



## **The Institute of Fire Safety Manager**

### **Draft Minutes of the 2019 Annual General Meeting**

**Venue:** Event City  
Phoenix Way  
Stretford  
Manchester  
M41 1TB

**Date:** Wednesday 9<sup>th</sup> October 2019

**Time:** 14:45 hrs – 15:30 hrs

**Council Present:**

Robert Docherty (RD)	Chairman
John O'Sullivan (JO)	Vice President
Dave White (DW)	President
John Cowie (JC)	Accreditation Secretary
Lloyd Morgan (LM)	Council Member
Peter Molson (PM)	Council Member
Steve Birch (SB)	Business Support Manager
Bridget McDermid (BM)	Office Administrator
Ken Day (KD)	Vice President

Also attending, 95 members and guests registered for the AGM and the preceding Technical Meeting.

#### **Launch of the Level 2 Award in Fire Risk Assessment**

Prior to the meeting Chairman presented the formal launch of the Institute's level 2 award in fire risk assessment which had been accredited by the awarding body IQ. The award was a collaborative project with STK Fire and Risk Management Ltd providing input into the award process as well as initial delivery of the award. The formal launch was provided for by David Ware of Fire Risk Consultancy Ltd. in the form of a video presentation.

#### **1. Apologies for Absence:**

There were 60 apologies for absences received prior to the meeting and noted.

#### **Guest Speakers:**

The AGM was preceded by the Technical Meeting with guest speakers:

Steve Wilcock (North West Fire Training) 'Human Behaviour'  
Paul Williams (Euro Compliance) 'Photo Luminescence – The Way Forward'

## 2. Minutes of the 2018 Annual General Meeting.

The Chairman (**RD**) welcomed all members and guests to the AGM and confirmed that the draft minutes for the 2018 AGM held on the 9<sup>th</sup> October 2018 had been circulated to Membership and also posted on the IFSM website. The Chairman (**RD**) asked for matters of fact and matters arising from the minutes and reviewed the minutes page by page. The Chairman (**RD**) proposed the minutes as a true record, seconded by President (**DW**) and, agreed and signed as such.

### a. Matters Arising.

There were no matters arising.

## 3. President's Report.

The President (**DW**) gave a verbal report on activities throughout the year and mentioned a number of new initiatives that would be carried out throughout 2020 including a formal Presidents Dinner as well as continuing with the Presidents Golf Day. Apart from these social activities, the President (**DW**) reported on successful technical meetings and the conference that were held during the year and told the meeting that dates and venues have already been allocated for next year (these will be posted on the website) and a number of speakers had already been selected. The President also asked the meeting for permission to take item 10 (Membership Secretary's Report) as Graham Green was unable to attend. (**DW**) presented the report to the AGM including the current membership levels which were reaching around 1,500 and we had actually reached the membership number of 2000. There were plans in place to present the 2000<sup>th</sup> member with a certificate to celebrate this at one of the next Technical Meetings. The President then thanked all members and Council for their continued support for the Institute for the past year and beyond and especially members of Council who have worked hard this year to improve services and the 'IFSM' experience. He also thanked the BSM (**SB**) for his timeless work throughout the year especially as he had stepped in at fairly short notice and was able to pick up the running of the organisation quickly. The President also mentioned that we had now moved offices to Chesterfield which is a more central location so that as we grow, we will be in a centre of population with people with skills that we could use to improve the delivery of service for the Institute. He also mentioned that we had just employed an office administrator as well as the BSM, again based in Chesterfield (Bridget McDermid) and he formally welcomed Bridget to the organisation and introduced her to the membership. The President announced that he had some very sad news for all the membership, and he stated that Graham Holloway, of Vulcan Fire Training, had sadly passed away after a prolonged fight with cancer. Graham was an avid enthusiastic supporter of the Institute and the President said that Council would consider at the next meeting some way of recognising Graham's support and sponsorship of the Institute in some way.

## 4. Chairman's Report

(**RD**) presented his verbal report reminding the membership that we were a transparent organisation and that all of our dealings including minutes, formal documents etc. were posted on the website for public access. He stated that this was important as membership needed to know that Council were managing the

organisation properly and effectively. He also stated that the Institute had an Annual Business Plan and next year (2020) would be no different and that there were some ambitious and bold strategies and objectives in the draft Business Plan that would be set in November and again posted on the website towards the end of the year. Running parallel with the Business Plan was the budget for the Institute for that year and each of the documents (Business Plan and Budget) were worked on by the Business Planning Group and Council to ensure a proper balance of funds and how they are used. Most importantly, Chairman mentioned that because of the changes in the Business Plan and the structure of the organisation, there had been a need to update and change a number of items in The Institute's Memorandum of Articles of Association. The draft had been cleared by our accountants and we had also taken legal advice on the new draft. Chairman went through the major changes that had been made and he proposed that the new Articles should be accepted, seconded by Peter Moulson and agreed unanimously. The Memorandum of Articles of Association would now be posted at Companies House and also in our Governance Documents on the website. Finally, the Chairman mentioned the launch of the new three tiered Fire Risk Assessors Register which should start on the 1<sup>st</sup> January 2020. He mentioned that item 16 on the Agenda for this AGM would be the formal launch of this register where he would explain with a presentation how it would work. He did mention that all information about this new register including guidance documents, application forms, web page etc. were now in place and ready to go 'live' on the 1<sup>st</sup> January 2020.

