

The Institute of Fire Safety Managers

Minutes of the 2009 Annual General Meeting

- Venue:** Staffordshire Fire & Rescue Conference Centre,
Headquarters,
Pirehill,
Stone,
Staffordshire, ST15 0BS
- Date:** Tuesday, 6th October 2009
- Time:** 1030 hrs
- Council Present:**
- | | |
|-----------------|--------------------------------------|
| John Williamson | : Chairman |
| Dave Price | : President |
| Gary Whitworth | : Vice President |
| Ray Colyer | : Vice President |
| Bob Docherty | : Secretary General & Vice President |
| Ken Day | : Membership Secretary |
| Alan Stoker | : Membership Administrator |
| John Cowie | : Accreditation Secretary |
| Stuart Cocking | : Assistant Accreditation Secretary |
| Kevin Scarth | : Council Member |
| May Husseyin | : Council Member |
| Neil Cripps | : Council Member |
- In Attendance:**
- | | | |
|-------------------|------------------|------------------|
| Alistair Milner | Bill Cox | Chris Smith |
| Chris Studham | Cliff Jenner | Cyril Moseley |
| Dave Buckley | Dave Hanlon | Dave Sinclair |
| Denis Needs | Graham Holloway | Jeremy Burns |
| John J O’Sullivan | Martin Andrew | Neil Morris |
| Nick Coneybear | Paul Lowe | Phil Wright |
| Richard Gordon | Richard Knopwood | Terry Inglefield |
| Tony Fogarty | Tony Morris | Sharon Lawrence |
- Guest Speakers:**
- | | | |
|---------------|-----------|-----------------|
| Andrew Barker | Bill Clee | Brian Dillon |
| Mark Thomson | Mike Arch | Steven Greenall |
- Apologies For Absence Received From:**
- | | | |
|----------------|------------------|-----------------|
| Les Askwith | Peter Mason | John Lyons |
| Bob Parkin | Bill Armstrong | Andy Burn |
| Steve Palmer | Peter Lockwood | Melvyn French |
| James Donnelly | Peter Cowland | Roy Carter |
| Caron Owens | Steve Ostridge | Mike Pierce |
| Tony Lumby | David Hanlon | Neil Gregory |
| Martin Parriss | Roland Bradbury | Peter Bailey |
| Tom Wilkinson | Russell Bennett | Steve Watson |
| Dave Lack | Clive Granger | Kim Whittingham |
| Andrew Taylor | Paul Basson | Jim Saddington |
| Shaun Doyle | Jeanne Van Buren | Chris Adrolia |
| Gary Laird | Peter Lockwood | Tony Turner |
| Elizabeth Bell | | |

1. Registration.

The programme for the day began with registration and coffee at 1030 hrs.

2. Chairman's Address.

2.1 Chairman, John Williamson, opened the meeting by welcoming members to the 2009 Annual General Meeting and thanked them for their attendance. He also extended a warm welcome to the guest speakers, whose technical presentations would precede the Annual General Meeting and which would be made accessible on the IFSM Website.

2.2 The Chairman also welcomed those attending their first visit to the IFSM's Annual General Meeting.

3. President's Address.

3.1 President, Dave Price, welcomed and thanked members and guest speakers for their attendance. He affirmed that membership had increased significantly during the past year and was a tribute to the members and the Institute as a whole, whom he unreservedly thanked for their continued support and dedication.

3.2 The President introduced Sharon Lawrence of Flying Changes PA who will provide administrative support to the IFSM as and when required.

4. Technical Presentations.

4.1 The Chairman reiterated his thanks and introduced the guest speakers.

- Brian Dillon of Emergency Management Services Limited on Emergency Planning and COMAH - Control of Major Accident Hazards.
- Mark Thomson of KAC Limited on the functionality of fire alarm call points.
- Terry Inglefield, representing STK Ltd, presented a fire training unit made by LEADER GROUP (a French company that supplies fire service equipment) nozzles, branches etc. The unit is called a PYROS GF 42 Flame Generator. Members wishing to get more information on this unit can contact Terry Inglefield on 0190 824493.
- Bill Clee of Belimo Automation UK Limited on the modernisation of fire dampers and ventilation and the introduction of safety actuators for motorising fire and smoke control dampers.
- Mike Arch and Steve Greenall of USER Limited - 'a red light spells danger'. Promoting pro-activity in creating a safer working and living environment.
- Andrew Barker and Paul Clark of Wagner on OxyReduct - true fire prevention through the extraction of oxygen.

5. Annual General Meeting.

5.1 Minutes of 2008 Annual General Meeting.

The Chairman confirmed that the Minutes to the Annual General Meeting held in October 2008 had been both circulated to the membership and posted on the IFSM website. It was proposed by the Secretary General, seconded by the President and agreed by the meeting that the 2008 Minutes be accepted as a true and accurate record.

5.2 Matters Arising.

There were no matters arising.

5.3 Chairman's Report.

The Chairman reported that it had been a very good year, in no small part due to the significant increase in membership. He reminded everyone that the Institute relied on its members to seek out and encourage new membership to continue the growth of and add diversity to the organisation and, in fact, there had been an addition of two new members on this very day.

