

CIWEM Welsh Branch Annual General Meeting 2019

Tuesday, 21 May 2019 | 6:00 pm – 7:00 pm
Atkins, Cardiff

Minutes of the CIWEM Annual General Meeting 2019

1. Attendance

Present: George Baker (GB), Alison Edwards (AE), Hayley Fisk (HF), Graham Hillier (GH), Bethlyn Jones (BJ), Jeremy Jones (JJ), Gwion Kennard (GK), Melissa Mahavar-Snow (MMS), 2 x CIWEM Guest Members

Apologies: Tracey Dunford (TD), Matt Jeffes (MJ), Caspar Probert (CP), Beatriz Serato (BS)

2. Welcome and introduction

- GK opened the meeting and participants introduced themselves for the benefit of CIWEM Guest Members.
- GK provided brief run through of health and safety procedures of building.

3. Minutes of previous AGM

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

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 (GK)

- GK 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 complete and its functional elements are being implemented – the document is considered to be “working” as V.6 – the overall objective being to shape the strategic direction of the CIWEM Wales Branch in the long-term.
- Communication efforts with CIWEM HQ have been successful, and interaction with key stakeholders such as Terry Fuller and Barbara Woods is on-going. It was reported that the CIWEM WB had been praised by the Terry Fuller (CEO) in relation to good practice – and it is noted that the CIWEM WB is also making a contribution to the broader CIWEM agenda primarily in relation to policy responses and grass-roots projects in developing countries.
- EVENTS GROUP: Event planning and delivery has been successful and TD given a special thanks for making this happen. MMS is now event lead, and the projected calendar is progressing nicely – incorporating a range of topics and disciplines. The CIWEM WB Annual Dinner is scheduled for the 27th of September 2019 at the Royal Hotel in Cardiff.
- NEW MEMBERS' GROUP: Mentoring training has been completed by Committee Members and the mentoring process is underway. AE is the lead in this respect, and a register of mentors is under configuration, currently, HF is mentoring a prospective Chartered Member.

CIWEM Welsh Branch Annual General Meeting 2019

Tuesday, 21 May 2019 | 6:00 pm – 7:00 pm

Atkins, Cardiff

- **POLICY GROUP:** Much has been achieved in relation to influencing environmental policy frameworks in Wales, including participation per the National Marine Plan and the Wales Infrastructure Alliance and further opportunities have been identified in this respect.
- A “communities” website is now established and accessible, making provision for useful links, key contact information and guidance documents.
- The WB Committee has moved forward in embracing technological solutions over the past 12 x months which has facilitated inclusion and diversity. Skype meetings have been successful and CIWEM Wales Branch hosted a live event in collaboration with Cardiff University.
- Attracting new members to the CIWEM Wales Branch will be a priority (as before) for the 2019-2020 period. Demographic data is now available to assist this process to target future growth.

6. Honorary secretary’s report (HK)

- Email format – sent by HF (21/05/2018) to Committee Members and read aloud during meeting – *It has been another busy year for the CIWEM Wales Branch, and many positives along the way. Unfortunately, we have lost some long-standing (and committed) members from the Committee, but we have also gained new members who are proving to be a great asset – this has helped boost morale and get things moving forward with a sense of refreshed purpose. We would like to thank Tracey for all of her input over the years, and would like to reassure her that we will do all we can to maintain the good work and working relationships that she has brought to the branch. Melissa is doing a fantastic job in this respect and we should all commit to assisting her in making the up-coming events a success. Currently, I am the existing Secretary and am enjoying the role. I have struggled with time a little since the New Year, but this is changing for me, as I am now realigning my company and I am able to be flexible in relation to meetings, events and mentoring support moving forward. I would like to stand again for this position, but (in the interested of fairness) I am more than happy to be challenged in this respect and pass this responsibility on. Either way, I would like to thank everyone for making me feel welcome as a new member, and hopefully, we can achieve a lot more in coming months. Diolch.*
- GK 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)

- Balance sheet distributed running from January 2018 to January 2019 detailing a profit of *circa* £1,500 for this financial period.
- Current balance stands at £16,497 compared with £15,409 on the same date for the previous year. Accounts status reported by JJ to be stable.
- 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.
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.

CIWEM Welsh Branch Annual General Meeting 2019

Tuesday, 21 May 2019 | 6:00 pm – 7:00 pm
Atkins, Cardiff

8. Announcement of Chairperson

- Committee Members agreed that GB (nominated) should assume role as Chair. Nominated by MMS – seconded by AE.
- GK automatically assumed role of “Immediate Past Chair”.
- JJ nominated to remain Treasurer by GK – seconded by GB.
- HF nominated to remain Secretary by JJ – seconded by MMS.
- 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:
Tracey Dunford
Michaela Bray
Euan Hampton
Matt Jeffes
Graham Hillier.
- HF opted to internally switch to the Policy Group from the New Members’ – this move was accepted by Group Leaders.
- GK gave assurances that the Chair ‘handover’ processes would be undertaken in a timely and effective manner in order to assist GB in his new role.

Action: implement handover process for Chair position | GK

- Some interest was noted in Guest Members becoming part of the WB Committee.

Action: follow up with Guest Members to ascertain level of interest | GB

10. Any other business

- GK praised Wales Branch Committee in its successes to date – making specific reference to the respected roles of various Committee Members.
- GK thanked all Committee Members in supporting the *Wales Branch Business Plan (2018-2021)* which is now operational and having a positive impact on progression in the region.
- GB thanked GK for his efforts in the last year and stated that he would make every effort in hopefully achieving the same in his role as Chair.

11. Date of next meeting

- Skype meeting – TBC | GB & HF