

CIWEM Scottish Branch Annual General Meeting 2019

26 September 2019 | 3:00 pm
TIC Building,

Minutes of the CIWEM Annual General Meeting 2019

1. Attendance

Present: Pippa Van Kuijk (Chair), Iain McLachlan (Honorary treasurer), Alice Gent, Oliver Jarrett (Honorary secretary), Kjerstine Severinsen, Rick Hayes, Finlay Cameron, Aisling McGilloway, William Paton, Grant Murdie

Apologies: Matthew Brennan, Alision White, Neil McLean, Christine Murray, Ian Watt, Danielle King, Charlotte Scott

2. Introduction & Apologies

- Alice Gent went through members present and those sending their apologies. Noted the current chair Pippa was dialling into the meeting therefore Alice (Incoming Chair) led the AGM.

3. Minutes of previous AGM held on 26 November 2018 and matters arising

- No formal minutes found. Alice Gent provided the following summary – “2017/18 was noted as a successful year, reinvigorate branch by improving links with HQ, growing branch involvement while pushing key CIWEM issues such as flood risk, urban drainage and climate change”.

4. Matters arising since previous AGM

- GK ran through the actions raised during the previous AGM held – and with the exception of vacant position(s) of the WB Committee, all actions have been successfully closed out.

5. Chair’s report | Alice Gent (Incoming chair)

- The 2018/19 as seen a variety of successful events across the year. Incoming Chair hopes to build on the most popular types of events seen which have included site visits and smaller evening events. Previous action was to push using zoom, powwow teleconference capabilities to improve attendance. This is something the Chair is keen to pursue keenly across the 2019/20 programme.

6. Honorary secretary’s report | Oliver Jarrett

a. Annual General Meeting:

- The year commenced with the election of Pippa Van Kuijk to Branch Chair at the 2018 AGM, which was held on Monday 26 November 2018 at RPS Belford Road, Edinburgh.

b. Branch Events:

- There have been several events across the year including New Members events in both Edinburgh and Glasgow. Multiple events linked with UDG and AEECoW groups. A site visit to Musselburgh FPS in conjunction with East Lothian Council. As well as a social meet up as part of the Fringe festival in Edinburgh.
- CIWEM also attended the SNIFFER conference promoting membership to CIWEM and involvement in the Scottish branch.

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c. Membership:

- The secretary has at this stage been unable to confirm the number of members linked to the Scottish CIWEM Branch with HQ and how many are signed up to the mailing list for events and news. This is to be followed up.

ACTION: To contact HQ to confirm numbers of branch members | Secretary to follow up ASAP.

- Alice Gent noted that 2017 was last date for numbers, but unable to quote at AGM. These numbers will be sourced to help with rough idea of branch members. GDPR has affected knowledge of membership numbers and accessing the mailing list. Is the notification option via website hindering us?

d. Acknowledgements:

- Finally, the branch committee would like to thank everyone, both members and non-members, who volunteered their time and resources to assist with running of the branch and its activities, whether as organisers, speakers or sponsors.
- Is there a way of contacting members who haven't signed up first? HQ?

7. Treasurer's report Iain McLachlan

- It was noted by the treasurer that all finances are now centrally managed by CIWEM HQ.
- Branch balance stated as £2,072. AGM not reflected in this figure as this is to end of June and receive quarterly email reports.

ACTION: To contact HQ to follow up about finance | Iain McLachlan (MISSED).

Question asked by William Paton: 'How are payments now made for events etc and is there any limit to cost or process to have spending signed off?'

Answer: Treasurer stated that no money is managed locally by the branch anymore. Invoices are sent to contact at HQ where the payments team pay directly. Larger items or events cost are discussed with HQ first and will pay invoices. Alice Gent added that HQ will fund most events and even pay cancellation fee within reason if branch show event was advertised well but not expected uptake or event was cancelled due to bad weather. Treasurer also stated Branch Programme is sent to HQ start of year with an overall budget. Branch budget comes from a mixture of delegates and sponsors start of year and branch works from this total

8. Report on CIWEM headquarters activities

- Tim Simms, head of membership attended CIWEM branch events and presented within Scotland based consultancies. However, Tim has now left CIWEM. Sophie Dunajko is now the branches new contact at HQ regarding membership. Noted that Oliver Jarrett will be completing the new members presentation in place of someone from HQ at the New Members Event scheduled for after the AGM.
- Flagship Branch Event being run through HQ with Chinese government delegates visiting the UK. They will be looking to gain a better understanding on CIWEM's ideas on the circular economy and renewable energy. Activities for delegates in Scotland include visit to the Scotch Whiskey Research Institute to learn about innovations within the industry on water temperature and energy usage.

