

		Sheet No. 1 of 3
Notes of Meeting Held at:		
Copthorne Hotel, Paradise Circus, Birmingham		
Purpose of Meeting:		Meeting Date:
Annual General Meeting		17 June 2008
Attended by:		
Name:		Name:
Libby Sands (Chair) Ian Medd (Vice Chair) Mike Slinn (President, IHT) Alan Rookes (Secretary) John Barrell (Treasurer) Victoria Landon (Newsletter Editor) Bob Bridges (Acting Events Coordinator) Christopher Kettell (Committee Member) Peter Bane (Committee Member) Julian Bartlett (Committee Member) Stuart Kay (Committee Member) Lance Fogg (Committee Member) Peter Monger (Committee Member) Mike Mavin (Committee Member) Dave George (Membership Secretary) John Smart (IHT Deputy Chief Executive and Director of Technical Affairs) Keith Woodcock Miguel-Angel Serrano Santos Paul Forman Ewi Otote Adebiji Abdulrasaq Mike Kohol Bill Pitcher David Chen Paul Fenton Tony Sharp	Stuart Colbron Peter Cooke John Bowman Kate Carpenter Steve Hickson Amanda Mays Mike Toozer Trevor Taylor Dick Rainbird David Bowie Mark Barrett David Spaul Kevin Nicholson Claire Waterhouse Richard Mountain John Moseley Peter van Eijsden Brian Parry Simon Hawley Tim Askew Den Symons Steffan Lotter Chris van Lottum Nick Hughes Bob Sargeant Cliff Orrell	
Distribution:		
All Members of SoRSA John Smart (IHT Deputy Chief Executive and Director of Technical Affairs)		
Produced by: A J Rookes		Date: 20 June 2008

The Meeting commenced at 1905 hours

1. Chairs Welcome

The Chair welcomed all persons to the meeting and expressed delight at the high level of attendance.

In particular, the Chair, welcomed Mike Slinn, the President of IHT, on one of his last official outings as President.

2. Apologies for Absence

Tim Cheesebrough (Web Officer), Christina George (Events Coordinator), Stewart Paton, Steve Proctor, Yngve Granne and Nick Stilwell.

3. Chairs Report

A copy of the Chairs Report outlining the progress made to date and thanking a number of persons for their efforts and support is attached to these minutes.

4. Financial Report

The Treasurer confirmed that it would be normal to present the annual accounts to the AGM, but this was not practical in the first year of the operation of the Society due to the IHT financial year arrangements. Consequently he had produced a Forecast of Income and Expenditure for the year ending 31 December 2008. (A copy of this Forecast is attached to these minutes).

The Treasurer advised that:

- Due to the numbers of persons attending the Conference on 18 June 2008, the Society should exceed the budget forecast and make a surplus.
- A small allowance had been included in the forecast to assist the delivery of Technical Papers at regional events.
- The Society had borrowed £5000 from IHT to assist in its first year operations. This loan has to be repaid.

No figures had been included in the income and expenditure to date showing the financial position for the AGM, Dinner and Conference. These events had been arranged by Aldercross and the costs of organisation will be finalised following these events. The income and expenditure will then be including in the Society's accounts.

5. Appointment of Independent Financial Examiner

On the recommendation of the Treasurer, Lance Fogg proposed and David George seconded a proposal that Gordon Wanless be appointed as the Independent Financial Examiner until the next AGM. The meeting approved the proposal nem con.

6. Membership Arrangements

The Membership Secretary advised that

- The IHT Membership Board had approved the proposed membership form earlier in the day, subject to minor amendments. Some hard copies of the form would be available at the Conference on 18 June and the form will be available on the SoRSA webpages shortly.
- The membership criteria was based on the training and experience guidance set out Standard HD 19/03
- The levels of training and experience required to achieve the four membership grades.

- Flyers detailing the membership grades would be available at the Conference on 18 June.

In addition, he briefly outlined the extent of information that the Membership Sub-Committee would be looking for when reviewing membership application forms. Much of this information is included on the form to advise and assist applicants.

7. Any Other Business

No Other Business had been requested in accordance with the terms of the constitution.

The Meeting was closed at 1930 hours.

Chair's Report

It was in May 2007 that the Society was formed. The last 12 months seem to have flown by, but to those of you on the outside it may seem that very little has happened. My first task was to arrange the election of the other members of the Committee, which those of you who had registered an early interest in the Society responded to with a relatively high (52%) return.

The first Committee Meeting was held in September, where introductions were made and various roles allocated. The Branch Constitution was drafted for comment and discussions began with IHT regarding the webpage (more on that later). The first eNewsletter was discussed and ideas for articles within it. We have now had two editions, which **Victoria Landon** edits, and I do hope you find them interesting. If any of you have something you want to share with the other SoRSA members, please let Victoria know. Her contact details should be on the webpage.

