

## CIWEM Republic of Ireland Branch Annual General Meeting 2019

Thursday 27 June 2019 | 6:00pm – 7:00pm

Irish Water Offices, Foley Street, Dublin 1, Republic of Ireland

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### Minutes of the CIWEM Republic of Ireland branch Annual General Meeting 2019

Attendance: 13 attendees

Apologies: Ruairi O'Carroll, Laura Foley, Suzanne Dempsey

#### 1. Minutes of last year's AGM

After the meeting came to order, the minutes of the 2018 AGM were read out and adopted on the proposal of Mr. Joe Kennedy, seconded by Mr. Jer Keohane.

#### 2. Matters arising

None

#### 3. Chair's report

A copy of the Chair's Report is attached.

The Chair's Report was adopted by the meeting. Proposed by Trevor Montague. Seconded by Anna Murphy.

#### 4. Honorary Treasurer's report

The Honorary Treasurer's Report for the year was presented to the meeting, and a copy provided to all attendees. Items of income and expenditure were presented.

All sponsors were thanked for their sponsorship during the year.

The opening and closing balances, total income and outgoings for the year end (31/12/18) were noted as follows:

• Opening Bank Balance	€7,348.51
• Total Income	€7,547.72
• Total Outgoings	€9,053.26
• Closing Bank balance	€5,842.97

Net Assets: €10,320.31

Online banking: Currently the Branch is depending on receipt of hard copy statements from the bank in order to review records of account transactions. Payments made to the Branch using electronic transfer cannot therefore be confirmed until the statement is received. Electronic banking has been unavailable because of the Branch's status as a charity. Bank of Ireland has recently introduced online banking for charities and the Branch has submitted its application for a 6 month trial of online banking services. Two person login will be required.

Budget preparation: CIWEM HQ is driving the requirement for budget preparation. The event with the most significant budget is the Annual Dinner however the Branch is also looking at sponsored events throughout the year and engaging with the consulting and contracting communities to seek sponsorship.

It was noted that the Branch Accounts report a deficit for 2018 however events are generally breaking even and the matter of whether there is a surplus or deficit for the financial year is a function of the time of the

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year when the accounts are set.

It was noted that as of now all payments due for the 2018 Annual Dinner have been received.

The amount shown for Creditors is the cost of the hotel for the annual dinner, paid for personally by the Honorary Treasurer and thus owed to him at year end and now reimbursed.

It was noted that the Balance at year end should be significantly more than shown as the Branch has been paying PL insurance with the assurance that it would be reimbursed by CIWEM HQ but there are a number of years PL insurance premium as yet not reimbursed by HQ.

Discussion took place on the various Branch events and the typical costs that need to be paid often in advance of receipt of payments.

Trevor Montague noted that, for the Annual Dinner, the hotel required a payment plan that involved paying a €1500 deposit.

Study tours typically require payment for bus hire up front.

The Branch doesn't receive a proportion of the ROI membership subscriptions however Gordon Barry noted that the Branch can seek finance from HQ if we can demonstrate an expenditure plan in accordance with guidance contained in CIWEM's Charter. The Honorary Treasurer noted that the only exception to this is the PL premium.

Darragh Hobbs asked when the cut off is for submitting an expenditure plan. Gordon Barry noted that the Committee was behind in preparing the plan.

The Accounts were adopted by the meeting. Proposed by Mr. Gordon Barry, seconded by Mr. Jer Keohane.

### 5. Election of Officers and Committee for 2018-2019

The proposed officers for the year 2019/2020 were read out (noting that there is no incoming Chairperson proposed for the coming year) and were elected on the proposal of Mr. Jer Keohane, seconded by Mr. Jim Oliver.

New committee members were elected as follows with proposers and seconders in each case: Anna Murphy, Darragh Hobbs, Dr Laura Foley, and Dr S.M. Ashekuzzaman. Other committee members were re-elected on the proposal of Mr. Jer Keohane, seconded by Mr. Jim Oliver

### 6. Any other business

Discussion followed in relation to Brexit and implications for CIWEM and also in relation to the expansion of CIWEM's scope from what were traditional engineering roles to include new areas of expertise and new and emerging issues such as micro plastics, climate change, energy use. CIWEM has a world vision and its reach extends worldwide with a Branch in Hong Kong. CIWEM has signed a joint agreement with the IWA and CIWEM also holds the Royal Charter.

Discussion took place in relation to Chartership interviews. It was noted that interview location depends on availability of the review panel. Interviews can take place in NI and it can be facilitated by Skype.

