

Minutes of CIWEM annual general meeting

The annual general meeting of the institution was held by Zoom on Tuesday 6 October 2020 at 15:00.

Present were: Paul Seeley, chair of the trustee board, in the chair and 58 corporate members.

The chair welcomed everyone to the meeting.

Notice

The notice convening the meeting was:

At the Trustee Board meeting of 14 May 2020, the Trustees endorsed a plan to run a virtual Annual General Meeting for 2020 on the scheduled date of 16 July 2020. Due to delays this date needed to be moved to 6 October 2020. The Trustee Board also agreed that there is no reason to amend the Bye-Laws which govern the management of Annual General Meetings because of the sound argument that individuals attending "in person" would also cover the case of virtual attendance if those individuals are able take part in the discussion and vote. We will also record the circumstances under which the AGM takes place.

At the meeting this was taken as read.

Apologies for absence

No apologies for absence had been received.

No-one had given proxies to the chair.

Minutes of the annual general meeting held on 11 July 2019

On the proposal of Niki Roach, seconded by David Wickens:

It was RESOLVED that the minutes of the annual general meeting of the institution

held on 11 July 2019 be approved as a correct record of the meeting and signed by the chair.

The voting result was:

For:	65%
Against:	0%
Abstentions:	35%

Annual report

The chair advised that the annual report describes the work undertaken by the institution during the year in accordance with the agreed five-year corporate plan.

The chair invited questions from the floor. There were no questions.

Accounts and Audit for the year ended 31 December 2019

Aaron Burton, the honorary treasurer, presented a resumé of the significant items in the accounts. He then invited questions from the floor. There were none.

The honorary treasurer commented that the auditors' opinion of the accounts is unqualified and requested it be taken as read.

On the proposal of Aaron Burton, seconded by Andy Dunn:

It was RESOLVED that the annual report and accounts for the year ended 31st December 2019 and the report of the auditors thereon, be received.

The voting result was:

For:	83%
Against:	0%
Abstentions:	17%

Appointment of auditors

The honorary treasurer advised that the proposal is to appoint Moore Kingston Smith as the institution's auditors for 2020 and to undertake the institution's audit for 2020.

On the proposal of Aaron Burton, seconded by David McHugh:

It was RESOLVED that Moore Kingston Smith, Devonshire House, 60 Goswell Road, London EC1M 7AD, be appointed to continue as the institution's auditors for the accounts for 2019 and that the trustee board is authorised to fix the remuneration of the auditors.

Declaration of trustee board members for the year

The chair declared the new appointments to the trustee board, which will take place from date of the AGM:

1. Nicholas Bowden
2. Peter Brooks
3. Nicky Cunningham
4. John Curtin
5. Matthew Jack

Abridged biographies, which had been circulated with the notice for the meeting were presented.

There were no re-appointments to the trustee board.

Janice McKenna and Luciana Wong resigned during the year and Aaron Burton and Roger Falconer retire at the end of the AGM.

The resulting composition of the trustee board from the date of the AGM will be:

Trustees

Paul Seeley (Chairman)
Niki Roach (President)
Stephanie Campbell
Joanna Cochrane
Shaun Nicholson
Stephen Thompsett
Claudia David
Andrew Chang
Andy Dunn
Eilish Kavanagh
Nicholas Bowden
Peter Brooks
Nicky Cunningham
John Curtin
Matthew Jack

Co-Opted:

David Wickens
David McHugh
Roger Falconer

Independent chair of CIWEM's Remuneration Committee:

David Wilkes

In addition to the trustees two early career professionals will be invited to observe at trustee board meetings:

Sian Leake
Emily Shipton

REPORT FROM CHAIR OF THE BOARD

Paul Seeley

Trustee Board Chairman

6 October 2020

This overview is for the calendar year 2019 and the many steps forward that CIWEM has taken over the period. However it would be wrong of me not to mention Covid 19 and the significant impact this has had on the Institution since March 2020 – more on this later.

