The Institute of Fire Safety Managers

Minutes of the 2010 Annual General Meeting

Venue: The Jaguar Centre,
Castle Bromwich
Birmingham,
B35 7RA

Date: Tuesday, 5th October 2010

Time: 1030 hrs

Council Present:

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 (Web Administrator)
May Husseyin	:	Council Member
Neil Cripps	:	Council Member
Chris Smith	:	Council Member (Co-opted)

In Attendance: 90 members and guests registered for the AGM and a total of 70 attended on the day (a list of members present is available if required). A number of guests also attended including representatives from Belimo (lunch sponsors) and Pro-Vision Insurance (Daedalus advertisers).

Guests Speakers: Elspeth Grant, Hilary Ross, Linda Oldman, Stephen O'Reilly, Mark Clayton

Apologies for Absence : There were 44 apologies for absence received.

1. Registration.

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

2. Chairman's Address.

2.1 Chairman, John Williamson, was unable to attend so Ray Colyer opened the meeting by welcoming members to the 2010 Annual General Meeting and thanked them for their attendance. He also extended a warm welcome a number of guests attending with members and also to the guest speakers, whose technical presentations would precede the Annual General Meeting and which would, where possible, be made accessible on the IFSM Website. The Chairman also mentioned and thanked representatives from Belimo who had generously sponsored the lunch and also the representative from Pro Vision Insurance who had been invited as a guest.

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, guests and guest speakers for their attendance. He affirmed that membership was still increasing significantly and was a tribute to the members and the Institute as a whole, whom he unreservedly thanked for their continued support and dedication.

4. Technical Presentations.

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

- What Goes in Must Come Out - Personal Emergency Evacuation Planning for Disabled People', Elspeth Grant, Director, TripleAconsult.
- 'Sprinkler Service to BS EN 12845' Stephen O'Reilly, Hall and Kay Fire Engineering.
- 'Fire & Safety – A Corporate Approach to an International Issue' Linda Oldman, Fire, Health & Safety Manager British Airways Holidays.
- 'Developments in Fire Safety Enforcement and its Implication for Duty Holders', Hilary Ross, Partner, Bond Pearce LLP.
- 'Effective Computer Based Training', Mark Clayton and John Montgomery, Global HSE Solutions.

5. Annual General Meeting.

5.1 Minutes of 2009 Annual General Meeting.

The Chairman confirmed that the Minutes to the Annual General Meeting held in October 2009 had been both circulated to the membership and posted on the IFSM website.

5.2 Matters Arising.

There were no matters arising.

It was proposed by C Smith, seconded by K Scarth, and agreed by the meeting that the 2010 Minutes be accepted as a true and accurate record.

5.3 Chairman's Report.

The General Secretary stated that the Chairman's report would be dealt with under Item 5, Secretary General's report.

5.4 Treasurer's Report.

The Treasurer, Peter Cowland, presented his report; copies of the abbreviated accounts had been circulated at the meeting. The Treasurer stated that we were in a good financial position at the moment but spending had increased in line with the Institute and members of Council being more actively involved in both the Institute's internal work as well as representation on national bodies etc.

5.5 Membership Secretary's Report.

Membership Administrator, Alan Stoker, presented his report affirming that membership continues to increase with applications coming in daily. The membership now stood at 390. He also thanked Sharon Lawrence, the Institutes administrator and Kevin Scarth for following up members for changes of address, payment of fees etc.

As of today, the membership total for the Institute is 390 (277 October 2008)
This comprises of the following Grades: -

Students (in Education)	2	(3 in 2008)
Technician	89	(33 in 2008)
Associate	68	(50 in 2008)
Member	218	(182 in 2008)
Fellow	12	(9 in 2008)
Affiliated Members (companies)	2	
Honorary Life Member	1	
Members who pay no fees due to retirement	8	

For the period from the 1/10/08 to date 113 members have joined the Institute.

With regards to membership subscriptions for 2010 letters were issued in February and again in September to those members who had not paid reminding them that they had thirty days in which to pay. Further chase ups by Sharon Lawrence of Flying Changes P.A. was undertaken using e-mail and telephone. This resulted in a number of outstanding subscriptions being paid.

The remaining 40 non-subscribers will receive a final letter at the end of October advising that their membership is cancelled and that 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 their literature, business cards or any other publication will not be legal.

To date, 38 members pay by standing order and I would recommend that we undertake a positive drive in 2011 to encourage other members to follow this route. There continues to be a significant amount of time being spent on subscription chasing and processing.

The management and processing of the Membership has, for some time, involved a significant and increasing input. This needs to be reviewed to reduce the burden on volunteers and re-distributed on a cost effective basis. Increased costs may be a driver for increased subscription fees.

5.6 Secretary General's Report.

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

5.6.2 The Secretary General introduced a proposal by Council to increase membership fees from 1st January 2011 to £48 per year for all members except student members in full time study. C Meech asked if the increase was necessary and also why Daedalus needed to be printed rather than be a web magazine. The Secretary General explained all the increases in activities within the Institute, including Daedalus 4 times a year, increased Council meetings to deal with the increased business generated by an active Institute, technical meetings, which were free of charge to members and their guests, as well as representation on national bodies. It was also explained that it was Councils desire that Daedalus should remain, for the time being, as a printed copy with an electronic version being placed on the website for general access. It was felt that this was a good way for members to be part of

the Institute and also be able to spread the 'word' to other parties e.g. fire and rescue services, Fire Service College library. K Scarth also pointed out the difficulty or emailing copies. Following this discussion, the Secretary General proposed the increase, seconded by Ken Day and agreed.

