



The Institute of Fire Safety Managers Annual General Meeting – Draft Minutes

Venue: Keele University

Date: Wednesday 6th October 2021

Time: 14:15 – 15:00

Council Members and Staff Present: -

Dave White	Chairman
Bob Docherty	President
Richard King	Business Support Manager
Ken Day	Life Vice President
Stuart Cocking	Vice President
John Cowie	Council Member
Adam Kiziak	Council Member
Tony Bolder	Co-opted Member
Sophie Smith	Office Manager
Bridget McDermid	Office Administrator

Attending

31 members

Apologies: -

John O’Sullivan	Life Vice President
Adrian Simpson	Council Member
Phil Wright	Co-opted Member
Richard Gordon	Co-opted Member
Peter Cowland	Life Vice President
Helen Hilton	Business Manager
Alistair Milner	Member
Lucy Cowell	Member

1) Agenda Item 1 – Draft Minutes of 2020 AGM

The minutes of the last AGM were accepted as true record and Chairman to sign as such.

Action – Minutes to be uploaded on the website.

2) Agenda Item 2 – Chairman’s report

DW gave the Chairman’s report noting the high growth of IFSM membership. Within the report he observed many of the member’s CPD records were not of an acceptable standard and gave details of an optional CPD facility on the website for members to use and outlined the expectation that all members should achieve 25 CPD points annually. DW confirmed CPD will be audited annually from October 2022. DW confirmed for stability and banking reasons, Directors of the company will be the President, Chairman and Business Manager and the Company Secretary would be the Business Support Manager with one director able to update the banking mandate going forward.

DW presented the Business Manager’s report. The report noted that despite unusual times the Institute had continued to grow and exceed expectations.

3) Agenda Item 3 – Presidents Report

RD thanked the Past Presidents for their continued support. He explained the concept of Career Pathways for Fire Risk Assessors which had been summarised within a guidance document that all members would soon receive. RD continued to explain he had been working on QUAASH (Qualifications, Awards, Accreditation Service Hub) and the Institute’s next objective was to work towards looking at qualifications and awards. RD discussed his intention was now to produce a template for FRA’s explaining that currently there was no formal template that takes into account the new legislation.

4) Agenda Item 4 - Treasures report

RK had been unable to meet with Ryan’s Accountants prior to the AGM. He explained this year had been an 11-month financial year. The turnover for this was estimated (from the figures passed to Ryans Accountants) to be £175,000.00 with an operating surplus of £35,000.00.

RK estimated the turnover for this year to be between £280k – £300k. He noted that the operating surplus might not be as strong as the previous year due to development costs (new office, staff, and equipment).

5) Agenda Item 5 – Ryans Accountants Proposal

DW asked Council and members to vote on continuing to use Ryans next year. All agreed.

6) Agenda Item 6 – Membership Secretary’s Report Fellow Upgrade Proposal

DW and Membership and Branches Subgroup had completed a membership review and found the Fellowship application process needed updating. The Fellow membership is

currently very low at 0.004%, he explained he intended to increase this to 10%. It is proposed that there should be two types of application.

Type 1 – Supply a copy of your CV, a reference, attend a formal interview and have at least eight years of membership.

Type 2 – Council nomination. This will cost £175 and take effect in 2022 with interviews starting around July/August.

The proposal was put by DW, seconded by Ken Day and was agreed.

Membership Fee Increase

It was proposed by DW and Membership and Branches Subgroup that there should be an increase in membership fee of £5 at each level of membership. New prices -Technician £65 – Associate £80 – Member £90. DW advised this will start in April 2022.

The proposal was put by DW, seconded by Stuart Cocking and was agreed.

7) Accreditation Secretary's Report

JC confirmed he would continue to provide accreditation and in future be working with office administrator Zoe Hadala-Holmes who would be the new point of contact. He discussed the current online application and confirmed it was being reviewed with the aim of simplifying the process. He added that there was to be a fee increase of less than 2% noting that it was still very competitive. JC confirmed that Council had agreed the new accreditation fee would increase by £5 for all accreditation charges. This would come into force from February 2022.

8) Council Nomination

Chairman explained that RD will start his second year of his two-year term as President, due to unprecedented times with the pandemic, events were cancelled or postponed, therefore RD agreed to stay on for a further three years for Council stability. This was put to the meeting and agreed that RD would stay on until 2024.

It was proposed by RD and seconded by JC that Chairman DW should continue as chairman for a further year. This was put to the meeting and agreed.

The following members of Council were proposed as a group for re-election to Council

- Adrian Simpson
- Adam Kiziak
- John Cowie
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The following previous co-opted members of Council were proposed to be elected as full members of Council.

- Phil Wright
- Richard Gordon
- Tony Bolder
- Warren Wright

Chairman informed the meeting that members that had expressed a wish to be co-opted onto Council would be contacted after the AGM.

9) Appointment of Vice Presidents

Stuart Cocking and Ray Colyer were re-elected as Vice President.

Mike Floyd was proposed by the Chair. All three were unanimously elected.

10) Re-Launch of Level 2 Certificate

RD gave details of the re-launch of the IFSM Level 2 Certificate in Principles of Fire Risk Assessment. He explained it was firstly available to IFSM accredited course providers and then later to all companies within the training sector. RD gave details of providers who were working with ABBE the awarding body to provide this qualification and those that had already been successful. He explained that ABBE already provided level 3 & 4 qualifications, and this would now give a full career pathway.

11) Scholarship and Research Grant

RD confirmed that the research subject would need to be within the fire sector and can be worldwide. £2000 per year has been made available for each of two scholarship opportunities. It was noted that this price was not fixed and would depend on individual circumstances/application. Members and students were encouraged to look at applying if eligible with applications starting in 2022 for grants available in 2023 continuing annually thereafter.

11) Presentations

Chairman announced a number of presentations. Rob Holloway was elected to Fellow membership.

John Williamson and Pete Cowland were both elected to Life Vice Presidents.

12) AOB

Roy Lindsay thanked the President and Chairman for their hard work and effort over the past year. Stuart Cocking thanked the President and Chairman, Council, and staff for their great work over the last 12 months.

The chairman advised the next AGM will be held on Wednesday 5th October 2022 at Gaydon Car Museum.

The Meeting concluded with no other business at 15:00