2019 saw several opportunities for CIWEM to be at the forefront on policy and our ability to make an impact with Government. We introduced the Climate and Ecological Emergency Pledge and went further with a pledge for CIWEM to become carbon neutral by 2030. A great aspiration and one worthy of this Institution and one we are capable of delivering. CIWEM has been looking for opportunities to grow commercial activity and we were delighted when we had the opportunity to purchase Flood and Coast during the year. This presents the Institution with a premier event which will enable us to headline key activities and promote the benefits of membership to a wider audience – approximately 5,000 delegates attend this event. We also secured a 10 year contract with Water UK to deliver training to the UK Water Companies on SUDs.

The staff, Executive Team and all of those members who volunteer are to be congratulated for delivering a successful year with growth in membership, professional reviews and C.Wem registration. We held the annual dinner at Drapers Hall, marked the 70th year of the Rivers and Coastal Group and held the Urban Drainage Group conference in

Nottingham. Several on line events were also held which enabled CIWEM to reach out to a larger audience and associated new membership opportunities. Our Branches network and key groups continue to go from strength to strength. The Board held its September meeting in Cork, Ireland where we had the pleasure of meeting the local branch and welcoming David McHugh into the role of President for the year.

During the year we re-negotiated our banking facility including the loans against the property at Saffron Hill. This required a re-evaluation of the property and as may be seen in the accounts the valuation caused an impairment loss of £1.76m compared with the original valuation undertaken at the time of construction. However the bank has approved the new financial agreement and CIWEM will be able to continue to operate out of Saffron Hill. It is also fair to state that what goes down can also recover and this is likely to occur over future years.

We have seen four retirements from the Trustee Board during the year – Janice McKenna, Aaron Burton, Luciana Wong and Roger Falconer. Angela Gray has also come to the end of her term. I would like to take this opportunity to thank all Trustee Board members for their input over the year. In particular both Roger and Angela for their participation with PSC and their tireless work in making sure the Institution maintains its high professional standards. We have also seen some very long serving committee members retire. Peter Jones retired from Commercial Services Ltd Board after nearly 20 years. John Manners and Ken Shapland also retired from pivotal roles on the Professional Standards Committee where they served for many years. CIWEM is very appreciative of what these three

volunteers and many others have done to promote our organisation.

We also say farewell to Frank Liddell today. Frank is the Company Secretary and has sat on the Trustee Board providing legal advice and direction. He has been instrumental in driving changes to our Regulations and Charity Governance Code with the Charity Commission. We wish Frank many happy years in retirement. We welcome Rachael Bliss to the Board as Company Secretary. Rachael is CIWEM's Director of Operations and I am certain will continue to drive the legal issues forward positively.

We welcome today new trustee Board Members, Peter Brooks from New Zealand, Nicki Cunningham, John Curtin, Nicholas Howden and Matthew Jack. We also welcome two new young professionals as observers -Sian Leake and Emily Shipton. The abridged biographies were included in your AGM pack for everyone except the young professionals. Sian Leake is an Environmental Scientist at Arup focusing primarily on the water environment but continues to be involved in wider environmental projects. Emily Shipton is a modelling and forecasting Advisor at the Environment Agency and delivered on a number of flood risk projects both in her role at the EA and previously in her role at a consultancy.

We also welcome two new Honorary Fellows. Sarah Venning is the Chief Executive of Northern Ireland Water and Dr Mark Fletcher is Director of Global Water at Arup. Welcome to you both and we hope that in the near future we can present you with your award.

As mentioned at the outset Covid 19 has been challenging for everyone and CIWEM as an entity has been affected by

lockdown since March 2020. The Executive have done an excellent job managing to set up home working for all staff. Where possible staff have been redeployed and their skill sets made use of in other key areas and this was balanced with the Government Furlough scheme which involved 7 of our staff. It is a credit to Terry Fuller and the staff that CIWEM has continued to function on a day to day basis. The commercial arm of CIWEM has seen the greatest downturn with no use of facilities at Saffron Hill and the cancellation of all physical events. We have seen an increase with online training and webinars and this will be an area for growth going forward.

