

CIWEM Welsh Branch Annual General Meeting 2021

Wednesday, 8th of September 2021 | 6:00 pm – 7:00 pm
Zoom (Remote)

Minutes of the CIWEM Annual General Meeting 2021

Attendance

Present: George Baker (GB), Alison Edwards (AE), Tracey Dunford (TD), Hayley Fisk (HF), Kathryn Hooley (KH), Bethlyn Jones (BJ), Jeremy Jones (JJ), Shunqi Pan (SP), Claire Scannell (CS), Beatriz Serato (BS), Barbara Woods (BW)

Apologies: Emma Coward (EC), Vicky Greest (VG), Melissa Mahavar-Snow (MMS), Beatriz Serato (BS)

1. Introduction and apologies

- GB opened the meeting, greeted participants and ran through meeting procedures, agenda items and clarified that the meeting would be recorded.
- GB provided brief run through of CIWEM Wales Branch activities across the 2020-2021 year, including the pitfalls and challenges of the global pandemic.

2. Minutes of previous AGM and matters arising

- Previous AGM Minutes were reviewed and accepted.
- GB ran through the actions raised during the previous AGM held – succession planning, per vacant position(s) on the WB Committee, and the need to spend banked funding in the Wales region. Decision made to remove actions, as these remain the same and can be addressed at local level.

3. Chair's report (GB)

- GB reported that much had been achieved by the WB Committee since the previous AGM was held, despite the global pandemic.
- Communication efforts with CIWEM HQ have been successful, and interaction with key stakeholders is on-going, with HQ representatives regularly attending CIWEM WB Committee Meetings to provide support and input. GB is lead in this respect.
- GB drew attention to the fact that the pandemic has been a challenge for all, and that the on-going effort of Committee Members is greatly appreciated.
- GB asked that WB Committee Members think about opting to take on roles within the Wales Branch Committee.
- EVENTS GROUP: Virtual event planning and delivery has been successful, with the WB Committee hosting (or co-hosting) 7 x events since the previous AGM, and events scheduled for the next 2 x months. Average attendance rate is 125 x people per event, with 200+ people checking in for the *Flooding in Wales* National Conference 2020 – in collaboration with ICE.
 - The CIWEM WB programme of events for the year ahead is progressing and will now need to consider COP26.
 - The collaborative ICE *Flooding in Wales* National Conference for 2021 is scheduled to begin on the 19th of October, in a web-based capacity.

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- Various Committee Members assume leading roles, with specific reference to policy response, new member activities, event organisation and promotion. All Committee Members were thanked for continued efforts by GB.
- **MEMBERSHIP GROUP:** The latest *Demographic Report* for CIWEM Wales Branch indicates that the branch has held member numbers and membership levels are rising; membership for the region currently stands at 492.
 - AE has continued to lead efforts at Dŵr Cymru Welsh Water in this respect, in encouraging members at work to progress within CIWEM.
 - COVID-19 has posed a threat in relation to being able to interact face-to-face, and this interaction is very much missed. Risk assessments will need to be completed until 2022.
- **POLICY GROUP:** GB reported that efforts have been made in relation to influencing environmental policy in Wales. GB thanked VG for her efforts on the NFM CIWEM policy statement.
- Recently, emails have begun to circulate in relation to consultations in Wales, with CIWEM WB considering a 'joint' response with the Wales Infrastructure Alliance.
- TD suggested that the WB Committee somehow captures information regarding useful networks and roles that can feed into the Committee's work in coming months. For example, BS is firmly linked with the *Rivers & Coastal* arena. **Action: Capture broader (network and roles) information within WB Contacts Spreadsheet | HF**

4. Treasurer's report (JJ)

- JJ thanked GB, as Chair, for his continued support to the WB Committee.
- JJ reported that the Wales Branch Committee balance sheet configured by HQ, indicates a healthy balance (standing at *circa* £9,000), with little outgoings and reduced expenses during lock-down. Again, the balance sheet for 2020-2021 has seen little activity.
- During the 2020-2021 period 'monies in' amounted to *circa* £750, generated from the *Flooding in Wales* National Conference for 2020, and a similar amount is expected to be generated in 2021, which brings buoyancy to the accounts, as in previous years.
- Total expenditure for the last 12 x months £445.00 (Annual Dinner loss). Balance (as of 01/01/2021) at £8,633 – compared with £9,078.00 (01/01/2020). Balance (as of 31/03/2021) at £9,383.