#### **5. Treasurer's Financial Report.**

In the absence of Peter Cowland who now takes over as Vice President (Financial Oversight) Business Support Manager **(SB)** presented the report of the accounts for the year ending 2018 – 2019. **(PC)** had helped **(SB)** with this report and **(SB)** outlined how successful the year had been and that we were able to not only balance the books, but also continue to put aside money for the contingency fund. We had also been audited by Ryan's Chartered Accountants who at the last AGM were elected to carry out our audit for this year. **(SB)** presented the report but also stated that a short paper outlining the accounts for the year 2018 – 2019 had been circulated with the minutes and also posted on the website for members prior to the AGM. The Chairman asked if anyone had any questions for the BSM. There were no questions and the Chairman asked member to accept the accounts as presented. This was proposed by John O'Sullivan, seconded by Dave White and agreed. The Chairman moved then to agenda item 11 and he proposed Ryan's Chartered Accountants to be the auditors for the year 2019 – 2020. This was seconded by Phil Sidman and agreed.

#### **6. To Receive nominations for Election Officers and Council Members.**

RD opened this item and explained that he had received indication from those members of Council who wished to stand again and presented that list to the meeting. The Chairman (RD) also stated that two co-opted members, Amanda White and Adrian Simpson had indicated a wish to stand for election to Council at this AGM. RD asked for any other nominations from the floor. There were no further nominations and no Council members standing down so 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 reminded the meeting that the election of Council Officers, Chairman, Membership Secretary and Accreditation Secretary would be confirmed at the first Council

Meeting after this AGM. Council members elected for 2019 – 2020 would therefore be:

i.	President	D White
ii.	Chairman	R Docherty
iii.	Membership Secretary	G Green
iv.	Accreditation Secretary	G Cowie
v.	Vice President	Stuart Cocking (Management Oversight)
vi.	Vice President	Ray Collier (Internal Management)
vii.	Vice President	Peter Cowland (Financial Oversight)
viii.	Council Member	Lloyd Morgan
ix.	Council Member	Peter Molson
x.	Immediate Past President	Graham Green
xi.	Council Member	Amanda White
xii.	Council Member	Adrian Simpson
xiii.	Business Support Manager	Steve Birch

#### **7. To report appointment of three Vice Presidents**

The Chairman wished to inform the meeting of Councils wish that Stuart Cocking, Peter Cowland and Ray Collier should be the three nominated Vice Presidents for upcoming year. Each Vice President now had a formal job to do with Peter Cowland (Financial Oversight), Stuart Cocking (Governance Oversight) and Ray Colyer (Internal Management Oversight).

#### **8. Election of Life Vice President**

The Chairman (RD) introduced this item stating that it was within the gift of the Membership, via Council, to recognise outstanding service to the Institute over many years. The Chairman emphasised that the award of Life Vice President was a very rare and special one and was only held at the moment by a small number of members. The Chairman then outlined the major contribution that John O'Sullivan had made to the Institute over many years and also emphasised his major contribution to the Fire Sector in general over a lifetime. It was therefore proposed by RD, seconded by DW that John O'Sullivan be elected to the grade of Life Vice President and this was agreed unanimously.

#### **9. Presentation of Certificates**

- i. 2000<sup>th</sup> Member to join the Institute (Unable to attend)
- ii. VP – Peter Cowland
- iii. LVP – John O'Sullivan
- iv. Accreditation Certificate to Steve Willcox North West Fire Training

The President awarded these certificates to each individual in turn and received the congratulations of the members.

#### **10. Launch of the Tiered Fire Risk Assessors Register (TFRAR)**

The Chairman announced the launch of a new register from 1<sup>st</sup> January 2020 which will be tiered and went through a short presentation on how this new register would look and work. Again he emphasised that all details will be on the website shortly

#### **11. AOB**

The Chairman asked for any other business, there was nothing to report.

## **12. Chairman's closing remarks**

The Chairman again thanked all members for their support over the year and especially Council for their hard work. He also thanked formally the Business Support Manager Steve Birch for his contribution over the last 9 months and also welcomed formally Bridget McDermid our Office Administrator. There being no other business the Chairman thanked everybody for attending and closed the meeting at 15:20 Hours.

DRAFT