

**MINUTES OF THE TWENTY SECOND ANNUAL GENERAL MEETING
HELD ON THURSDAY 15th AUGUST 2019
AT
UKAS, 2 PINE TREES, CHERTSEY LANE, STAINES-UPON- THAMES, TW18 3HR**

Members present:

Steve Russell	NQA
Nonn Reynolds	BSI
Karen Green	BSI
Jim Speirs	System Certification
James Gibb	Advanced Certification
Mannie Panesar	NMO
Stephen Carter	QAICL
Michael Duffield	QAICL
Mike Tims	BAB
Mark Nutburn	BAB
Laura Fletcher	NQA

In attendance:

Mr Wayne Terry	Chief Executive & Secretary
----------------	-----------------------------

Apologies:

Wayne Thomas	SIRA
--------------	------

Wayne Terry confirmed that the meeting was quorate.

1. To receive and adopt the Directors' Report and the Statement of Accounts for the period ended 31 March 2019.

Wayne Terry provided a summary of the Association's accounts and explained that, in accordance with the budget, and in order to continue with the planned reduction in reserves, there had been a loss of £25,497 over the year, which was higher than the budgeted loss which was mainly due the recruitment of the new CEO.

The adoption of the Directors' Report and Statement of Accounts was proposed by James Gibb, seconded by Stephen Carter and carried unanimously.

2. To confirm the appointment of the Chairman and Directors of the Association.

The following were re-confirmed as Members of the Management Committee and Directors of the Association, this confirmation (and non-election) was due to the early AGM compared to the late AGM in 2018, hence the current Management Committee had not yet sat for 12 months.

Wayne Thomas
James Gibb
Nonn Reynolds
Steve Russell

The above were all re-confirmed as Directors with Steve Russell and Nonn Reynolds representing the two Members who pay the maximum annual subscription. The appointments were all confirmed unanimously.

Steve Russell was reconfirmed as Chairman of the Association.

New elections will take place in July/August 2020:

3. To approve any amendments to the Rules of the Association

Wayne Terry informed the meeting that the only change this year is section 1.3 of the Rules:

From: An application for Membership shall be considered and decided by a simple majority of the votes cast in a secret ballot of the eligible voting members of the Association.

To: An application for Membership shall be considered and decided by the Chief Executive.

The purpose this editorial is allow the Chief Executive to make real time decisions on new membership and remove the need for a secret ballot.

This will now be incorporated in the Code of Practice.

4. To appoint Dyke Yaxley, Chartered Accountants, as Accountants of the Company to hold office until the end of the next general meeting of the Company at which accounts are considered at a fee to be agreed with the directors of the Company.

Wayne explained that Dyke Yaxley have been the Association's accountants for a number of years and provide registered office, accounting and payroll services. Dyke Yaxley prepare the Association's monthly management accounts and annual accounts, provide payroll services and provide that registered office address. The costs:

Annual accounts	£1,260
Management accounts	£1,400
Payroll	£420
Registered office	£160
Confirmation Statement	£88
Total	£3,328
 Previous year	 £3,195 (variation of £133)

It was agreed that they provide a good service and there have been no issues with them. The appointment of Dyke Yaxley as the Association's accountants was proposed by Nonn Reynolds, seconded by James Gibb and carried unanimously.

5. AOB - There was no AOB raised.