

## **Venue**

Remote via Microsoft Teams

## **Attendees**

### Executive

- Martin Smith - Chairman (MS)
- Kevin Smith - Secretary (KS)
- Simon Bailey - Webmaster (SB)
- Jonathan Ash - Membership and Education (JA)

### Members

- Alison Hann (AH)

## **1. Apologies and Introductions**

### Executive

- Tricia Speirs – Treasurer (PS)
- Norman Fayers – Independent Examiner (NF)

### Members

- Steven Rybaruk

## **2. Minutes of the previous AGM and Matters Arising**

2.1. No AGM held since 2019 therefore no minutes were available.

2.2. Recent Association Representatives meeting attended by MS and KS where David Magor, then Chief Executive of the IRRV, and Gary Watson, then Deputy Chief Executive of the IRRV, and Alistair Townsend, National President, were in attendance. There was discussion around membership levels and the format of meetings etc. moving forward. Virtual seemed to work for some Associations but others had restarted face to

face which were also proving popular – I wonder if this is because members were looking forward to the interaction?

### **3. Secretary's Report**

Attached here:



2022 07 01 IRR V  
Severnside South W

### **4. Education and Membership Liaison Officer**

Attached here:



IRR V Severnside  
Southwest Assoc - E

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

PS was unable to attend the AGM but gave a verbal update to KS earlier in the day on 01 Jul 2022. As expected, there has been no movement in Association funds since our last event. KS asked PS to provide some further detail which could be audited by NO and added to these minutes as an Appendix.

### **6. Annual Conference**

There is an expectation from HQ for the Association Chair and Secretary to attend. It was agreed, in advance of Election of Officers, that KS should attend Annual Conference in 2022.

MS opened up the second delegate pass to the Executive, especially to JA as he has recently passed the Level 3 Certificate qualification. KS confirmed that JA had obtained in invite from HQ already, separate for the Association.

MS to consider his attendance at the Annual Conference as Chair of the Association and confirm to KS at a later date.

## 7. Election of Officers

### Quorum

The Association Handbook requires a minimum of five Executive members to be present for a quorum to be reached. The current full Executive of the Severnside and South West Association consists of five members. The Chairman, with the agreement of the three Executive members and one non-executive member present, agreed that decisions made at and during the meeting held on 01 Jul 2022 would stand as though a quorum was present.

There being no nominations for positions, officers were elected as follows:

Chair: Martin Smith Tech IRRV

***Proposed: Simon Bailey***

***Seconded: Jon Ash***

Secretary: Kevin Smith Tech IRRV

***Proposed: Simon Bailey***

***Seconded: Jon Ash***

Treasurer: Tricia Speirs Tech IRRV

***Proposed: Kevin Smith***

***Seconded: Martin Smith***

Webmaster: Simon Bailey IRRV (Hons)

***Proposed: Kevin Smith***

***Seconded: Jon Ash***

Education and Membership Liaison Officer: Jon Ash Tech IRRV

***Proposed: Kevin Smith***

***Seconded: Martin Smith***

Assistant Secretary: Alison Hann

***Proposed: Kevin Smith***

***Seconded: Martin Smith***

## **8. AOB**

MS indicated that he will not stand for re-election as Chair in 2023 as he had now retired but thought he would support the Secretary during 2022/3 in arranging seminars and events etc. after agreeing to act as Assistant Secretary AH will work with KS and MS to promote the Institute and our Association, subject to work demands.

Discussion over future programme and locations was well developed and the potential for video conferencing, e.g. Zoom, Microsoft Teams, Google Meet was considered a useful tool to engage with members and potential delegates, especially as this removed the barrier of travel. AH highlighted that there is an expectation availability within the workplace and attending a half day seminar may be seen as a 'jolly' which we obviously want to avoid.

Aim to arrange first meeting during October this year.