



The Institute of Fire Safety Manager

Minutes of the 2018 Annual General Meeting (Confirmed)

Venue: Event City
Phoenix Way
Stretford
Manchester
M41 1TB

Date: Tuesday 9th October 2018

Time: 15:30 hrs – 16:00 hrs

Council Present:

Robert Docherty (RD)	Chairman
Chris Richards (CR)	Secretary General
John O'Sullivan (JO)	Vice President
Dave White (DW)	Membership Secretary
John Cowie (JC)	Accreditation Secretary
Lloyd Morgan (LM)	Council Member
Sam Maybank (SM)	Young Professionals Representative
Also Attending: Tom Hardy (TH)	Business Support Manager

58 members and guests registered for the AGM and Technical Meeting.

Apologies for Absence:

There were 54 apologies for absences received prior to the meeting and noted. Further apologies received via **RD** from Ken Day and Stuart Cocking.

It was also noted as an apology from President Graham Green who was unable to attend the AGM.

Guest Speakers:

The AGM was preceded by the Technical Meeting with guest speakers:
Dave Price, Gexcon
Chris Auger, BAFE

1. Minutes of the 2017 Annual General Meeting.

Chairman **(RD)** welcomed all members and guests to the AGM and confirmed that the draft minutes for the 2017 AGM held on the 10th October 2017 had been circulated to Membership and also posted on the IFSM website. The Chairman **(RD)** reviewed the minutes page by page and the meeting agreed that these were a true record and were signed as such.

a. Matters Arising.

There were no matters arising.

2. Chairman's Report.

Chairman **(RD)** informed members that the past year had been extremely busy on the back of the Grenfell Enquiry and also Dame Judith Hackitt's report. **(RD)** continued by informing the meeting that the Institute had been actively represented on two working groups, one for Fire Risk Assessors Competencies and the other for Building Managers Competencies which were part of a wider remit from the Industrial Response Group (IRG). This group had been formed to produce a report by April 2019 on Competencies throughout the Building Sector for safer buildings which would be presented to the Minister and Government for further action. The Chairman **(RD)** also mentioned that both himself and the Technical Subgroup had produced a number of comments for various consultations both at local and national level and he wished the membership to know that we were highly recognised and respected in our field and that he felt that we punched 'well above our weight'. The Institute had been actively sought after by a number of bodies and organisations who recognised our skills, experience and competencies.

Chairman **(RD)** mentioned that all of Council had been extremely busy this year and that would be reflected in the individual officers reports and he thanked Council for all its hard work and commitment over the last year.

3. Treasurer's report.

In the absence of Peter Cowland, the Honorary Treasurer, Chairman **(RD)** presented his report on the accounts for the year ending 2017-2018. The Treasurer had pointed out in his report that we had an extremely successful year and we were able to not only balance the books but also put money aside for contingency funds for the future. At this point the Chairman **(RD)** asked the meeting to take item 7 which was to receive and accept the Institutes accounts for 2017-18 and the proposal that Ryan's Chartered Accountants should be our Auditors for the year 2018-19. This was proposed by the Chairman **(RD)** and seconded by John Cowie **(JC)** and agreed. Finally in this report **(RD)** mentioned that Peter Cowland would be standing down from Council and Honorary Treasurer after many years of service to the Institute. The Chairman **(RD)** proposed a public vote of thanks, seconded by John Williamson **(JW)** to Peter for all his hard work over those years for the Institute and the meeting wished their good wishes to be sent via these minutes to Peter to acknowledge the work that he carried out over the years for the Institute.

4. Memberships Secretary's Report.

Dave White **(DW)** reported on the membership subgroup activities over the past year. Membership now stood at well over 1,000 including retired members and all honorary members of the Institute. He also mentioned that during last year we hit our 1,000th

member who was Darren Cook and that a certificate had been made to present to Darren to honour that mile stone. Unfortunately Darren could not attend the AGM but suitable arrangements will be made for him to be presented with the certificate at one of the Institutes activities in the future. **(DW)** went on to mention a number of initiatives that were being carried out but also mentioned Sam Maybank **(SM)** who had come onto Council as the Young Professionals representative and **(DW)** said that there were now a small group of young professionals who will be able to work together with the support of Council and the Institute to promote Young Professionals within the Fire Sector. There were also other initiatives that had been placed in the budget for next year to try and help in some way to encourage young professionals into the sector and also those who are already in the Fire Sector. **(DW)** rounded off his report by stating that he hoped that a new target of 1,500 members would be reached by the end of 2019 and he would do all in his power to encourage people into the Institute.