Grateful thanks and acknowledgement were paid to the continued support of Secretary General, Bob Docherty, who has done so much work for the organisation and individuals alike, and without whose commitment the organisation might well not be in the fortunate position we are today.

The meeting was informed that Tony Turner had recently undergone a kidney transplant and that the operation had been successful. Although Tony has retired from business, he will remain a member of the Institute.

5.4 Treasurer's Report.

Apologies had been received from the Treasurer, Peter Cowland, and the Secretary General presented the report on his behalf.

The meeting was reminded that the IFSM started to trade as Limited Company on 1st November 2007 so at this point last year the accounts were presented for the three month period between November 2007 and the end of year trading at 31 January 2008. Accounts were now presented for the full year of trading which ran between February 2008 and January 2009. These have been prepared for us by our Accountant, Miller and Company, who identify that whilst we ended 2008 with a small loss of £346, we leave 2009 with a profit of £3,508 (reduced by a projected Corporation Tax figure of £659 to £2,849). At year end we had gross assets of £6,902 but whilst we had a total turnover of £13,233 we also experienced an administrative expenditure commitment of £9,739 including substantial development of the IFSM website. Full year figures for 2008/2009 will, of course, be presented to next years' AGM.

The Secretary General confirmed that the accounts submitted for 2008/2009 have been completed, approved and signed off and will be posted onto the website in due course.

It was proposed that there be no increase in membership fees or accreditation fees for the coming year and that the organisation will operate within the existing financial parameters. Seconded by Stuart Cocking and agreed unanimously that the current fees will remain throughout 2009/2010.

5.5 Membership Secretary's Report.

Membership Administrator, Alan Stoker, presented his report affirming that whilst in general, things are going well, there are still 36 members who have still not paid their membership fees, for which the final request for payment will be made within the next few weeks. It is considered that part of the problem is due to lack of communication to the Institute updating contact details and in particular, new e-mail addresses.

This membership total comprises of Grades as follows: -

- Students 6 (includes 3 in full time education)
- Technician 63
- Associate 47
- Member 174
- Fellow 10
- Honorary 1
- Retired 3

Total Membership 304

With regards to membership subscriptions for 2009, letters were forwarded in August to members who had not paid, reminding them that they had thirty days in which to pay. This resulted in 36 members still not having paid.

The 36 non-subscribers will received a final e-mail mid October advising that their membership subscription remains outstanding and unless paid within 21 days, all benefits/facilities that may have been available to them will cease with immediate effect (e.g. the Institute's Register of Fire Assessors). Any subsequent use of the Institute's logo's or post nominal letters on your literature, business cards or any other publication will not be legal.

For the period from 1/04/09 to date 54 members have joined the Institute. This included 17 from Bureau Veritas.

It has also been pleasing to note that 3 members have applied for and received re-grading in support of their professional activities and continued professional development. This opportunity is to be further promoted by inclusion on the Institute's website and within 'new member packs'.

N.B. Membership Subscription - Non Payment.

The Memorandum of Articles of Association (Article 25) states that a member 90 days in arrears shall be suspended from the benefits of membership until the outstanding subscription is paid and that should any monies be owed after six months then the membership is terminated subject to Council resolution and the effect of this being notified to the individual.

The procedure necessary to comply with the above will involve issuing the annual subscription letter in September/October, which should include payment to be made within twenty eight days. This letter should also be amended to include the ninety day rule. If no payment received after the ninety day period send a final reminder (e.g. January) having regard to Article 20. Include reference to payment of due subscription within thirty days or membership will be terminated, with the associated implications regarding continuing use of post nominal's etc.

The question was asked would subscription reminders will be sent out prior to 1st January 2010. The Secretary General stated that they would be sent out December 2009 and that the register would be sent out around the beginning of January 2010 to avoid confusion.

5.6 Secretary General's Report.

5.6.1 It was proposed that Miller & Co continue to act as the Institute's accountants and auditors for the year 2009/10. Seconded by Kevin Scarth and agreed.

5.6.2 It was proposed, on Council's recommendation, that Graham Holloway, who has not only brought a great deal of knowledge and expertise to the Institute and who also pays for a half page in Daedalus, but mainly for his engagement of those who are introduced to the organisation through his membership, that he be elected to the Grade of Fellow of the Institute. Seconded by John Williamson and agreed.

- 5.6.3 It was proposed by Stuart Cocking that in recognition of his outstanding work within the Institute, Ray Colyer be elected as a Fellow of the Institute. Seconded by Gary Whitworth and agreed.

5.7 Election of Officials & Council Members.

- 5.7.1 The Chairman thanked current Members and Officers of the Institute for their continued dedication and support of the organisation. He emphasized that all were volunteers and their commitment involved a good deal of hard work undertaken in each individual's own time and so should not be approached lightly, but that it was this commitment that maintained the development and continued success of the Institute. With that in mind, the Chairman invited nominations and applications for individuals to stand against the current Officers of the Institute and the election of new Council Members. Those positions being three Vice Presidents, Membership Secretary, Membership Co-ordinator and Accreditation Secretary.

