**AGM Minutes 2019**

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| **Subject:** | Insurance Institute of Peterborough Annual General Meeting |
| **Location:** | Sponsors Lounge, ABAX Stadium, London Road, Peterborough, PE2 8AL |
| **Date and Time:** | Thursday 2nd May 2019 at 6.00 p.m. |
| **Those Present:** | The President Tina Scott and 9 other members |

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|  | Due to traffic problems in the Peterborough area, the meeting commenced slightly later than scheduled at 6:10 p.m. to allow members to arrive and for the meeting to be quorate. |  |
| **1.** | **Apologies for Absence**  These were received from Robert Weald, Susan Hollands, Deana Cundy, Leanne Price and Mark Hann. |  |
| **2.** | **Minutes of the Meeting held on 19th April 2018**  Copies of the minutes from the previous Annual General Meeting were circulated to all those attending and agreed by all present as a true and accurate record. They were duly signed by the President. |  |
| **3.** | **Matters Arising**  There were no matters arising. |  |
| **4.** | **President’s Report**  The President Tina Scott presented the following report to the meeting:  “*I’d like to officially welcome you all to the 2019 AGM of the Insurance Institute of Peterborough. As many of you may know I took on the presidency in a difficult year for me both personally and professionally with a very limited history in council and thus sometimes overwhelming number of tasks and protocols to remember. Into this year where I have been plagued with illness and as such have continued to rely on the wider council members - for this I will always be very grateful.*  *I do not think the role of President is possible and the continued success of the council would be possible were it not for the amazing work performed by the council volunteers. It is my sincere pleasure to work with you all and a heartful thanks for all you have achieved this year and work I know will continue.*  *Highlights for me:*   * *Another packed period of lectures with a new and successful venue here at PUFC, and stable attendances and my thanks to Kevin Collins for making this possible.* * *Two more successful exam sessions at our written exam home of the East of England Showground - thank you Andy for making this possible and all the guys who supported invigilation.* * *The Tree of Hope has continued to benefit from our events and this I know will* *have a significant impact on the lives of those children it supports.* * *Another quiet year on the Insurance Charities front, but where our help is needed Susan is there to support - thank you.* * *The continue drive by all here to assess change (new annual assessments and regional structures) positively but challenge respectfully where we see an opportunity to improve the proposal.* * *The addition for RSA charted corporate membership, which I hope we will benefit from more next year.* * *Seeing our core council growing which I hope will continue next year* * *Thanks to Robert as always keeping me straight on all the things that need to be done.* * *And ﬁnally, thanks to Phil for helping to arrange and support our annual dinner.*   *So, in this coming year my advice to the next President would be*   1. *Re-energise the Young Professionals Group and broadening the appeal of the local institute and insurance sector to new potential talent.* 2. *Deliver an exceptional annual dinner which we can be proud.* 3. *Secure all our vacant positions and have a view of succession for key roles.* 4. *Leverage where we can the scale and opportunities offered by having RSA as a charted corporate member.* 5. *Continue to deliver a CPD programme which includes technical, soft skills and knowledge which supports members alongside our social events.*   *With the help and support of an incredible team of dedicated professionals, the role of President is made easy, and I thank you all, not just ofﬁce holders, for your ongoing time and support*”.  As there were no questions from the floor, the report was proposed by Chris Boggis, seconded by Tony Styles and passed unanimously. |  |
| **5.** | **Treasurer’s Report**  Paul Hubbard presented the following report for the year ending 31st December 2018. Copies of the audited accounts were duly provided to all present.  “*Hopefully you all have access to a copy of the audited accounts for the 2018 year. Without wishing to go through the whole document I would like to mention the following specific areas:*   * *The annual dinner returned a small profit and with the charitable donations, in combination with the Quiz Night (which I hope we’d all agree was a good evening & something we should try to fit in to the 2019/20 events programme), saw the Peterborough Institute pay £366.52 to the Insurance Charities & £1,038.90 to the President’s charity, The Tree of Hope. I think everyone involved should be proud of organising & taking part in these evenings which are both good fun & benefitting worthy causes.* * *We had another excellent programme of CPD events, thanks to Kevin, & this was achieved at a lower cost than in 2017. With us producing a second year with an account surplus (£1,567.76 compared to £1,119.80 in 2017) we certainly have the option to invest further in this area during the 2019 year should we wish to.* * *The golf day booked in 2017 took place in October 2018 with final monies collected & deposited in 2019. For those involved in making this day happen I applaud their perseverance which has resulted in a good amount for charity (c£278) which will form part of the 2019 statement.*   *The only other thing I’d like to say is thank you to all those who have assisted me in my first year taking on the Treasurer’s role*”.  There was one query from the floor raised by Tony Styles. He noted that there was no record that costs associated with hosting examinations had been recovered from the CII. Paul Hubbard agreed to investigate. Otherwise, acceptance of the report and approval of the annual accounts was proposed by Andy Kirton, seconded by Sue Addison and was passed unanimously. |  |