5. Honorary secretary's report (HF)

Written format – as read aloud by HF during meeting –

It has been another productive year for the CIWEM Wales Branch – despite the challenges posed by the global pandemic. We have managed to host or co-host around 8 x on-line events. While we are lucky in that our IT systems have managed to keep us in touch, I am certainly now looking forward to resuming 'normal' activities and meeting people again.

One thing that we have been successful at is promoting events on-line. For example, my own LinkedIn post for "Gwydir Reservoirs: The safe management of high-risk reservoirs, webinar" scheduled for a few days' time, has been viewed 505 times. Today's AGM has received 326 hits, and I am starting to track this activity as this could be useful information for the Committee in moving forward.

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Number of Committee members have remained stable, compared with the run-up of the 2020 AGM, when we said goodbye to a few Committee members. All Committee members are greatly valued. Unfortunately, we have received no nominations for key positions on the Committee – including the Secretary role, but I am committed to continuing this role until such time as an expression of interest in this role is received, and appreciate that people may not wish to be bogged down with administrative duties.

On a personal level, I have been pre-occupied with issues at home in the last 12 x months, so I would like to thank the Committee for their patience and support. Welcome back, Claire, nice to see you again, and thank you to George for assisting my role throughout 2021.

6. CIWEM HQ report (BW)

- BW thanked the CIWEM WB Committee for continued support and commitment to the organisation, stating that the events programme for Wales during the pandemic have been particularly impressive, with themes following local, national and international topical causes.
- The Membership Team at HQ have been busy, and many virtual Chartership interviews have been held, this is likely to continue to be the case for some time post lock-down, although it is hoped that plans for face-to-face meetings can begin.
- Lots of opportunities have been created for CPD during the lock-down period, and interactive platforms have been utilised, including the *Hopin Virtual Platform*. The 'Let's Talk WEM' podcast, lead by Niki Roach (CIWEM President) has been launched.
- CIWEM HQ is aiming to operate a reconfigured CRM system and website to reduce admin time and duplication of information.
- TD pointed out that some training offered by CIWEM HQ can be England-centric, and (therefore) not relevant to all attendees. BW made a note of this.
- BW stated that articles can be sent in to HQ for publication in many of the CIWEM journals, and encouraged Committee Members to think about this.

7. Announcement of Chairperson

- Committee Members agreed that GB should continue to remain in the Chair.
- GK automatically continues to hold the title of "Immediate Past Chair".
- JJ nominated to remain Treasurer by the Wales Branch Committee as a whole.
- HF nominated to remain Honorary Secretary by the Wales Branch Committee as a whole.
- Committee Members agreed that CS be accepted on to the Wales Branch Committee as an Ordinary Committee Member. Nominated by JJ – seconded by TD.
- Decision on Vice Chair (and other vacant positions) remain 'on hold'.

9. Member issues

- No Committee Members have opted to stand down.

10. Any other business

- BW praised Wales Branch Committee in its successes to date. GB (Chair), JJ (Treasurer), HF (Honorary Secretary) – are all happy to remain in position, given that these positions were not challenged.

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- GB suggested that future committee meetings be held every 6 x weeks. This was agreeable to Committee Members.
- Some discussion around face-to-face meetings, but this seems unlikely to happen in the near future, unless held outside. Further thought required.

11. Date of next meeting

- TBC | GB & HF