

Subject: Annual General Meeting Minutes

Location: Hybrid – David Keir Building, QUB and Online – Teams

Date: 29 May 2025

Time: 4.30pm

Action

1.00 Welcome:

The Chair Mr S Bradshaw welcomed members to the meeting.

2.00 Apologies:

K McShane, L Dougan, A Heanen, R Eadie, J Travers, E Scullion,
P McParland

3.00 Minutes of Previous AGM:

R Wilson summarised the minutes of the previous AGM on 13 May 2024 and recommended that they be adopted.

M Bell proposed the adoption of the previous minutes. This was seconded by **R Porter**.

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

S Bradshaw reflected on his first year as Chair expressing his thanks to the committee for their support during his 1st year, which kicked off in June with visits to Dublin's 'National Train Control Centre' and 'The Wayfinding Centre', focusing on transport mobility and accessibility.

Stephen noted K McShane's year as CIHT President and congratulated P Robinson following award of a CIHT Certificate of Merit.

An extensive programme of events was delivered during 24/25 including:

- 16 Sept 24 – 'Unlocking Social Value in Infrastructure' featuring Enniskillen Bypass. Delivered by SIB and Atkins Realis.
- 14 Oct 24 – Joint meeting with ICE. 'York Street Station – Evolving Sustainable Transport for Belfast'. Delivered by Translink and Graham.
- 24 Oct 24 – 'CIHT CLIMATES Workshop'. Facilitated by CIHT President Glenn Lyons.
- 15 Nov 24 – Ministerial launch of Northern Ireland Active Travel Delivery Plan. Attended by Sue Percy CBE, Chief Executive, CIHT.

Northern Ireland

- 18 Nov 24 – ‘Lagan Junction to Yorkgate Track Renewal’. Delivered by Translink and Babcock.
- 9 Dec 24 - ‘Repairing for a Sustainable Future’. Delivered by CIHT and Fosroc International.
- 20 Jan 25 – ‘Taking the First Steps for CEng, IEng or EngTech’. Delivered by CIHT and IAT.
- 20 Jan 25 – Joint meeting with Institute of Asphalt Technology. ‘Performance Specifications in Surface Dressing’. Delivered by RSTA and John McQuillan Contracts.
- 24 Feb 25 – Joint meeting with TPS. ‘Active Travel Delivery Plan’. Delivered by DfI, AtkinsRealis and AECOM.
- 20 Mar 25 - Presidential Visit – Visit to Titanic Quarter, Catagen and QUB.
- 20 Mar 25 - Annual Gala Dinner and Awards, Clayton Hotel Belfast.
- 30 April 25 – Joint lunchtime webinar with Engineers Ireland. ‘North West Greenway Network’. Delivered by McAdam Design and FP McCann.
- 14 -15 May 25 – CIHT NI Study Tour to Narrow Water Bridge and Carlingford Greenway.
- 29 May 25 – CIHT NI AGM followed by ‘Pathways to Decarbonisation’ delivered by DfI, Electric Vehicle Association NI and Translink.

Stephen also had the pleasure of attending two regional officers’ meetings and represented CIHT at the ICE and CIHT Scotland Annual Dinners, and the Grand Central Station Ball.

Special thanks were given to:

- Roisin Wilson, Secretary, Louise Dougan, Events co-ordinator, Andrew Murray, Treasurer, and Chris Flattery, CIHT NI Regional Liaison Officer for their effort and work to help plan and organise the activities and deliver the Region’s programme of events within budget.
- Eamon Scullion and Freddie Patterson for organising the Annual Gala Dinner and Awards; 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. £3,050 for the Lighthouse charity.

Northern Ireland
Policy Sub-Committee Report

The policy sub-committee responded to 3 consultations on behalf of the NI Region during 2024/25:

- DfI Draft Budget 2025-26 Equality Impact Assessment.
- Draft Programme for Government 2024-27.
- DfI Active Travel Delivery Plan.

Michael confirmed that a meeting was proposed with DfI Minister in 2025/26 and that a paper for discussion had been sent to the Department.

Thanks was given to Michael Bell, Chair of the Policy-Sub-Committee, and the sub-committee members for co-ordinating and managing the responses.

