of national Young Professionals Chair in 2021, highlighting the region's strength in this area. NB noted her thanks to both.

- Annual Dinner planning continued and thrilled to announce its return on the 6th of October this year.
- NB concluded that it had been a privilege to serve as the third female Chair for the region.

5. Adoption of Accounts for 2021-22

AC noted the CIHT accounting year runs January to December. AC summarised the accounts report issued prior to the AGM, noting the region had a closing balance of £291.71 as of 31 December 2021. Allocated funds were adjusted to reflect continuation of recovery from COVID19 restrictions with no significant change in year due to ongoing COVID-19 restrictions.

The budget forecast for 2022 is an income of £19,150 and corresponding expenditure of the same figure. This reflects a typical financial year with the CIHT Scotland Annual Dinner the predominate income generator. There were no questions raised.

6. Election of Office Bearers

The election of the Committee Office Bearers is as noted below:

- Chair – NB nominated CR, KC seconded, no objections. NB noted her thanks to CR for her support as Vice Chair.
- Vice Chair – CR nominated AC, NB seconded, no objections.
- Honorary Treasurer – CR nominated AC, NB seconded, no objections. It was noted that the intention is AC transitions out this role and hand over to somebody else formally after the Annual Dinner in October, but there will be a shadowing process beforehand.
- Honorary Secretary – CR nominated PG, NB seconded, no objections.
- Web/Communications – CR nominated DM, NB seconded, no objections.
- Events Programme Co-ordinator – CR nominated JMcl, RG seconded, no objections.
- Recruitment Officer – CR nominated KMck, DM seconded, no objections.
- Young Professionals Chair – CR nominated MM, NL seconded, no objections.

7. Election of Scottish Policy Forum Lead

CR nominated KS, NJ seconded, no objections.

8. Election of Ordinary Committee Members

TK resigned from the Committee. It was also suggested that KMack would be stepping down from the Committee, but this had not been directly confirmed. *Post-meeting note: KMack confirmed her resignation from the Committee.*

It was noted that AD has not indicated if he wants to stand for re-election. PG to follow up with AD. **Action: PG** *Post-meeting note: AD resigned from the Committee.*

RS Ex-officio role in his capacity as a Past Chair concluded at the end of the 2021-22 Committee year.

All other existing Committee members remain in place. Proposal nominated by NB, seconded by CR, no objections. Points of note in the Committee membership include:

- Ex-officio members recorded as NB and KC in their capacity as the two most recent Past Chairs; NJ as incoming CIHT President and RL who is an Ordinary CIHT Council member through to June 2024.
- RH and CR will continue as the CIHT Scotland Committee regional representatives to Council in 2022-23, this being a two-year role.

- CR will represent the Committee at the Regional Panel meetings.

The following new members were elected to the Committee:

- Malcolm Neil – CR nominated, KC seconded, no objections.
- Ross Speirs – CR nominated, PG seconded, no objections.

9. Committee sub/working groups

The composition of the sub/working groups was agreed as follows (the lead/co-lead for each group is denoted by the names in bold text):

- Events – **Jack McNally**, Nicola Blaney, Kelvin Clarke, Ravi Grandhi, Andy Keba, Nicky Laird, Malcolm Matheson, Conor McCarthy, Duncan Morrison, Carolyn Rollo, Ross Speirs.
- SPF – **Keri Stewart**, Nicola Blaney, Neil Johnstone, Andy Keba, Malcolm Neil.
- Training – **Richard Llewellyn**, **Conor McCarthy**, Malcolm Neil.
- Annual Dinner – **Carolyn Rollo**, Nicola Blaney, Alan Crockett, Ravi Grandhi, Scott Grant, Nicky Laird, Malcolm Matheson, Duncan Morrison.
- Young Professionals – **Malcolm Matheson**, Jack McNally, Duncan Morrison. *Post-meeting note: The YP sub-group also includes Fiona Bebbington, Jo Duck, Karl Hering, Sophie MacKenzie, William Prentice, Andrew Reid, Tom Starkey, Anna Stephens,*
- Finance – **Alan Crockett**, Nicola Blaney, Ravi Grandhi.
- Comms/IT – **Duncan Morrison**, Jack McNally, Malcolm Matheson.
- Membership – **Kyle McKinnon**, Malcolm Matheson, Duncan Morrison.

KS noted that public sector representation on SPF would be beneficial. Current employment was noted to restrict some Committee members from being able to contribute to consultation responses. NB undertook to reach out to a contact about their potential interest to input. **Action: NB**

10. Regional Working Agreement

All elected Committee members were asked to note the Regional Working Agreement issued by Britannia Walk. No issues were raised.

11. AOB

The 2022-23 Committee meeting dates (all meetings to run 17:00 – 18:30) were noted as follows with the intention to hold the December meeting in person:

- Tuesday 21 June 2022
- Thursday 18 August 2022
- Tuesday 25 October 2022
- Thursday 8 December 2022
- Tuesday 21 February 2023
- Thursday 6 April 2023

The 2023 AGM will take place on Thursday 25 May 2023.

Meeting invitations to be sent to all elected Committee members. PG to follow up with SC. **Action: PG/SC**

All elected Committee members were asked to complete and sign the CIHT Volunteer Agreement form. PG to return forms completed at the AGM to SC. **Action PG.** Those attending remotely will

receive a soft copy of the Volunteer Agreement form to complete and return directly to SC. **Action: SG/MM/CMcC/KMcK/MN/RH/RS**

NL asked if the CIHT Volunteer form needs to be completed by members of the Yong Professional sub-group who are not Committee members. DM to raise this with SC to check and advise CR/PG/MM. **Action: DMe**

It was noted that CIHT Scotland had been invited to the SCOTS Annual Dinner and Conference held earlier in May 2022. NB attended and raised returning the invitation to our Annual Dinner in October. RS noted he is a member of the SCOTS Liaison Committee. **Action: Dinner Sub-Group**

PG noted thanks from the region to Sally Carrington for her work as the region's Regional Engagement Officer and support to the Committee over the past year.

12. Incoming Chair – Introduction and Outline of aims/ambitions for the year ahead

CR noted her own thanks and appreciation to NB for her efforts as Chair over the past two years.

CR outlined the theme for her period as Chair will focus on what Transport Planners do and how we can go about interfacing with and impacting the places where we work, live and play. CR noted she was looking forward to working with the new Committee and thanked all for volunteering their time.

Meeting closed at 17:40