

# CIWEM Scottish branch Annual General Meeting 2021

Wednesday 25 August 2021 | 5:00 pm – 6:00 pm  
Virtual event via Zoom

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## Draft Minutes of the CIWEM Scottish branch Annual General Meeting 2021

Meeting AGM\_2021\_01  
Minutes by OJ

Present:	<i>Committee Members</i>	Representing:	
	Alice Gent		JBA
	Iain McLachlan		RPS
	Oliver Jarrett		ATKINS
	Finlay Cameron		ENVIROCENTRE
	Aisling McGilloway		AECOM
	Christine Murray		SCOTTISH WATER
	Rick Hayes		FIFE GOV
	David Balmford		SEPA
	Duncan Sharp		HIGHLAND COUNCIL
	Mark Mackinlay		SCOTTISH WATER
	<i>CIWEM HQ</i>		
	Barbara Woods		CIWEM
	<i>CIWEM Members</i>		
	Neil Mackenzie		-

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Apologies:	Representing:
Charlotte Scott	ATKINS

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ITEM AND SUMMARY OF DISCUSSIONS	RESPONSIBLE
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1. Introduction & Apologies

Current Chair Alice Gent noted members present and those sending their apologies. These are detailed above.

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2. Minutes of the AGM held 4th November 2020 and matters arising

Chair Alice Gent provided a review of actions arising from last year's AGM minutes and provided the following summary

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- Utilisation of Zoom and postponing of events until restriction enabled them to happen including poster competition
- Improving links with Education, AeECOW etc
- Action regarding dates and contacts for board reviews and future meetings now confirmed as accessible via the CIWEM website.

Minutes passed unchallenged.

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### 3. Branch Officers Reports

#### A. Branch Chair – Alice Gent

This year we have continued to hold our events online to adapt to the circumstances presented by COVID-19 and like previous years we have continued to provide a programme of events covering a range of environmental topics to appeal to the different interests and specialities in which our members work. All of our webinars have been well received and attended by between 50 and 100+ people both in Scotland and from other branches and I am keen that we continue to offer these webinars free of charge to both members and non-members of CIWEM, to foster both the connections within the environmental community and the sharing of knowledge and experiences. We hope to have the opportunity for members to meet together at events and conferences in the future, to retain networking benefits which are currently missed in the current online formats.

I would also like to take this opportunity to note that after 5 years on the Scottish Branch committee and two of those years in the position of Chair, I have decided to step down due to a new leadership role which I have been offered at work and to which I am keen to ensure I dedicate my time in order to make it a success. Since joining the committee back in 2017, it has been wonderful to be involved with the work of CIWEM. These past 18 months have been challenging (in all aspects of life not just CIWEM!) – but it has presented us with opportunities to reach more people than ever before through the globally accessible webinars. However, I am leaving the Scottish Branch in the very capable hands of our dedicated committee members and I would like to thank each of them – particularly Oli and Aisling as Secretary and Programme Secretary, as all of the committee has given freely of their time to arrange the webinar events and I am keen to acknowledge all of the work which goes on behind the scenes in order to make these events happen.

Finally, I would like to thank our members and non-members in Scotland for your support of CIWEM. The aim and vision for the Scottish Branch going forward will remain the same as this year – to hold webinar events to connect with members and non-members in Scotland and beyond, to share projects and experiences

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across a range of topics from river restoration to waste water treatment to climate change resilience and I look forward to the continued success of the Scottish Branch into 2022.

B. Hon Treasurer – Iain McLachlan

Finance has been effectively static for the year with no sponsorship gained for the branch for 2020/21 but also no events costs. Therefore no income or expenditure. The branch is currently running at a deficit of £1,344. Which is an increase of approximately £1,900 when compared to the 2019/20 accounts.

The aim for the branch for 2021/22 should be to obtain sponsorship and gain some event income to balance the branch accounts.

C. Branch Secretary – Oliver Jarrett

Due to ongoing restrictions across 2020/21 the branch has stayed online only in line with guidance from HQ. The branch has hosted multiple events across the year via Zoom which have been very successful and well attended with positive feedback. Information provided on membership statistics can be found below in Appendix A. It should be noted that the total branch members have increased from 739 in Oct 2020 to 779 in Jun 2021.

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#### 4. Report on CIWEM headquarters activities

Barbara Woods provided details of upcoming events and aims for 2022 including aims for COP26 involvement that was due to be held in Glasgow and virtually where CIWEM will announce winner of the yearly Photography competition. Further information can be found on the CIWEM website or by contacting [barbara.woods@ciwem.org](mailto:barbara.woods@ciwem.org).

