



The Institute of Fire Safety Managers UAE Branch AGM Meeting

Venue: Online
Date: 31st July 2026
Time: 16:00

Committee Members and Members Present: -

David White	DW	IFSM Chair
Azher Ahmed	AA	Membership Secretary
Sidhesh Kankonkar	SK	Branch Secretary
Sandeep Betkekar	SB	Branch Treasurer
Vishal Zambodkar	VZ	Member
Laxmikant Naik	LN	Member
Sidhesh Rivonkar	SR	Member
Pritam Bandekar	PB	Member
Deepak Shirodkar	DS	Member
Helen Hilton	HH	Business Manager

1) Welcome and Apologies

In the absence of a branch chair **DW** welcomed members to the meeting. No apologies were noted.

2) Minutes from the Last AGM

The minutes of the previous AGM, held on 23rd January 2024, were reviewed and approved as an accurate record. **DW** reflected positively on the in-person meeting and noted the branch officials in post at that time, many of whom were present at this meeting. He thanked them for their continued commitment. Since then, the circumstances of the Branch Chair had changed, and the branch had remained largely inactive. It was noted that one member had been invited to attend an awards evening in the UK but had unfortunately been unable to obtain a visa. Polo shirts had also been

ordered but had not been collected from the UK office. **DW** asked that members' sizes be resent to Naydean so that these could be reordered and sent out. **DW** also advised that he would seek to identify members who had moved from the UK to the UAE, as well as members working for Fike, a company based in the UAE.

ACTION:

DW to identify additional members in UAE

Branch to send clothes sizing to naydeen@ifsm.org.uk

3) Proposal and Agreement to Branch Constitution

As no constitution was held on record for the UAE Branch, **AA** and **HH** had used the recommended template to draft a proposed version. This had been circulated to members prior to the meeting. **AA** proposed that the constitution be formally adopted for the UAE Branch going forward. This proposal was seconded by **VZ** and unanimously agreed by all present.

4) Election / Re Election of committee members

Prior to the meeting, notification had been sent to UAE Branch members inviting nominations for election. Biographies of the nominated branch officials had also been circulated in advance of the AGM. The following nominations were received, with no objections raised:

Branch Officials

Chair – Azher Ahmed

Vice Chair – Sidhesh Kankonkar

Secretary – Vishal Zambodkar

Treasurer – Sandeep Betkekar

Committee Members

Laxmikant Naik

Sidhesh Rivonkar

Pritam Bandekar

Deepak Shirodkar

The nominations were seconded by **VZ**, with **VZ**'s appointment seconded by **AA**. All appointments were unanimously agreed by the members present.

5) Reports

i. Chair

AA thanked **DW** and **HH** for coordinating the relaunch of the branch. He noted that membership numbers had decreased slightly over the previous two years and stated that his objective was to increase membership by 20% over the next 12 months. One of the tasks identified was to contact former members to understand their reasons for

leaving. **AA** asked **HH** to reinstate the UAE IFSM email address to support this work. He also noted that awareness of IFSM and its benefits appeared to be limited and requested business cards to help promote the Institute. **AA**'s second objective was to organise a CPD event or activity for all members.

DW again extended an invitation for **AA**, or another branch member, to attend a UK event, ideally the event scheduled for 1st October 2026. He felt this would be important in helping the branch to better understand IFSM's values and ways of working.

ii. Treasurer

It was reported that the current branch balance stood at 2,754 AED. This amount had been held in cash by the previous Chair, and arrangements were made for the funds to be transferred over to the care of **AA**. **DW** advised that the membership percentage fund for the previous two years would also be added to the balance.

ACTIONS:

HH to look at reinstating the UAE IFSM Email address

AA to action the objectives discussed (increase of membership & CPD event)

AA or an alternative branch official to look at attending the UK event on 1st October 2026 and contact naydean@ifsm.org.uk

AA to send details for business cards to naydean@ifsm.org.uk

6) Branch Plans including financial proposals

HH advised the branch to hold a planning meeting without the attendance of **HH** or **DW** to begin developing its own plans and activities. **HH** reminded members that both she and **DW** remain available to provide support and guidance whenever required. **DW** endorsed these comments.

7) AOB

SB thanked his employer, Steve Pye, on behalf of those present for his continued support of the branch.

DW closed the meeting by thanking everyone for attending. He commented on the continued growth of the Institute worldwide and expressed his optimism for the future development and success of the UAE Branch.

The Meeting concluded with no other business at 4:45 pm.