5.00 Treasurer's Report:

The Treasurer, Andrew Murray, presented his Audited Financial Report covering the period 1 Jan 24 to 31 Dec 24, 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.
- CIHT NI are required to submit a budget in advance of the calendar year and business plans for events such as the annual dinner.
- Regional accounts are reviewed monthly with returns submitted quarterly detailing regional activities, ensuring compliance with CIHT Financial Regulations.
- All auditing is carried out centrally by CIHT's own accountants.
- The main income and expenditure for the year related to the annual dinner and the study tour.
- Although the HQ financial report suggests a surplus of approx. £2,000, this is due to some event income and expenditure being split across financial years. Overall, the accounts broke even.

It was noted that 2024 was a successful year. Our Annual Dinner was sold out with generous support provided from our local sponsors to fund our programme.

We are early in the 2025 calendar year, with two major expenditure events – Annual Dinner and Study Tour. So far attendance and sponsorship has exceeded projections which will help fund the remaining programme of events in 2025.

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

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

J McRobert proposed that the meeting accept the accounts as reported.

K Campbell seconded acceptance of the accounts.

6.00 Election of Chair for 2025/26

The Secretary, Roisin Wilson highlighted that Stephen Bradshaw had been elected at the 2024 AGM as Chair for a two-year period 24-26, and that election of a new Chair was not required.

Roisin Wilson declared all other Offices vacant and asked the Chair to proceed with the election of office bearers and committee members for 2025/26.

7.00 Election of Office Bearers and Committee for 2025-26:

a) Vice Chair:	Mr Colin Magwood
Honorary Secretary:	Ms Roisin Wilson
Honorary Treasurer:	Dr Andrew Murray
Assistant Secretary:	Mr Mark McGuigan
Communications Officer:	Mr James Redmond
Events Co-ordinator:	Ms Louise Dougan
Emerging Professionals' Chair	Mr Kris Campbell
Recruitment Officer:	Ms Judith Travers
Academic Liaison Officers:	Dr Robert Eadie Prof Su Taylor

(Assistant Communications Officer and EDI Officer roles – Vacant)

The election of Office Bearers was proposed by **R Porter** and seconded by **B Baile**.

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:

Ms Simran Das, Ms Louise McCann, Mr Mark McGuigan

Proposed by **A Murray** and seconded by **R Wilson**.

Northern Ireland

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

Mr John McRobert, Mr Peter McParland, Mr Adam Heanen.

Proposed by **A Murray** and seconded by **R Wilson**.

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

Mr David Chambers, Mr Paul Brogan, Ms Judith Travers, Mr Robert Eadie, Mr David Kidd, Mr Eamon Scullion, Mr James Redmond, Mr Kris Campbell.

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

Professor Su Taylor.

f) Ex-officio members of the committee are:

Past Presidents: Mr Ronnie Porter, Mr Geoff Allister, Ms Karen McShane.

Past 2No Chairs: Dr Kaine Lynch, Mr Michael Bell.

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

g) Members who have resigned from the committee:

Ms Elaine Osborne:

Elaine joined the committee as a co-opted member in 2024 but stepped down as she is now working in another industry sector. The committee thanked her for her service to the committee.

8 Regional Working Agreement:

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

9 AOB

S Bradshaw reported that there had been strong interest in the newly introduced awards and that there was a consensus that they should continue in 2025/26.

There was discussion on the proposal to establish a new Emerging Professionals Sub-Committee. It was noted that the Emerging Professionals Award winners from the Annual Dinner had been approached regarding involvement and that the Emerging Professionals' Chair, Kris Campbell, would provide support from the main committee.

The formation of a new Emerging Professionals Sub-Committee was proposed by **R Wilson** and seconded by **M Bell**.

The Chair, Stephen Bradshaw formally closed the 2025 Annual General Meeting.

Attendance:

S Bradshaw
M Bell
R Wilson
M McGuigan
A Murray
G Perrin
L McCann
R Porter
B Baile
C Magwood
D Kidd
J McRobert
G Allister
K Campbell
D Chambers
H Armstrong
E Doherty
S Taylor
M O’Kane
C Flattery
S Das
B Boulding