

Subject: Annual General Meeting Minutes

Location: Online – Teams

Date: 13 May 2024

Time: 5.00pm

Action

1.00 Welcome:

The Chair Mr M Bell welcomed members to the meeting.

2.00 Apologies:

None.

3.00 Minutes of Previous AGM:

Roisin Wilson summarised the minutes of the previous AGM on 24 April 2023 and recommended that they be adopted.

S Bradshaw proposed the adoption of the previous minutes. This was seconded by **A Murray**.

4.00 Chairman's Report and Policy Sub-Committee Report:

Michael Bell reflected on his second and final year as Chair. Michael expressed his thanks to the committee for their support during his term in office and highlighted the events held during the 2023/2024 term which also celebrated 60 years of the NI Region, and Karen McShane's presidential year.

During 23/24 the NI Region delivered a full programme of events including:

- 09 Oct 23 – Circular Economy Quantification in Transport Infrastructure Construction & Maintenance delivered by Research Driven Solutions (online event).
- 23 Nov 23 – Joint meeting with IEI. 'Technological Advances in Infrastructure Maintenance' (online event).
- 11 Dec 23 – 'Measuring Transport Emissions, Rural v Urban'. Delivered by National Transport Authority, Ireland (online event).
- 15 Jan 24 - Joint meeting with IAT. 'Clear binders and brighter coloured asphalt surfaces'. In-person event, Dunsilly Hotel. Delivered by IAT and Shell Construction.

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- 11 Jan 24 - 'CIHT Career Paths: Lunch and Learn'. Hosted by DfI, Clarence Court, Belfast.
- 24 Jan 24 – Professional Qualifications Seminar focusing on Engineering and Transport Planning. In-person event, QUB, Belfast.
- 19 Feb 24 – Joint meeting with TPS. 'Northern Ireland Transport Plans', In-person event, Ulster University.
- 28 March 24 – Annual Gala Dinner, City Hall Belfast, celebrating CIHT NI's 60th Anniversary.
- 28 March 24 - Presidential Visit – Artemis Technologies followed by visit to Grand Central Station and Weavers Cross.
- 15 April 24 – Joint meeting with ICE. Carbon Management and PAS 2080. Delivered by Louth County Council.
- 13 May 24 – CIHT NI AGM followed by All Ireland Rail Review. Delivered by Arup.
- 15-17 May 24 – CIHT NI Study Tour to Glasgow.

Special thanks were given to:

- Louise Dougan, our Events co-ordinator for her effort and work to help deliver the NI Region's programme of events.
- Committee members and those who contributed to the planning, organising and delivery of the NI Region's programme of events.
- The sponsors and supporters of our events who are key to enable our programme to be delivered.
- Attendees of the annual dinner who raised approx. £3,000 for the Alzheimer's Society.

Policy Sub-Committee Report

The policy sub-committee responded to the 4 consultations on behalf of the NI Region during 2023/24:

- NI's 2030 & 2040 Emissions Reduction Targets, Carbon Budgets & the Climate Change Committee's (CCC) Advice report.
- DfI Eastern Transport Plan.
- All-Island Strategic Rail Review Consultation.
- Strategic Planning Policy Statement Review.

Thanks was given to Kaine Lynch, Chair of the Policy-Sub-Committee for co-ordinating and managing the responses.

Michael concluded by expressing his thanks to the committee for their support and wished the new Chair, Stephen Bradshaw well for his term in office.

5.00 Treasurer's Report:

The Treasurer, Stephen Bradshaw, presented his Audited Financial Report covering the period 1 Jan 23 to 31 Dec 23, which had been circulated to attendees in advance of the AGM.

The accounts had been reviewed and ratified by the board of trustees.

A summary of the key points:

- Noted that since 2022, accounts are managed through an electronic centrally managed system.
- Regional accounts are reviewed monthly with returns submitted quarterly ensuring compliance with CIHT Financial Regulations.
- All auditing is carried out centrally by CIHT's own accountants.
- Main income for the year related to the annual dinner (£9,050), with 11 tables taken on the night.
- Total income was £11,472, with expenditure of £8,577, resulting in a small surplus at the end of the 2023 year.

Thanks were given to local industry for their continued essential support to the NI Region.

A copy of the accounts can be made available upon request.

Stephen concluded by wishing the new Treasurer, Dr Andrew Murray well in his new role.

K McShane proposed that the meeting accept the accounts as reported.

R Porter seconded acceptance of the accounts.