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### Appendix A | Chair's Report

## ANNUAL GENERAL MEETING – THURSDAY 27 JUNE 2019 CHAIRMAN'S REPORT FOR 2018/19

The last year has been a year of reflection for the branch and particularly its committee, as we have sought to identify a future for the branch and a pathway to achieving that future.

In this regard I would consider the year to be more positive than negative with definite signs of green shoots and an enthusiasm for the organisation becoming more apparent.

Of particular interest, I believe is the development of regional interest outside Dublin, which we believe will form a key part of the future development of the branch.

One lesson which I believe the branch has learned and should make an effort not to forget is the need to continuously rejuvenate the branch membership, which serves two functions, firstly it helps stop the committee becoming stale and tired, but secondly it also increases the number of branch members that are actively invested in the success of the branch.

- ❖ Joe Kennedy; and
- ❖ Jim Oliver

Are two committee members, who have taken learnt this lesson well and after having given many years' service to the Branch they are now stepping down. Equally there are a number of new members joining the committee this year and I would like to wish them every success in their participation.

Our engagement with the Northern Ireland Branch has continued this year, with their Branch Secretary Daniel Hogan attending our annual dinner, and myself accepting the return invitation.

Additionally, we had a remarkably successful North South Visit to Dublin Port this year, which had a real sense of professional camaraderie, and many thanks are due to the senior management in Dublin Port for the very generous amount of time given to the event by their senior staff.

The annual dinner was also very successful, as measured by the increased wine bill, and it was a real pleasure to present Jerry Grant with the branch's annual environmental award.

This year will also see the commencement of David McHugh's year as President of the organisation, and on behalf of the Branch I would like to wish him every success in the role.

Finally, I would just like to wish the incoming committee every success in the continuing rejuvenation of the branch in the coming year.

Gordon Barry

Branch Chairman – 2018 / 19

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## Appendix B | 2018 Accounts of the CIWEM Republic of Ireland branch

**Annual Accounts for Year Ended 31/12/2018**

Bank Account Reconciliation		€
Cash at Bank 31/12/2017	Current Deposit	7,348.51
	Total	-
		7,348.51
Starting Bank Balance		7,348.51
Add total lodgements to 31/12/18		7,547.72
Deduct Bank Charges to 31/12/18		99.85
Deduct Cheques issued and presented prior to 31/12/18		8,953.41
<b>Calculated Bank Balance at 31/12/18</b>		<b>5,842.97</b>
<b>Actual Bank Balance at 31/12/18</b>	Current Deposit	<b>5,842.97</b>
	Total	<b>5,842.97</b>

	€	
	2017	2018
<b>Assets</b>		
Debtors (Net)	1,386.15	2,572.73
Cash at Bank	7,348.51	5,842.97
Chairman's Chair	1,904.61	1,904.61
Cheques to be lodged	0.00	0.00
<b>Total Assets</b>	<b>10,639.27</b>	<b>10,320.31</b>
<b>Liabilities</b>		
Cheques issued & not cashed	2,814.25	125.00
Creditors	10.00	3,199.80
<b>Total Liabilities</b>	<b>2,824.25</b>	<b>3,324.80</b>
<b>Net Assets</b>	<b>7,815.02</b>	<b>6,995.51</b>

Statement of Income and Expenditure		€	€
Details		2017	2018
<b>Income</b>			
HQ Transfers		0.00	0.00
2018 Golf Outing		-	2,100.00
Sponsorship		1,329.00	150.00
2016 Annual Dinner		3,000.00	-
2017 Annual Dinner		4,650.00	150.00
2018 Annual Dinner		-	4,725.00
Study Tour (Portugal)		87.50	422.72
<b>Total Income</b>		<b>9,066.50</b>	<b>7,547.72</b>
<b>Expenditure</b>			
AGM		886.25	0.00
Refund overpayment by sponsor (AGM '17)		-	443.00
2016 Annual Dinner		2,180.00	-
2017 Annual Dinner		1,500.00	2,814.25
2018 Annual Dinner		-	2,923.85
Insurances		574.27	662.31
Repair to Chair's Chain of Office		80.00	-
Bank Charges, Admin charges & Auditor Fees		95.05	99.85
Golf Outing expenses		0.00	1,860.00
ESAI Sponsorship		250.00	250.00
Joint Visit NI Branch		1,163.00	-
Study Tour 2017 (Portugal)		647.00	-
<b>Total Expenditure</b>		<b>7,375.57</b>	<b>9,053.26</b>
<b>Surplus (Deficit)</b>		<b>1690.93</b>	<b>-1505.54</b>