Further Committee Meetings were held in November 2007, January and March 2008 at which the tricky issues of qualifications, levels of membership and experience were discussed at great length, to try to ensure potential members were able to provide the relevant information for the Membership Committee to judge their competency, without it being too onerous a task.

My thanks must go to **David George** who has battled valiantly to ensure that a fair, yet comprehensive membership application form was designed which hopefully will be available on the webpage from tomorrow (hard copies may also be available at the Conference). I say hopefully as the form was to be discussed at IHT Membership Board today. There had been comments that it may be considered to be too long (longer than the form for IHT Membership), but it has been argued that this is necessary in order to ensure we get the information needed to establish potential members competence. Others forming the Membership Committee are **Peter Bane, Mike Mavin** and **Christopher Kettell**.

All these discussions became intertwined with the potential Certification process being put forward by the EU. My thanks must go to **Lance Fogg** for keeping me up-to-date with progress on this and he tells me that at the recent EU Parliament meeting EU Directive 2006/0182 on Infrastructure Safety Management, which specifies the use of road safety audits and essential qualifications for auditors, received approval at its first reading with no amendments. We in the UK now have 3 years in which to set our standards for Certification and IHT has been asked by the Highways Agency to prepare a suitable procedure for Certification of auditors, with which SoRSA will assist.

In March 2008 we began discussions with Endsleigh Street regarding the award of post-nominals (MSoRSA and FSoRSA), which, thanks to **John Smart** and **Sue Stevens**, were agreed by the Education Committee in April. You would not believe the difference a small 'o' makes, I mean who wants the initials of a deadly disease after their name MSRSA or even worse ASRSA, when we were considering using Associate post-nominals.

Further thanks must go to **Bob Bridges**, who stepped into the breach (no pun intended) as Events Officer created when **Christina George** left on maternity leave. Christina raised the number of potential SoRSA members by one in early January following the birth of her son Harry.

Apparently we have more bums registered for the Conference than the hotel has seats, but that is a problem they have said they will resolve. That is 175 delegates, including all the speakers etc. and I can remember in the early days worrying what would happen if we did not get anyone to attend. So very well done to Bob for his hard work in putting together an interesting programme of eminent speakers. Shame about the one right at the end!

Others I must thank are: **Alan Rookes** as Honorary Secretary for his timely Minutes and keeping the Committee on the straight and narrow, **Ian Medd** as Vice Chairman, who has been on the other end of the telephone when I needed to bounce an idea off him and **John Barrell** as Treasurer, who unbelievably managed to get some money out of David Ringrow! After the success of tomorrow I suppose he will want some, if not all of his money back. **Chris Kettell** with assistance from **Tim Cheesebrough** (our representative in New Zealand) and **David George** finally managed to get a webpage created. The reasons behind the delay are complex and not for discussion here, enough to say that it will be and running very shortly and looks wonderful.

I must also mention our Area Representatives, **Stewart Paton** for Scotland; **Peter Monger** for Ireland and **Stuart Kay** for the north-east. They have volunteered to speak to any Branch Evening meeting or other Seminars, Conferences, bar mitzvahs etc. on SoRSA

Last but by no means least is **Julian Bartlett**, our Welsh Area Representative, who was the surprise winner (he was very surprised) of the Society logo design competition and I would like to ask Julian to come up to receive part of his prize (the other bit was a free place at the Conference tomorrow).

Libby Sands
Chair, SoRSA
June 2008

Institution of Highways and Transportation

SoRSA Branch

Forecast INCOME & EXPENDITURE for year ending 31 December 2008

<u>Seminars</u>	Income	Expenditure	Total
Inaugural Conference	£20,450.00	£13,850.00	£6,600.00
	£20,450.00	£13,850.00	£6,600.00
<u>Conference</u>			
Dinners and Social Events	£875.00	£2,100.00	-£1,225.00
AGM		£1,600.00	-£1,600.00
Technical Papers			
Other			
	£875.00	£4,750.00	-£3,875.00
<u>Meetings and Other costs</u>			
Meetings		£1,050.00	-£1,050.00
Postage and Telephone		£500.00	-£500.00
Printing and Stationary		£1,625.00	-£1,625.00
Student Support			
Committee Expenses		£600.00	-£600.00
Funds To/From HQ	£5,000.00	£5,000.00	£0.00
	£5,000.00	£7,725.00	-£2,725.00
Total Surplus/(Deficit)	£26,325.00	£26,325.00	£0.00

Position as at 02 May 2008

Opening balance 01/01/08	£0.00	
Income to 11/06/08 (HQ advance)	£5,000.00	
Cleared expenditure to 11/06/08		£87.00
Balance		£4,913.00
Expected budget position 31/05/08		£1,595.00