



The Institute of Fire Safety Managers Draft Minutes of Virtual AGM

Venue: Silverstone Golf Club, Silverstone, Towcester, NN12 8TN

Date: 07th October 2020

Time: 09:00 hrs.

Members Present: -

Robert Docherty (RD)	Chairman
Dave White (DW)	President
Peter Cowland (PC)	VP Financial Oversight
Richard King (RK)	Business Support Manager
Bridget McDermid (BM)	Office Administrator
Helen Hilton (HH)	Consultant

1. Draft Minutes of 2019 AGM

The spelling of Pete Moulson to be corrected. Graham Green mentioned twice, amend to once with Membership Secretary and Immediate Past President. Minutes signed as true record. **Action RK to amend.**

2. Chairman's Report

RD reported that he had continued to attend meetings on Zoom, due to the current pandemic, and he expects this to be the norm going forward. In this time, the Institute has received complaints against two of its members, each time a complaints committee was set-up and the complaint resolved.

3. President's Report

DW thanked the Chairman on behalf of Council for his service in the role. He also thanked our current Council who have brought the institute to a new level. **DW** stated it had been an honour and a privilege to serve as IFSM President for the last two years. It has been a very ad-hoc year due to the pandemic, but he was proud that the Institute has continued to be run professionally throughout.

RD has been working hard keeping members informed with up to date information, which has led to a positive increase in enquiries of all membership types.

DW announced that the sub-groups and all committees will continue to meet through Zoom for the duration of the pandemic, with the view of creating a platform to boost our development post Covid-19.

Sponsorship has been received well. Churches have sponsored £5000 for the last two years and offered to sponsor the Chairman for £4000 over the next 2 years.

Graham Green, Amanda White, and Lloyd Morgan are stepping down from Council due to health and personal reasons. **DW** thanks them for their solid contributions over the years and wishes them well in the future.

4. Treasurer's Report

PC reported that there had been a delay with receiving the year end accounts from Ryans due to the ongoing pandemic but, the end of year accounts should be completed soon; a review meeting is to be scheduled. It was agreed that Ryans will do next year's accounts and payroll. It was agreed that the financial year will change to run alongside the budget year, from 1st Jan to 31st Dec each year. It should be noted that this will make the current financial year 11 months instead of 12. **RK to confirm with Ryans and set-up the review meeting.**

All subscription fee increases have been frozen during lockdown and will continue until Covid-19 subsides. The subscription fees are due to be reviewed at the next council meeting.

5. Agree Ryans Accountants Proposal

See comments at action point 4.

6. Membership Secretary's Report

DW stated that membership had grown significantly, on average the IFSM have seen 40 new members a month and in total 400+ members have joined since last year. Affiliate membership has gone up 43%, this has been achieved through direct email marketing to our members.

7. Nominations for President

Council's nomination for the President for 2020-2022 was **RD**. There were no other nominations received and **RD** was duly elected to President. **Action RK to update formal documents, templates, and certificates.**

8. Nominations for Council

Council Officer and Council member's nominations were received. Adam Kiziak has now been elected as a full Council member. **DW** has been elected to Chairman and Adrian Simpson to Vice Chairman. **Action RK to update formal documents, templates, and certificates.**

Council as follows:

David White Chairman
Bob Docherty President
Adrian Simpson
John Cowie
Adam Kiziak

9. Appointment of Vice Presidents

It was agreed that that the current VP's Stuart Cocking, Ray Colyer, and Peter Cowland be re-elected.

10. Launch of Scholarships

As part of the organisation's push to gain more young professionals and help secure a career pathway, £4000 was agreed to be put to one side for the launch of scholarship awards, the launch of this was postponed until the next Technical Meeting.

11. Re-launch of Level 2 Award

RD introduced the level 2 award and the need to re-launch. It was agreed to re-launch the course. **Action RK to work on the marketing and advertising of the re-launch.**

12. 5-year strategic plan

It is noted that **JC** is in the process of creating a 5-year strategic plan and this is due in January 2021.

13. Changes to election of Co-opted and Full Council Members (starting 2021)

RD discussed changes to draft copy (previously sent out). Formal document confirmed and agreed. **Action RK to formalise the document and set-up on website.**

The Meeting concluded with no other business at 11:00 hrs.