6.00 Election of Chairperson for 2024-26

Roisin Wilson thanked the outgoing chair and declared all offices vacant. Roisin introduced Stephen Bradshaw, the incoming Chair for the forthcoming 2-year term, 2024-26.

Stephen joined the NI committee in 2009, is a Fellow of the Institution, and has been heavily involved in many aspects of CIHT in NI, including 10 years as Treasurer. He is a CEng graduate of UU, a Chartered Procurement Professional, and currently the Deputy Director of Procurement and Commercial at DfI.

The nomination of Chair was proposed by **J McRobert** and seconded by **L Dougan**.

S Bradshaw proceeded with the election of office bearers and committee for 2024-25.

7.00 Election of Office Bearers and Committee for 2024-25:

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| a) Vice Chair: | Mr Michael Bell |
| Honorary Secretary: | Ms Roisin Wilson |
| Honorary Treasurer: | Dr Andrew Murray |
| Communications Officer: | Mr James Redmond |
| Assistant Communications Officer: | Mr Colin Magwood |
| Events Co-ordinator: | Ms Louise Dougan |
| Emerging Professionals' Chair | Mr Kris Campbell |
| Academic Liaison Officers: | Dr Robert Eadie
Prof Su Taylor |
- (Assistant Secretary, Recruitment & EDI Officer roles – Vacant)

The election of Office Bearers was proposed by **R Porter** and seconded by **L Dougan**.

b) Election of new Committee Members in 2024/25:

The present committee has been notified of the following members who have agreed to be nominated for election to serve on the committee for a three-year period and have received the support of at least 4 supporters:

Mr Paul Brogan and Ms Judith Travers.

Proposed by **R Wilson** and seconded by **D Kidd**.

c) Committee Members who have agreed to stand for re-election to the committee for a further 3-year period:

Mr David Chambers, Mr Eamon Scullion.

Proposed by **M Bell** and seconded by **A Murray**.

d) The following members of the Region will continue to serve on the committee following their election in previous 3 years:

Mr David Kidd, Mr Adam Heanen, Mr J McRobert, Mr P McParland.

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e) Co-opted members of the committee for 2024/25:

Professor Su Taylor.

f) Ex-officio members of the committee are:

Past Presidents: Mr R Porter, Mr G Allister, Ms K McShane.

Past 2No Chairs: Dr K Lynch, Mr M Bell.

Council Members: Dr K Lynch, Ms K McShane, Ms L Dougan.

g) Members who have resigned from the committee:

Mr Freddie Patterson:

Freddie joined the committee in 1999. Since joining he has held the roles of Junior Vice Chair (2003), Senior Vice Chair (2004), Chair (2005), Council representative (2008-2013) and represented the NI Region on the Ministerial Advisory Panel on Infrastructure.

Mr Clive Bradberry:

Clive was co-opted to the committee in 2015 and formally elected in 2016. Since joining he has held the roles of Senior Vice Chair (2018), Chair (2019) and Policy Sub-Committee Chair (2021-22). Clive was also a member of the communications sub-committee (2015-18) and the policy sub-committee (2015-2023).

Mr Philip Robinson:

Philip joined the committee in 2002. Since joining he has held the roles of Recruitment Officer (2005-07), Junior Vice Chair (2007), Senior Vice Chair (2008), Chair (2009) and Policy Sub-Committee Chair (2010). Philip was also a member of the Young Professionals' Group (2004-09), communications sub-committee (2010-14), and a professional reviewer from 2007 to date.

The committee thanked them for their long service to the committee, region and institution, their friendship over the years, and hoped to see them at local meetings in the future.

8 Regional Working Agreement:

On behalf of the new committee, the new Chair, Stephen Bradshaw confirmed agreement/adoption of the CIHT Regional Working Agreement between CIHT Regions & Nations and Britannia Walk.

9 AOB

Ronnie Porter acknowledged the passing of Billy McCoubrey, former Past President and committee member noting his dedication and contribution to the committee, region and institution over many years.

The new Chair, Stephen Bradshaw formally closed the 2024 Annual General Meeting.

The AGM was followed with a summary of the Chair's plans for the year ahead.

Attendance:

S Bradshaw
M Bell
G Allister
A Heanen
R Wilson
P McParland
R Porter
H Armstrong
J McRobert
L Dougan
K Campbell
C Magwood
M O'Kane
P Robinson
C Bradberry
A Murray
D Kidd
P Brogan
L McCann
R Eadie
G Perrin
Su Taylor
K McShane