

## CIWEM East Anglian Branch Annual General Meeting 2020

Wednesday 12<sup>th</sup> August | 12:30 pm – 1:00 pm

Virtual event via Zoom

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### Minutes of the CIWEM Annual General Meeting 2020

#### 1. Attendance

Present: Harriet Robson (Outgoing Honorary Secretary and Incoming Chair), Matthew Rickard (Incoming Honorary Treasurer), Emma Hammond (Incoming Honorary Secretary), Katherine Smart (Outgoing Past Chair and Incoming Ordinary Committee Member), Nikki Van Dijk (Outgoing Ordinary Committee Member), Sarah Bowman, Archibald Ruggles-Brise, Luis Mariscal, Barbara Woods (CIWEM Branch Liaison Officer).

Apologies: Ghislain Juvanon (Outgoing Chair), Daniel Attwood (Outgoing Treasurer), Maria Catejon Zapata (Ordinary Committee Member), Tom Wayling (Ordinary Committee Member).

#### 2. Welcome and introduction

- Welcome from Harriet Robson, Outgoing Honorary Secretary, chiring in the absence of Ghislain Juvanon.

#### 3. Minutes of previous AGM

- Previous AGM Minutes were accessible during the meeting for reference purposes.

#### 4. Matters arising since previous AGM

- N/A.

#### 5. Chair's report

- Harriet Robson to read out Ghislain Juvanon's Chair's report
- The 2019-2020 programme was a year well planned with a full programme, but it proved to be tumultuous due to the Pandemic and the branch going more digital.
- The programme didn't fully realise itself but was well attended and I hope as the chair well received by our members of the branch.
- Further before I mention more detail about the programme, I would like to thank all the committee for being so supportive and engaged even though I moved to Saudi Arabia just at the start our 19/20 programme. Again, thank you to all the committee.
- Programme started later than usual but it saw our members have key climate change message shared with them by Alastair from CIWEM and how new data sets are being to help organisations prepare and adapt for the future.
- This event was then closely followed up in January by a route to chartership event which saw some lively discussion and a little bit of socialising.
- February saw us get an engaging presentation looking at the very important topic that is plastics and how it is polluting our oceans a review of attempts to tackle this problem, how plastic problem is linked to other issues, future potential solutions.

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- Our programme was then abruptly disrupted by the Global pandemic crisis stopping our annual ideation workshop event.
- Our last technical seminar saw us go completely digital and present an emerging topic, how are businesses managing financial risk resulting from climate change.
- I would like to thank and reaffirm the will of the branch to continue to drive to offer our talks at 4 hubs in Cambridge, Peterborough, Chelmsford and Cranfield when the situation is considered safe by the companies that host us. Until then presenting our seminars as we did in our last event will probably be the norm.
- I would like to thank Bruce Keith for his invaluable support and enthusiasm over the years.
- I would also like to thank Nikki Van Dijk, Daniel Attwood and Thomas Andrewartha for their help as committee members. I wish them all the best in their future endeavours as they are stepping down from the committee.

### 7. Treasurer's report

- Matthew Rickard to read out Treasurer's report.
- Opening balance as of the 1<sup>st</sup> January 2019 was £8,475. The total expenditure in 2019 was £45.60, which were refreshments for the 2019 AGM. That means a closing balance as of 31<sup>st</sup> December 2019 of £8,429.
- The East Anglian Branch are very fortunate and grateful to Atkins, Mott MacDonald and Northumbrian Water for use of their offices in Peterborough, Cambridge and Chelmsford respectively. The benefit in kind that they provide with the use of these hubs are vital in aiding us to provide workshops and seminars and to have somewhere to physically connect with our members in this area. Hopefully we will be able to physically connect we our members again soon. We are also very grateful to Yara for their contributions to refreshments for the AGM and travel for seminar presenters.
- Compared to 2018, the net spend in 2019 was £364 less. In 2018 the key expenses were refreshments for the 2018 AGM of £275.94, and Online and Phone Services for Skype of £256.20.
- Budgeted spend to date at end of August 2020 is £250, with actual expenditure of £206. Budgeted income to date at end of April 2020 is £500m with actual income of £0. Expenditure consisted of beverages for 2019 AGM of £42, refreshments for Routes to Membership event of £112 and Travel for a seminar presenter of £53. Budgeted £500 income from delegates for a fund-raising event in 2020. However, due to the restrictions put in place in relation to COVID-19 it has not been possible to hold an event of this type. Hopefully it will be possible to organise a fund-raising event during 2021.
- As you are aware, we are a charitable organisation and thus I would like to ask, that if you, your organisation or any organisation you know of would like to become a sponsor, we would truly appreciate the support.

### 8. Election of officers

- Harriet Robson elected as Chair with a unanimous Yes vote.
- Matthew Rickard elected as Honorary Treasurer with a unanimous Yes vote.
- Emma Hammond elected as Honorary Secretary with a unanimous Yes vote.

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- Ghislain Juvanon, Maria Castejon Zapata, Tom Wayling and Katharine Smart to continue as Ordinary Committee Members with a unanimous Yes vote.
9. Member issues
- The following Committee Members had opted to stand down: Daniel Attwood, Bruce Keith, Thomas Andrewartha, and Nikki Van Dijk.
10. Any other business
- N/A
11. Date of next meeting
- Next Branch committee meeting is on Tuesday 18<sup>th</sup> August 2020, on Microsoft Teams.