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| Notes of Meeting Held at:**Vienna Suite, Radisson Blu Hotel, Chicago Avenue, Manchester, M90 3RA** | Meeting No:**N/A** |
| Purpose of Meeting: | Meeting Date: |
| **EGM** | **19th November 2018** |
| **Attended by:** |
| Name: |
| J Bartlett, C Gooch, A Bownes, I Medd, E Hill, S Summerfield, D Symons, L Sands, L Irons, A Shea (non-voting), R Barnes-Wright, C van Lottum, K Nicholson, S Kay, L Fogg, M Smith, D Robinson, L Turner, R Pearson, J Barrell |
| **Distribution:** |
| Those listed above plus:SoRSA MembershipSue Percy – CIHT HQAndrew Hugill – CIHT HQ |
| **Prepared By**Stuart Kay | **Date**05 December 2018 |

| **No**  | **Item** | **Comment** |
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| **1** | **Apologies for Absence**P Cook  | Treasurer – complies with Financial Regulations including preparation of annual budget but implications of Project Alpha and the operation of SoRSA within it requires further discussion with CIHT HQ.Membership Secretary – SoRSA is GDPR compliantAlderCross – is GDPR compliantSecretary/Chair - SoRSA operates in line with CIHT Regions. Does not require members to stand down after 3 years but encourages it where additional nominations present. |
| **2** | **Purpose of EGM*** To vote on 8 proposed changes to the Constitution for adoption and presentation at the 2019 AGM.
* SoRSA Membership invited to firstly complete the Survey Monkey to gauge general feeling for the changes (survey results appended to these minutes)
* Survey not valid as voting, but views taken into consideration.
* Proposed changes have been agreed in principle by CIHT’s Board of Trustees and raised the following questions:
* The Constitution does not specifically state that SoRSA will comply with CIHT financial regulations under Project Alpha
* There is a requirement for SoRSA to demonstrate that it is complying with GDPR in terms of the retention of personal data
* CIHT Boards / Panel members sit a 3-year term maximum with a 1-year stand down before re-standing for election. SoRSA do not.

The following items summarise the proposed amendments together with vote results |
|  | Item | For | Against | Abstention | Motion |
|  | SoRSA being described as: ‘a non-geographically based specialist technical association within CIHT’**Proposed: L Sands****Seconded: I Medd**  | 18 | 1 | 0 | Carried |
|  | The Membership Secretary is specifically identified as a Committee position.**Proposed: J Bartlett****Seconded: L Fogg** | 19 | 0 | 0 | Carried |
|  | Immediate Past Chairman is specifically identified as a Committee Position**Proposed: L Fogg****Seconded: M Smith** | 19 | 0 | 0 | Carried |
|  | A maximum of 3 Co-opted members is allowed on committee for a term of up to 3 years **Proposed: L Irons****Seconded: M Smith**  | 19 | 0 | 0 | Carried |
|  | Committee to bring forward any nominations for Vice Chair to AGM**Proposed: L Sands****Seconded: S Summerfield** | 19 | 0 | 0 | Carried |
|  | Any officer unable to complete their term should be replaced at the next**Proposed: L Turner****Seconded: L Irons** | 19 | 0 | 0 | Carried |
|  | Reference to the ‘Executive Board’ be changed to ‘Board of Trustees’**Proposed: J Bartlett****Seconded: D Symons** | 19 | 0 | 0 | Carried |
|  | All references to committee posts should be gender neutral**Proposed: M Smith****Seconded: E Hill** | 17 | 0 | 2 | Carried |