

## CIWEM Welsh Branch Annual General Meeting 2020

Wednesday, 29 July 2020 | 6:00 pm – 7:00 pm BST

Via webinar

### Minutes of the CIWEM Annual General Meeting 2020

#### 1. Attendance

Present: George Baker (GB), Peter Bennett (PB), Tracey Dunford (TD), Hayley Fisk (HF), Vicky Greest (VG), Kathryn Hooley (KH), Bethlyn Jones (BJ), Jeremy Jones (JJ), Mike Jones (MJ), Gwion Kennard (GK), Beatriz Serato (BS), Barbara Woods (BW), 2 x CIWEM Guest Members

Apologies: Alison Edwards (AE), Melissa Mahavar-Snow (MMS), Caspar Probert (CP)

#### 2. Welcome and introduction

- GB opened the meeting and participants introduced themselves for the benefit of CIWEM Guest Members.
- GB provided brief run through of CIWEM Wales Branch activities across the 2019-2020 year, including the pitfalls and challenges of the global pandemic.

#### 3. Minutes of previous AGM

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

#### 4. Matters arising since previous AGM

- GB ran through the actions raised during the previous AGM held – and with the exception of vacant position(s) of the WB Committee, and the need to spend banked funding in the Wales region, all actions have been successfully closed out.

#### 5. Chair's report (GK)

- GB reported that much had been achieved by the WB Committee since the previous AGM was held.
- The *CIWEM Wales Branch Business Plan (2018-2021)* is now due for review, following the implementation of many actions proposed by the previous Chair, GK, to whom the current Chair, GB expressed gratitude for providing a longer term strategic vision for CIWEM in Wales.
- 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.
- EVENTS GROUP: Event planning and delivery has been successful and MMS given a special thanks for making this happen. The projected calendar is progressing nicely – despite COVID-19 – and in some respects on-line workshops and events have become more successful as a result of lockdown, with over 200 attendees at a time.
  - The CIWEM WB Annual Dinner was unfortunately postponed due to lockdown, and no further plans have been made, as yet.

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- The collaborative ICE *Flooding in Wales* National Conference has been re-scheduled for the 14<sup>th</sup> of October, in a web-based capacity.
- Pre-lockdown, the Port Talbot *Study Day* exploring the fish pass, water management and local coastal protection projects was extremely successful.
- The *National Flood Risk Management Conference* has been postponed indefinitely, and it is hoped that this can be held in 2021, following the easing of restrictions, per COVID-19.
- **MEMBERSHIP GROUP:** GB reported that CIWEM Members can now register as mentors in guiding others through routes to membership.
- AE is leading efforts at Dŵr Cymru Welsh Water in this respect, in encouraging members to work towards Chartership – involving *circa* 40 x members of staff.
- COVID-19 is posing a threat in relation to being able to interact face-to-face with CIWEM members beyond the Wales Branch Committee, and GB stated that time for reflection will be needed in relation to how things can be done in the future, especially in relation to interaction involving existing members and recruitment of new members.
- **POLICY GROUP:** GB reported that efforts been made in relation to influencing environmental policy frameworks in Wales, including participation per the draft *National Strategy for Flood & Coastal Erosion* and *TAN 15 : Development & Flood Risk*. Further opportunities for comment will be identified in this respect.
- JJ described how direct influence has been happening in relation to the *Wales Infrastructure Alliance*, bringing the Wales Branch Committee into contact with relevant Welsh Ministers and other interest (including engineering) groups, such as *Construction Excellence Wales*.
- TD reported that the consultation is now open for participation and comment per the drafting of the *Water Company Water Resources Planning Guideline* lead by the Environment Agency (in collaboration with OfWat and Natural Resources Wales).

### 6. Honorary secretary's report (HF)

Written format – as read aloud by HF during meeting – *It has been a proactive and productive year for the CIWEM Wales Branch – notwithstanding, of course, unforeseen operational disruption in relation to COVID-19. The Branch has responded effortlessly, since we were already taking full advantage of ICT systems prior to lockdown, which was driven by our previous Chair – thank you, Gwion!*

*Sadly, the Annual Dinner has been postponed – apologies, Melissa, and we fully appreciate your relentless hard work... our plans for events are beginning to pick up again (virtually) and this is great news for members wishing to add value to their personal professional programmes. This could not be achieved without the consistent input of Alison, Vicky, Kathryn and Bethlyn.*

*As a Branch we are very capable in adapting to the current changing (global) situation regarding the pandemic. Caspar, Jeremy (and others) provide additional value in establishing Wales-wide infrastructure links at strategic level which is fully considered at committee level.*

*Shunqi – it's been great having you on board to re-assert the academic aspect of what the Wales Branch Committee is looking to achieve.... and Beatriz – we always welcome the perspective of rivers and coasts, please keep up the good work!*

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*We would like to assure our members that we are all committed to identifying new ideas in order to work in new ways. Thank you to everybody for all of your efforts, which is gratefully received, as always – and thank you to George, our current Chair for supporting my role (as Secretary)!*

- GB endorsed the Secretary's Report and reiterated thanks to the WB Committee for efforts made – including thanks to HF for efforts as Secretary in support of the role of Chair.

### 7. Treasurer's report (JJ)

- JJ reported that for the first time, the Wales Branch Committee balance sheet has been configured by HQ, and that with the loss of the Annual Dinner, the balance sheet has seen little activity over the 2019-2020 financial period, with reference also to the global pandemic situation.
- JJ reported that there are no concerns at present regarding financial matters for the Wales Branch Committee, and that a surplus remains, but also conceded that it is difficult to spend funds during a lockdown situation.
- JJ explained that CIWEM WB monies are held in deposit by CIWEM HQ and guaranteed by Terry Fuller (CEO). CIWEM WB invoices are signed off by CIWEM HQ.
- JJ reported that the overarching plan (at local level) is to 'give something back' to new members in that funding shall be deployed to subsidise events in this respect.
- Total income (YTD) £1,408.00. Total expenditure (YTD) £218.00. Balance (as of 31/12/2020) at £9,078.00 – compared with £7,888.00 (01/01/2020).  
**Action: How do we spend it? | All**
- Flooding conference (in collaboration with ICE) reported by JJ to be key in sustaining financial buoyancy in recent years – as previously reported.

### 8. Announcement of Chairperson

- Committee Members agreed that GB should continue to remain in the Chair. Nominated by GK – seconded by JJ.
- 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 Secretary by the Wales Branch Committee as a whole.
- Committee Members agreed that KH be accepted on to the Wales Branch Committee as an Ordinary Committee Member. Nominated by GB – seconded by VG [and] TD.
- Decision on Vice Chair nomination to remain 'on hold'.

**Action: identify candidates for Vice Chair position for succession planning purposes | GB**

### 9. Member issues

- The following Committee Members had opted to stand down:  
Gareth Griffiths.

### 10. Any other business

- GB praised Wales Branch Committee in its successes to date – making specific reference to the respected roles of various Committee Members and stated that he would continue to make every effort to ensure the success of the Wales Branch Committee.



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### 11. Date of next meeting

- Skype meeting – TBC | [GB & HF](#)