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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 Membership  Sue Percy – CIHT HQ  Andrew 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 compliant  AlderCross – is GDPR compliant  Secretary/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 |