There being no nominations or applications, the Chairman asked if the current Officers and Council Members were willing to stand again. All stated they were and so the Council Members and Officers of the Institute until 2010 remain as: -

Chairman	: John Williamson
President	: Dave Price
Vice President	: Gary Whitworth
Vice President	: Ray Colyer
Secretary General & Vice President	: Bob Docherty
Membership Secretary	: Ken Day
Membership Administrator	: Alan Stoker
Honorary Treasurer	: Peter Cowland
Accreditation Secretary	: John Cowie
Assistant Accreditation Secretary	: Stuart Cocking
Honorary Member	: May Husseyin
Council Member	: Kevin Scarth
Council Member	: Neil Cripps

Seconded by Cyril Moseley and agreed.

- 5.7.2 Assistant Accreditation Secretary, Stuart Cocking, advised that Peter Bailey has offered his services and may be able to come on board as a Co-opted Member. The Secretary General responded that membership of Council was for election at the AGM unless a member was co-opted for a specific purposes and it was suggested that Peter Bailey should put himself forward for election to Council at the next AGM.

5.8 President's Annual Address.

In his annual address, the President recalled a number of formal engagements which he had attended and some at which the Institute was proud to have stood by our fire fighting services to remember those who had given their lives.

In May the President attended a private conference with Nick Gibb MP at the House of Commons to have discussions regarding the Institute and its positioning in the fire community as well as specific items such as the fire risk assessors register.

Significant progress has been made in respect of the content of the new, full and transparent website, not least in terms of the Register and Minutes.

Appreciation was given to those who had taken time to complete the members' survey. Over 30% completed the questionnaire, which was an excellent number and clearly highlights the fact that members do indeed value what the Institute does on their behalf. Some of the results showed that:

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71% joined for Continuous Professional Development – Council has taken onboard.

With respect to the annual subscriptions, 31% felt satisfied with value for money, 22% felt extremely satisfied and 47% found that current rates were excellent value for money.

56% requested that Daedalus should be quarterly and posted on the website.

63% - asked for the website to be upgraded.

The new and greatly improved website contains a substantial amount of bulleted and detailed information not only about the Latest IFSM News but a good number of other pages with topical information including the latest industry news, pages to inform and encourage new members, forthcoming events, accredited assessors, technical papers and formal documents to download. The membership page, though making excellent progress, is yet to be finished. Members are actively encouraged to upload their logo and company details and maybe even a banner to advertise with a link through to their websites.

There is a links page with key information, Health & Safety Executive etc. and links, and members were reminded to let the webmaster know of any links. Any questions, queries, updates or any issues whatsoever in respect of the website should be directed to Kevin Scarth. Kevin Scarth has been appointed our new webmaster. He is going on a training course and will manage the website on a daily basis and he asked members to send him news, snippets of information or any anecdotal stories that can be passed on.

There has been much national debate concerning the Fire Risk Assessors Register and members will be pleased to know that the IFSM has taken the lead on this topic. The President also informed the meeting that there are 52 members on the register and asked that those members who are not already registered should consider doing so.

May's edition of Daedalus had been an excellent marketing opportunity and the members' survey showed that 80% of readers say they read it from front to back. But the information comes from the membership so the President asked specifically for members input.

The President concluded his address by asking members to encourage others who they knew to join the institute and take part in the activities as well as use the facilities that were offered. He wished everyone a prosperous next twelve months and promised that Council would be heavily involved in further developments of the Institute.

5.9 Any Other Business.

5.9.1 The Secretary General confirmed that he was liaising with a television channel with regards to the professionalism of fire risk assessors and the setting up of a National Risk Assessors Register.

5.9.2 He also informed members that an Examinations Committee had recently been formed on the day before the Annual General Meeting and the Committee were looking to provide examinations at level 2, 3 and 4 with a pilot in 2010 and full examinations in 2011.

5.9.3 The Secretary General stated that it is hoped that Daedalus will be extended to four editions next year and that the Institute is always looking for contributions from its

Members so if you have any articles for the next issue, letters or views, please send them to him.

- 5.9.4 The Secretary General mentioned that the Institute is always on the look out for new meeting venues with catering facilities, so if anyone works for a company which has a building able to take fifty plus and catering facilities or members spot a venue that might be suitable then please let Bob Docherty know. Clearly, the Institute will pay for the room and for the catering but all suggestions and sponsorship would be welcome.
- 5.9.5 The meeting was informed that Libby Bell had been married recently in Singapore. The Chairman asked that all good wishes go to her and her husband from the Institute.
- 5.9.6 There being no other business, the 2009 Annual General Meeting of the Institute of Fire Safety Managers was closed by the Chairman at 1615 hrs reminding everyone, once again, to please not forget the importance of getting new people on board and to remember that increasing membership was the only way the Institute will grow in strength. He thanked everyone for attending and wished everyone a safe journey home.