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- It was raised that one of the branches key aims for 2019 is to connect with other local branches such as Newcastle etc and put on joint or similar events. HQ will be required to help put the branch in touch with other committee members/contacts.
9. Election of officers by nomination and seconds and show of hands vote at the AGM
- Pippa Van Kuijk as outgoing chair proposes Alice Gent as incoming chair which is seconded by Oliver Jarrett (secretary). Pippa made it clear she will still be contactable across 2019/20.
 - Alice Gent elected as CIWEM Scottish Branch Chair with Pippa Van Kuijk moving to branch Past Chair.
 - Iain McLachlan happy to carry on as Honorary treasurer.
 - Oliver Jarrett happy to carry on as Honorary secretary.
 - Co-opted committee members Finlay Cameron and Aisling McGilloway proposed by Alice Gent to become official members of the committee. Seconded by Oliver. All in favour, Aisling and Finlay welcomed to the CIWEM Scottish branch Committee.
 - Matthew Brennan marked his interest in becoming Vice Chair. However as unable to make the AGM official acceptance will be postponed until next CIWEM Committee meeting.
 - New Members Rep –Alice Gent proposed that the New Members Rep is removed as an official role from the branch. Noted as not an official title from HQ so this has been removed from the Committee roles. All the committee will be responsible for encouraging participation from existing members and increasing membership through events.
 - Junior Vice Chair noted as vacant.
 - Kjerstine Severinsen happy to carry on as Social Media Rep. It was noted that all committee can have access LinkedIn, Gmail, re-posting. Iain M noted that all committee will need to be cautious with what branch accounts re-tweet or re-post.
ACTION: Oliver J to investigate tweetdeck app management of twitter account such as scheduled tweets, automatic retweets from HQ etc. Social media to be discussed in more detail at next meeting.
 - Aisling McGilloway duly elected as committee Programme Secretary – Supported by Alice Gent and Oliver Jarrett. Role explained as communicating the upcoming branch programme for the year to CIWEM HQ. Keep official programme records up to date and following up on events with committee members.
 - Finlay Cameron duly elected as committee University Rep – Supported by Alice Gent and Oliver Jarrett.
 - Finlay C noted catch up with Stirling University with previous committee member Danielle King. Key questions raised – What are CIWEM getting out of it? CIWEM approved courses for example that encourage membership and University gets some mentoring from CIWEM professionals. ACTION: Finlay to contact Danielle King and confirm any existing university contacts Glasgow, Heriot Watt, Edinburgh. Alice Gent noted that Duncan Sharp, who works closely with CIWEM committee is already working universities. ACTION: Alice to pass on contact details to Finlay C. Can CIWEM Catch students early encouraging involvement from student to graduation and into professional life?

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- Rivers and Costal Group contact current vacant. ACTION: Pippa Van Kuijk to follow up and confirm new contact
- Urban Drainage Group Contact confirmed post AGM as Alex Clapham. He is happy to be out initial contact when speaking to the UDG group regarding events etc.

Please find the confirmed 2019/20 Scottish branch Committee members and roles in the table below:

Chair	Alice Gent	Social Media Rep	Kjerstine Severinsen
Past Chair	Pippa van Kuijk	University Rep	Finlay Cameron
Treasurer	Iain McLachlan	Ordinary member	Rick Haynes
Secretary	Oliver Jarrett	Ordinary member	Neil McLean
Programme Secretary	Aisling McGilloway	Ordinary member	Charlotte Scott
<i>Vice Chair (TBC)</i>	Matthew Brennan	Ordinary member	Alison White

10. Upcoming programme

- Alice Gent detailed the current 2019/20 programme of events that are being planned. The majority of these events are planned as evening talks. Below is some further detail on events discussed between the wider committee:
- Project Scrap Book – Marine Society (UK Civil Air Patrol). Aim - Track down areas of litter across Scotland and create database for volunteer work/improvement in pollution for targeting. Utilised by SEPA for oil spill mapping, pollution mapping for type or pollution using image processing.
ACTION: Keen to do a talk with CIWEM, (Possible lunch/evening Webinar). Contact email from info@scrapbook.org.uk via Ella Standish. | Rick Haynes
- Barbara B? has expressed interest in doing an evening talk on SuDs and their link to Sewer for Scotland best practise.
ACTION: Follow up about talk on SuDS | Alice Gent
- Christine Murray who has previously been on the CIWEM committee has recently been involved in asset management relating to water quality and waste water quality within Scottish Water and has said that she has two willing speakers on this subject who would like to present at a CIWEM event.
ACTION: Follow up about talk on water quality & wastewater | Committee
- Alice G has a college within JBA Consulting Barry.Hankin@jbaconsulting.com who has been involved in an interesting project linked to National (Scotland) flood management in borders (Eddleston Water NFM) with opportunities for flood mapping, catchments studies etc.
ACTION: Alice G to follow up with Barry.

