



The Institute of Fire Safety Managers Annual General Meeting

Venue: Samlesbury Suite, Tickled Trout Hotel, Preston
Date: 04/10/2023
Time: 14:15

Council Members and Staff Present: -

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|------------------|-----------|------------------------------|
| David White | DW | Chair |
| Robert Docherty | RD | President |
| Stuart Cocking | SC | Vice President |
| Pete Cowland | PC | Life Vice President |
| Ken Day | KD | Life Vice President |
| John Cowie | JC | Council |
| Phillip Wright | PW | Council |
| Lucy Cowell | LC | Council |
| Kirsty White | KW | Co-opted Council |
| Lee Baker | LB | Co-opted Council |
| Richard Gordon | RG | Co-opted Council |
| Richard King | RK | Business Development Manager |
| Bridget McDermid | BM | Admin Support |

Attending: -

52 Members in attendance for the AGM.

Apologies: -

| | | |
|-----------------|-----------|---------------------|
| Colin Todd | CT | Vice President |
| Ray Colyer | RC | Vice President |
| John Williamson | VP | Life Vice President |
| John O'Sullivan | JO | Life Vice President |
| Helen Hilton | HH | Business Manager |
| Matt Spivey | MS | Vice Chair |
| Andy Slater | AS | Council |
| Chloe Vickery | CV | Council |
| Sukhvinder Soor | SS | Co-opted Council |
| Malcolm Thomas | MT | Co-opted Council |

1) Welcome

DW welcomed all members to the meeting and thanked them for their attendance.

2) Minutes of last meeting/AGM

DW stated that the minutes of the last meeting had been available on the Institute's website since October 2022, and no amendments had been brought to the Council. **DW** proposed that the minutes be accepted as a true account; this was seconded by **SC** and agreed upon by all members in attendance.

3) Matters Arising

There were no matters arising.

4) Reports

A. Chair's report

i. General Update

DW spoke of the Institute's continued growth, including the increased collaboration with the Government and other industry bodies. **DW** also briefed the meeting on the recent successful opening of the Scotland branch on the 27th of September. **DW** declared that the Institute is always looking for new branch opportunities, and there may be an opening for a USA branch. Following attendance at the International Fire Chiefs Council in Kansas City, **RD** and **DW** met up with a number of organisers and Fire Chiefs and, as a result, plans are underway to attend the 2024 trade event in Dallas with a stand as well as hold a symposium in the new year in Boston.

ii. Membership Update

DW updated the meeting with the newest membership figures, including a total membership of 3050, a total affiliate membership number of 221 and a total TFRAR registrant number of 758.

iii. Price Increases

DW proposed that all standard membership prices be increased by £12.00 to accommodate the increases in the cost of delivering membership and to accommodate a new member benefit; offering 9 BSI standards to members, **DW** confirmed that these would be made available before the end of the year. **DW** explained that this would be one download per member each year (due to the renewal of the license with BSI).

DW proposed this, seconded by **LC**, and agreed upon by the membership in attendance.

iv. Memorandum Update

DW briefed the meeting on the changes made to the Memorandum and Articles of Association to keep them current. **DW** stated that the Memorandum and Articles of Association had been checked by a solicitor to ensure compliance and were available to members via Companies House or the Institute's website.

v. Changes to Council Voting

DW discussed the changes to Council voting, including the voting details regarding the roles of Chair, President, Vice Chair, and Council member. **DW** explained that the changes were made alongside the Institute's Memorandum and Articles of Association to ensure a democratic approach towards appointing Council officials.

DW established that voting would be carried out via the implementation of an online voting system, which would require corporate members to log in to the Institute website and vote via their profiles.

Members can request the voting and role details by contacting the Institute's Head Office.

B. President's Report

RD reinforced **DW's** message on the potential for branch growth in the USA and shared anecdotes of the trip. **RD** moved on to emphasise that the Institute employs neither him nor **DW**, and their contribution is purely voluntary.

RD gave an update on recent insurance developments with Consort Insurance. **RD** mentioned that Consort is developing an insurance offering specifically for TFRAR registrants and would produce an online application for registrants recognising their TFRAR status. **RD** said he expected the Institute to send out further insurance information later this year.

RD also thanked all members for their continued support and the current growth of the Institute.

C. Treasure's Report

DW announced that last year's account had been finalised, and the

turnover was approx. £427,000.00. **DW** stated that this year's turnover had already exceeded last year's at £478,000.00. **DW** predicted that turnover for the year would be just over £600,000.00.

DW made members aware that accounts are available on request.

5) Election of Council officials

A. Election of Vice Presidents

DW announced that all current Vice Presidents have put forward to re-stand for election. **DW** proposed a vote for **Stuart Cocking, Raymond Colyer** and **Colin Todd** to be re-elected.

This was seconded by **JC**, and it was then agreed upon by all members at the meeting.

B. Election of Co-opted Council to Full Council

DW announced that all Co-opted Council members wished to be put forward for full Council member positions. **DW** proposed for **Sukhvinder Soor, Kirsty White, Lee Baker**, and **Malcolm Thomas** to be voted on as full Council members.

PC seconded this, and it was agreed upon by all members at the meeting.

6) Accountants Re-Election (Ryans)

DW proposed that Ryans Accountants be re-elected as the Institute's accountants.

SC seconded this, and it was agreed upon by all members at the meeting.

7) Closing Remarks

DW thanked all members in attendance for their support of the AGM and for their swift cooperation during voting. **DW** thanked all members for their continued support and for the ongoing growth of the Institute.

SC thanked the Council and staff for their hard work and, in particular, both the Chair (**DW**) and the President (**RD**).

The Meeting concluded with no other business at 14:50 pm.