HQ had aimed to have 120-year celebration but COVID restrictions have stopped these going ahead. It was also highlighted how going digital had continued and how this had always been an aim with a great benefit of this change being that it has made events more accessible.

Membership team are working very hard but have moved all professional reviews to digital and they will keep this in post restrictions but still offer face to face interviews. They have also introduced a career network for mentor's platform and early careers network.

Current CIWEM President Nikki Roach has also started the CIWEM's podcast 'Let's Talk WEM'.

HQ's stance on events is that CIWEM are not looking to go to face-to-face meetings even in new year. Hybrid events being developed as well as digital 'social' events.

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Learning and Development team transitioned to virtual training including urban wellbeing, mentoring training and are now working with the EA to provide training for them on multiple subjects particular focusing on flooding.

5. Election of officers by nomination and seconds and show of hands vote at the AGM

- Aisling McGilloway elected as CIWEM Scottish Branch Chair 2020/21
- Iain McLachlan re-elected as Honorary Branch Treasurer
- Oliver Jarrett re-elected as Honorary Branch Secretary
- Mark Mackinlay elected as Programme secretary
- Vice Chair position remains vacant
- Two positions remain open on the committee. New members welcome and can join at any time.

2021-22 Committee Confirmed during AGM.

	2020-2021 outgoing committee	2021-2022 proposed committee
<b>Officers</b>		
Chair	Alice Gent	Aisling McGilloway
Past chair	Pippa van Kwijk	Alice Gent
Honorary treasurer	Iain McLachlan	Iain McLachlan
Honorary secretary	Oliver Jarrett	Oliver Jarrett
New members group chair	<i>Vacant</i>	<i>Vacant - (Next committee meeting)</i>
<b>Non-Officer roles</b>		
Senior vice chair	<i>Vacant</i>	<i>Vacant</i>
Vice chair	<i>Vacant</i>	<i>Vacant</i>
Junior vice chair	<i>Vacant</i>	<i>Vacant</i>
Branch rep with trustees	<i>Vacant</i>	<i>Vacant</i>
Ordinary committee member   Programme secretary	Aisling McGilloway	Mark Mackinlay
Ordinary committee member	Rick Haynes	Rick Haynes
Ordinary committee member	Christine Murray	Christine Murray
Ordinary committee member	Finlay Cameron	Finlay Cameron
Ordinary committee member	Charlotte Scott	Charlotte Scott
Ordinary committee member	Duncan Sharp	Duncan Sharp
Ordinary committee member	David Balmford	David Balmford
Ordinary committee member	Mark Mackinlay	<i>Vacant</i>
Ordinary committee member	<i>Vacant</i>	<i>Vacant</i>

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Ordinary committee member	<i>Vacant</i>	<i>Vacant</i>
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6. A.O.B.

Question asked of HQ (BW) on what CIWEMs current position is for in-person events/meetings?

HQ's current stance is that no face-to-face events should be happening, and all events/meetings should remain virtual until better clarity on the health and safety and risk assessments and how the institute should be managing branch events safely and robustly.

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## Appendix A – Scottish Branch Membership Statistics

Time Period	Branch / Group		Total Branch Members	Gender	
				Male	Female
22-Oct	Scottish Branch	All	779 (737)	537	239
22-Oct	Scottish Branch	UK based	758 (719)	525	230
22-Oct	Scottish Branch	International	21 (18)	12	9

- Total branch members have increased from 739 in Oct 2020 to 779 in Jun 2021
- 672 of those members are based in Scotland currently, 77 in England, 4 and 3 in Ni and Wales respectively and remaining members spread across 11 international countries
- 329 Chartered members
- 195 Student Members
- 85 Graduate members

### Age Ranges distribution:

Age Ranges	18-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75+
All	59	95	96	85	81	60	62	53	46	48	28	65
UK based	59	94	90	85	75	58	61	49	46	47	28	65
International	0	1	6	0	6	2	1	4	0	1	0	0

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### Membership Category Breakdown:

Total branch members	Membership Category											
	Associate ASSOC	Chartered Member CM	Environmental Partner EP	Fellow FELL	Graduate GRAD	Honorary Fellow Corporate HFC	Hoary Fellow HONF	Life member LIFE	MCIWE M NCM	Student STUD	Technician TECH	Non-Member NMI
779	13	329	8	42	85	1	7	27	67	195	1	4