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- Simon Knott head of Naturally Compliant as well as head of AEECoW has suggested he would be available to present on Scottish wind farm regulation from a specific project in north of Scotland.
ACTION: Committee to follow up.
- Opportunity to get involved with the Scotch Whiskey Research Institute and learn more about their project on oak preservation and effects of climate change on the distilling process. Possibility of a site visit?
ACTION: Committee to follow up with James.Brosnan@swri.co.uk.
- New Members Events – Committee agreed these should carry on however a re-name/brand is in order to attract more attendees! It was noted that the title ‘Project summary sessions’ has been used in the past. Hope is to keep these as themed discussions evening. CIWEM Sessions suggested by Oliver J.
- The sign-up process online and requirement for registration with CIWEM website could put people off from attending. option.
ACTION: Follow up with HQ – Sign up process required?
- Possibility of a Joint event with S&H and ICE (Lynn Dowl - contact) raised. No theme decided upon currently.
ACTION: Committee to follow up.
- Christmas drinks social around environmental photo of the year award suggested. Photos around the room and short presentation on any topic has worked in the past. Link to digital due to the photos?
ACTION: Committee to follow up.
- Evening talk – Met office & SEPA based around climate change uplifts to rainfall 1km grid scale, sea levels. Rick H in contact with SEPA flood forecasting manager which could lead to Met Office contact.
ACTION: Rick H to follow up.
- CWMaG (Clean Water Modelling Advisory Group) linked event in Scotland in conjunction with CIWEM.
ACTION: Oliver J to investigate at yearly conference in Nottingham on October 2019
- Scottish Remote sensing working group – RSPB, SEPA, Environmental agency all involved in using sensing in technology advancements. Rick H on steering group and has contacts who could create an evening, talk around this subject.
ACTION: Rick H to follow up.
- Aisling McG suggested contacting – Dynamic Coast (Scotland’s NCCA) for a linked/themed event. Recently attended ecology in the pub event with interesting speakers.
ACTION: Aisling McG to follow up.
- Finlay C suggested a Ground water quality (landfill sites) mitigations to protect ground water themed event.
ACTION: Finlay C to follow up.
- Rick H raised the interesting topic of Nano Plastics – Deonie Allen (researcher) measuring it in Alps falling from sky. Pushing the science on this subject.
ACTION: Rick H to follow up.

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- SEPA – One Planet Prosperity goal raised as possibly opportunity to link in with CIWEM which also links into Sustainable growth goals within SEPA.
ACTION: Committee to follow up.
- Aisling McG who was involved in the Musselburgh FPS site visit event has suggested that a second site visit to see the next stages of the project. Noted as different from an evening event/lecture.
ACTION: PM already contacted but Aisling McG to follow up.
- BRANCH GOAL: Alice G Branch Chair noted that the aim for 2019/20 should be to put on events that interest and reinvigorate interaction with CIWEM for members all over Scotland. Group these ideas together and focus these events into viable options.
- Post AGM Note: Lots more option suggested and will need to be fed back to the Programme Secretary to note down with actions attached.

11. Any other business

- William P asked, 'how is the link with HQ, noted we have branch representatives as well as of committees?'. Alice G, Chair noted we do have a direct link with HQ which we feel we can use for support for all situations. Chair is able to attend quarterly meetings/calls with HQ and all other branch chairs.
ACTION: Are chair quarterly meetings minutes available?
- Further discussion on Branch involved and event attendance. Committee noted that as a branch we are battling for members time for events, so is the type of event going to change in future to allow involvement remotely.
- Plan for splitting events discussed. Hope is to try to cover Central Belt then move up to northern members and borders which is something branch needs to get better at. Branch need to take the initiative on getting remote dialling in better planned and log-ins set up for Zoom.
- 2019 Symposium Discussed – Suggested that for 2020 no Symposium is planned until a review of the 2019 event is held. Noted that a 2020 symposium isn't ruled out completely. Smaller events instead to be the focus as these have been well attended in the last 2 years.
- Aisling McG raised her involvement with the new 'Women in Flood Risk Group' and if they can support this year's Symposium.
ACTION: Aisling McG to follow up with Alice G on support for event
- Branch sponsors discussed. Decided that the 19/20 programme to be confirmed and circulated before end of the year before going forward for sponsorship requests.
ACTION: IM to prepare formal sponsorship request and wait for Aisling McG to confirm programme with Alice Gent

12. Date of next meeting

- September 2020

Meeting drawn to a close by Alice Gent