

THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION
ANNUAL GENERAL MEETING

Minutes of the twelfth Annual General Meeting held virtually on 22nd June 2022. The meeting started at 16.30hrs.

The President Deborah Sims took the chair and explained how the virtual AGM would be run and it was confirmed that the meeting was quorate.

NOTICE: The Notice convening the meeting was taken as read.

MINUTES: The Minutes of the eleventh Annual General Meeting of CIHT held on 23rd June 2021 were approved. The motion to approve the minutes, proposed by Deborah Sims and seconded by Neil Johnstone, was carried unanimously.

REPORT: The President confirmed that the Annual report and accounts had been available on the website from 20th May 2022 and highlighted that the Trustees' Report is included in the statutory accounts which are a public document filed with the Charity Commission. The annual report includes feedback on our achievement of CIHT's strategic aims and performance highlights for 2021, a statement on how we deliver public benefit, and confirmation from Trustees that CIHT is accounted for as a going concern, among other matters. The President proposed acceptance of the Report. Dana Skelley seconded the motion which was agreed unanimously.

ACCOUNTS: Sue Sharland, Honorary Treasurer, reported on the 2021 Annual Accounts. She informed members that the Group reported an annual overall deficit of £28k after the gains on investments. Much of this deficit is due to the accounting requirement to fully recognize all the grant income related to the Manual for Streets project in 2020. As a result, the comparative project income for 2021 was £150k lower than in 2020. All other income streams are broadly consistent, with trading income via Appian rising slightly, but still significantly below pre-pandemic levels and the budget for 2021. However, our balance sheet remains strong and there has been very little impact in the total net assets. The external audit was carried out by Sayer Vincent and no significant issues were found, resulting in an unqualified audit. The Trustees carried out the analysis of the forward financial projections to support our going concern statements in the report. This assessment was scrutinised by the external auditors who concurred with the judgment that Trustees had reached. The Honorary Treasurer proposed the Accounts be adopted. This was seconded by Martin Tugwell. The motion was carried unanimously.

BB sought clarification on the definition of a restricted fund and questioned what was included under the £225k restricted fund expenditure shown against Membership on the account's summary (page 21). PC responded to the query and advised that Note 15 (page 33 of the accounts) provided a full breakdown of this expenditure.

The President thanked Sue Sharland for her work as Honorary Treasurer.

AUDITORS: The President proposed that Sayer Vincent be reappointed as CIHT's Auditors. Gill Foster seconded this motion which was carried unanimously.

OFFICERS: The President announced that Council had elected the following to serve as Honorary Officers for 2022-23:

Neil Johnstone	President
Karen McShane	Vice President
Simon Hindshaw	Honorary Treasurer

The AGM confirmed the recommendation to appoint the Honorary Officers as seconded by Council. The motion was carried unanimously.

ELECTION OF COUNCIL MEMBERS: Peter Dickinson, Chief Scrutineer, presented his report. An online ballot had been conducted once again through specialist company Mi-Voice. The results of the election for Ordinary Members were as follows:

1,228 valid votes were cast online. In alphabetical order, the following candidates were duly elected to serve on the Council for the next three years:

Kate Carpenter

Ian Gittens

Peter Molyneux

Five candidates stood in the Regional elections this year, and the following five were elected:

Lucy Nightingale	CIHT East Midlands
Fiona Blackley	CIHT South East
Karen Agbabiaka	CIHT London
Kaine Lynch	CIHT Northern Ireland
Richard Ward-Jones	CIHT West Midlands

The report confirmed that Mi-Voice had been instructed to destroy the ballot papers.

The President congratulated those successfully elected.

CHANGES TO CIHT'S STANDING ORDERS: Recommended changes to the Standing Orders were approved by trustees and mainly address changes arising from the implementation of the governance review in June 2021. The proposed changes are:

- Representatives from International Groups be appointed for one three-year term.
- Two Associate Members will be appointed as Nominated Members following a recommendation from the Nominations Panel to Council.

- One Nominated Member vacancy will be allocated to the winner of the Apprentice of the Year Award as approved by Council in March 2021.

Furthermore, the following amendments are recommended:

- Remove the current requirement (section 5.2d1) for members to be students, graduates, or apprentices to be appointed as Nominated Members to Council. It is suggested that the requirement be replaced “by members regardless of membership class, as long as they have up to 7 years’ experience in the sector”.
- The remaining four vacancies under this category (section 5.2d3) would be filled following recommendations from the Young Professionals Committee should more than four nominations be received.
- The appointment of the Young Professional of the Year and of the Apprentice of the Year Award winners to Council be reduced from two years to one year.

The Board of Trustees proposed that the AGM confirm the recommendation to approve the amendments to the Standing Orders. The motion was carried unanimously.

There being no matters of any other business, the President declared the meeting closed at 16:55.