The Secretary General introduced the next item in his report to increase, again on Councils recommendation, that the Fire Risk Assessors Register application and annual registration fees be increased from 1st January 2011 to £48 for each. It was seconded by C Meech and agreed.

The Secretary General introduced the third item on increase of fees regarding the accreditation process. The Accreditation Secretary had suggested to Council that there needed to be a rationalisation of fees and set out the proposals as per the AGM Agenda. Council agreed to this proposal. It was proposed by the Secretary General, seconded by S Cocking and agreed that accreditation fees would be increased from 1st January 2011 in line with the following:-

<u>Application and Annual Fees – Accredited Courses</u>

Members
Accredited course application fee per course: £50
Continuous annual fees per accredited course: £75

Non-Members
Accredited courses application fee per course: £125
Continuous annual fees per accredited course: £150

<u>Application and Annual Fees – Approved Centres</u>

Members
Approved Centre application, to cover all courses submitted at the time: £250
Approved centre continuous annual fees: £300

Non Members
Approved Centre application, to cover all courses submitted at the time: £500
Approved Centre continuous annual fees: £600

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. All members of the Council had stated that they wished to continue to stand, including all officers with the exception of John Williamson who had indicated his desire to stand down. The Chairman asked if there were any nominations for Council. There being none, Colin Meech proposed that all sitting members and officers be elected unopposed, seconded by C Androlia and agreed. The Chairman handed over the proceedings at this point to the Secretary General who stated that the position of Chairman was vacant now that John Williamson had announced his retirement from it. With that in mind, the Secretary General personally thanked John Williamson for his commitment and work for the Institute over the past 5 years and it was unanimously agreed by AGM to record a formal vote of thanks on behalf of the membership to recognise John's contribution. The Secretary General invited nominations for the post of Chairman. Secretary General proposed Ray Colyer, seconded by Alan Stoker. K Scarth proposed Neil Cripps, seconded by J Cowie. There being no other nominations, the Secretary General put the nominations to a vote. Ray Colyer was duly elected to the office of Chairman by a majority.

The Chairman took the seat and announced that there was also a vacancy for Membership Secretary as Ken Day would wish to stand down from this position. Secretary General nominated Alan Stoker, seconded by Ken Day. There were no other nominations and Alan Stoker was duly elected. The Secretary General informed the meeting that there were two positions available on Council available for co-opted members. The Chairman asked for nominations or volunteers. Mike Ablitt and Colin Walker put themselves forward to serve on Council in this capacity.

5.7.2 The Chairman informed the meeting that, at this point, it was necessary to appoint a new President for the next two years. Council had put forward a proposal to members that Ken Day should be elected President to serve the next two year term of office. Stuart Cocking seconded the proposal. The Chairman asked for any other nominations from the meeting. There being none, Ken Day was duly elected to President of the Institute for the period 2010/2012. The Chairman, on behalf of the members, thanked the outgoing President for all his work over the past two years.

5.7.3 The Chairman then dealt with the positions of the three Vice Presidents, proposing that the three already in post had indicated a willingness to stand again. This was formally proposed by S Cocking, seconded by Dave Price and the Chairman asked for any further nominations. There being none, R Docherty, R Colyer and G Whitworth were duly elected as Vice Presidents for the year 2010/2011.

The Council Members and Officers of the Institute until 2011 remain as: -

Chairman & Vice President	: Ray Colyer
President	: Ken Day
Vice President	: Gary Whitworth :
Secretary General & Vice President	: Bob Docherty
President	: Ken Day
Immediate Past President and Council Member	: Dave Price
Membership Secretary	: Alan Stoker
Honorary Treasurer	: Peter Cowland
Accreditation Secretary	: John Cowie
Assistant Accreditation Secretary	: Stuart Cocking
Council Member	: May Husseyin
Council Member	: Kevin Scarth
Council Member	: Neil Cripps
Council Member	: Chris Smith
Co-opted Member	: Mike Ablitt
Co-opted Member	: Colin Walker

5.8 Immediate Past Presidents Valedictory Address

The immediate Past President gave his valedictory address and then handed over the Chain of Office and the President's badge to the newly elected President and the President passed on the Past Presidents badge to Dave Price.

5.9 President's Address

Ken Day then highlighted the history of the Institute and how it had evolved from its early years to become a dynamic body catering for a wide range of industry leading professionals covering the full spectrum of fire safety disciplines. Ken also stressed that the Institute had a policy of transparency and had a member led philosophy which clearly underpinned its success as the industry's most rapidly expanding professional body. He spoke of the future business strategy and the need to meet member's expectations whilst

maintaining costs at acceptable levels – and invited all members to support this strategy by each introducing at least one new member over the forthcoming year.

5.10 Any Other Business.

5.9.1 Colin Meech asked if Council had considered the use of LinkedIn within the organisation. Secretary General referred this to K Scarth.

5.9.2 Peter Cowland gave the meeting an update on the National Fire Service Arboretum and monument in London and informed the meeting that the Trust was now under Royal Patronage. He also thanked those people and organisations who had signed into this and supported the whole movement. He also mentioned that there would be the annual service in St Paul's Cathedral later in the year.

5.9.3 There being no other business, the 2010Annual General Meeting of the Institute of Fire Safety Managers was closed by the Chairman at 1515 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.