| **6.** | **Education Secretary’s Report**  Andy Kirton presented the following report to the meeting:  “*In October 2018 the examinations I arranged were held at The East of England Arena where across the 3 days (6 exam sessions) we had 32 Candidates sitting exams.*  *The April 2019 examinations I arranged were again held at The East of England Arena where across the 3 days (6 exam sessions) we had 38 Candidates sitting exams.*  *Both October 2018 and April 2019 exams were Free of Charge to the CII and therefore fall under the accommodation cap of £10 per examination candidate. Going forward the East of England Arena will be the preferred venue for all exams if they are arranged by the local institute, as they kindly continue to offer this Free of Charge and is easily accessible with plenty of on-site parking.*  *I can also advise that over the 12 months in 2018 the following statistics have been provided for the Insurance Institute of Peterborough:*    *I would like to take this opportunity in thanking David Lowe who acted as our Exam*  *Co-Ordinator and looked over the Exams, along with all the people who kindly gave up their time to help David invigilate.*  *October 2019 exams will be held at the East of England Arena on the 7th, 8th & 9th and invigilators would again be appreciated*”.  There being no questions from the floor the report was proposed by Phil Hayes, seconded by Tony Styles and passed unanimously. |  |
| **7.** | **Appointment of Auditors**  The resolution was that Michael Horspole be appointed as auditor for the Insurance Institute of Peterborough for the 2019/20 year with any remuneration to be agreed by Council.  This was proposed by Paul Hubbard, seconded by Michelle Lockyer and approved unanimously. |  |
| **8.** | **Election of Officers**  Prior to the meeting, no nominations had been received for the position of President of the Insurance Institute of Peterborough for the 2019/20 year. Chris Boggis presented himself as a nominee for President and Council members present agreed to put forward the recommendation that he should be elected to this position.  The nomination was formally proposed by Phil Hayes, seconded by Vicky Bird and agreed unanimously.  Andy Kirton put himself forward for the position of Deputy President. The nomination was proposed by Chris Boggis, seconded by Sue Addison and passed unanimously.  Kevin Collins, deputising as Secretary at the meeting for Robert Weald, advised that nominations for the position of Vice President had been received from Robert Weald, Caroline Ford, Phil Hayes and Tina Scott all of whom had been past presidents of the institute. These nominations were proposed by Paul Hubbard, seconded by Tony Styles and passed unanimously.  It was noted that Phil Hayes has also been elected as Regional Representative following a separate election process during which all IIP members were invited to nominate themselves for this role.  Kevin Collins advised that nominations had been received for the following Council positions which were specifically named within the constitution:   |  |  | | --- | --- | | Secretary | Robert Weald | | Treasurer | Paul Hubbard | | Publicity & Communications Officer | Michelle Lockyer | | Education Secretary | Andy Kirton |   These nominations were proposed by Phil Hayes, seconded by Paul Hubbard and were agreed unanimously.  Kevin Collins advised that Council had nominated a further six officeholders to be elected at the AGM and to carry ex-officio membership of Council. These positions and associated nominations were:   |  |  | | --- | --- | | Dinner Secretary | Jointly Sue Addison and Vicky Bird | | Insurance Charities Representative | Susan Hollands | | Syllabus Secretary | Kevin Collins | | Website Officer | Chris Boggis | | Social Secretary | Tina Scott | | Chair of the Young Insurance Professionals Group | Vacant |   These nominations were proposed by Paul Hubbard, seconded by Michelle Lockyer and agreed unanimously.  There were no nominations from the floor for the vacant position of Chair of the Young Insurance Professionals Group and Kevin Collins confirmed that Council would look to fill this post during the course of the Institute year.  Kevin Collins explained that the constitution allowed for a further fifteen other members to be elected to Council with a ballot to be held where appropriate. Nominations had been received from:   |  |  | | --- | --- | | Leanne Price | Equality & Diversity Officer | | Deana Cundy | Council members | | Mark Hann | | Mandy Le-Hair | | David Sharp |   Kevin Collins advised the meeting that a further ten nominations could be sought from the floor, initially from senior and then ordinary members. As none were forthcoming, a ballot was unnecessary and Council remained at liberty to elect a further ten people to its number during the year. The five nominations received were proposed by Phil Hayes, seconded Vick Bird and agreed unanimously. |  |
| **9.** | **Presentations**  Chris Boggis was asked to take the chair and Tina Scott presented him with the chain of office. The new President was given the opportunity to talk about his initial thoughts on his upcoming year in office. Having only recently taken the decision to put himself forward for the position, Chris Boggis said that he would provide a full overview of his aims and vision at the next Council meeting. He added, however, that he intended to continue the good work of his predecessor.  Chris Boggis presented Tina Scott with her past President’s badge and thanked her for her time in office. |  |
| **10.** | **Any Other Business**  There no items of other business put forward and the meeting was duly closed at 7.00 p.m. |  |

Signed: ………………………………………………

Dated: ……………………………………………….