5. Secretary General's Report.

Chris Richards **(CR)** presented his report to the AGM outlining new features in the office at IFSM House and also a new system of presenting the budget and budgetary control. He also spoke as chair of the publications and marketing subgroup pointing out that we have now arranged all the dates of our 2018-2019 activities including technical meetings, conference, Council meetings as well as next year's AGM. All these were on the website. **(CR)** continued by mentioning the website and the upgrades that had been made and that we had been very proactive in ensuring, via Helen Hilton and Tom Hardy, that we were able to get information, important papers and technical information out to members extremely quickly via emails and website. **CR** then mentioned to the meeting that because of the increase in workload at IFSM House, there was a need to employ an office administrator (through an apprenticeship if possible). It was hoped that this appointment would be made in the next two months. **CR** finished by mentioning to the AGM the sterling work that Tom Hardy had done over the past year as our Business Support Manager to update a lot of our formal papers and to streamline a lot of our processes including membership applications via the website and electronic data. These thanks were recorded and noted at the meeting.

6. To receive nominations for the election of President – Council Nominee Dave White.

(RD) opened this item by explaining that Graham Green had served his 2 years as President and would be standing down - it was noted in apologies for absence that Graham was unable to be here in person. **(RD)** explained that Council always put forward a nominee to the membership for President and for the years 2018-2020 they wished to propose Dave White. **(RD)** reminded the AGM that proposals for President could also be made from the floor and asked the meeting if there were any further proposals. There being no other proposals, it was proposed by Chris Richards, seconded by Nick Coneybear that Dave White be elected to President of the Institute for the years 2018 through 2020, all agreed. **(RD)** congratulated **DW** on behalf of the Institute and handed over the Badge of Office and Presidents Badge to him. It was noted at this point in the meeting that the past Presidents Badge will be presented to Graham Green at the first Council meeting after the AGM. Following this, the President gave a short address to the meeting.

7. To receive nominations for the election of Council Officers and Council members.

The Chairman **(RD)** introduced the election of Council members and he had received indication from all members of Council who wished to stand again and presented these to the meeting. **Chairman (RD)** asked for any other nominations from the floor and received proposals for Peter Moulson **(PM)**, proposed by Nick Conybear **(NC)**, seconded by Dave White **(DW)** and Steve Birch, proposed by Lloyd Morgan **(LM)**, seconded by Dave White **(DW)**, to stand as Council members. Chairman **(RD)** mentioned at this point that apart from Peter Cowland **(PC)** standing down from Council this year, Dave Bartlett and Steve Hamblett had also announced that they also wished to stand down from Council. **(RD)** thanked both Dave Bartlett and Steve Hamblett for all their work on Council and wished them every success in the future. Chairman **(RD)** reminded the meeting of those wishing to be re-elected to Council, plus the proposals of Steve Birch **(SB)** and Peter Moulson **(PM)**, who were wishing to be elected. There being no other nominations, it was agreed from the floor that all Council members seeking re-election, including the two proposed members be elected to Council. The Chairman **(RD)** reminded the meeting that the election of Council Officers (Chairman, Secretary General, Membership Secretary and Accreditation Secretary) will be confirmed at the first Council meeting after this AGM. Council members elected for 2018-2019 will therefore be:

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| i. | President | D White |
| ii. | Chairman | Robert Docherty |
| iii. | Membership Secretary | (to be announced) |
| iv. | Accreditation Secretary | John Cowie |
| v. | Secretary General | Chris Richards |
| vi. | Vice President | John O'Sullivan |
| vii. | Vice President | Stuart Cocking |
| viii. | Vice President | Ray Colyer |
| ix. | Council Member | Lloyd Morgan |
| x. | Council Member | Peter Moulson |
| xi. | Council Member | Steve Birch |
| xii. | Council Member(young Professional Representative) | Sam Maybank |
| xiii. | Immediate past President | Graham Green |

8. To report appointment of three Vice Presidents.

The Chairman **(RD)** wished to inform the meeting of Councils wish that John O'Sullivan, Stuart Cocking and Ray Colyer should be the three nominated Vice Presidents for the upcoming year.

9. AOB

The chairman **(RD)** asked for any other business, there was nothing to report.

10. Chairman's closing remarks.

The Chairman **(RD)** again thanked all members for their support over the years and especially Council for their hard work. There being no other business the Chairman **(RD)** thanked everybody for attending and closed the meeting at 16:00 hours.