On a positive note the annual audit has been carried out and the Auditors required proof that CIWEM was considered viable and would continue to operate as a going concern – despite the impact of Covid 19 - for at least the next 18 months. I am pleased to report that this was signed off and approved by them.

At the time of this AGM we have just reopened Saffron Hill for external hire and as an office facility for those staff who wish to return. The Executive Team will be ensuring that all staff are kept as safe and secure as possible and that general health and wellbeing is paramount. Our staff are our greatest asset and it is imperative that everyone remains healthy – physically and mentally.

CIWEM will continue to work to grow our membership, enhance our publications and training facilities. We will look for opportunities to grow commercial income and hopefully over 2021 return the Institution to a more secure financial footing.

Finally I would like to sign off by thanking everyone for their continued support of CIWEM and to all staff, volunteers, members and your families – stay safe and lets hope 2021 brings improvements for us all.

REPORT FROM THE EXECUTIVE

Terry Fuller

Chief Executive

6 October 2020

I would like to begin where Paul left off by acknowledging the huge amount of support that our volunteers give to CIWEM. We simply cannot run our Institution without you.

As we celebrate our 125th birthday this year I want to express thanks for the many millions of hours given so freely over that time.

125 years ago, CIWEM was founded upon the need to address a public health crisis of the time – safe sanitary conditions for all. This picture depicts the 'Great Stink' in London where sewage was freely discharged into the River Thames.

Bazalgette had supplied a collector sewer but we had no way of treating that sewerage adequately before sending it out to the estuary, only for it to be brought back up the river on the incoming tide. Our forebears were some of the early pioneers of biological and chemical treatment of wastewater.

We celebrate our birthday in a year in which we face another public health crisis. Different times and different circumstances but nevertheless a reminder of the fragility of people and our environment and the

importance of having organisations like CIWEM to offer support and care for both.

The complexities of the environmental impact of the pandemic' and the opportunities presented by it, reinforce my belief that CIWEM's breadth of capability places us in the strongest position when measured against other professional institutions. It also reminds us of how vital it is that we continue to grow and adapt.

With this in mind I would like to share with you two significant activities in 2021 that are going to enable the change that it is needed to ensure CIWEM remains at the forefront of tackling the climate and ecological emergencies.

Our current organisational strategy runs until the end of 2021 and so we will shortly embark upon a full review. The core principles of our current strategy have served us well and I suspect that many of these will endure. However, much has changed in the world around us over the life of this strategy including the global appreciation of the urgency with which we must address our changed and changing climate and the continued threat to our ecosystems.

I have gone on record many times to say how important it is that we mobilise a community that truly reflects the diversity of the people around us. This is the only way that we will meet the challenges that we face and so it is essential that we build our new strategy through wide engagement with our members and other stakeholders.

And so I have an appeal to make to you, a personal pledge to make to you and a challenge for you.

My appeal to you now is for you to get curious about the development of our strategy and actively seek involvement. My pledge to you is that everyone is welcome to play their part and every perspective and contribution is valuable to us. My challenge to each of us is to find at least one person that we know who has a completely different background to ourselves and we suspect sees the world differently and encourage them to participate in CIWEM's activities. This might be uncomfortable for us – human beings tend to gravitate to people like themselves. But therein lies a problem, so let's truly value difference and encourage it.

Whilst the climate and ecological emergency will drive the direction of our strategy it is our 'Digital First' transformation that will create the way in which we will deliver our ambitions.

Digital First is the name that we have given to our project to develop the use digital technology in supporting our aims.

We have made a good start on the development of our digital services this year. The restrictions of the pandemic have been helpful in accelerating the ambitions we already had for expanding our web-based access to events, training and for undertaking professional review interviews. This was never about technology, we had invested in this some time ago. The difference has come from people's increased willingness to embrace digital media.

This gives us a great platform for the next phase of our digital first project next year. This will include seeking out how our members would like to interact with CIWEM and each other. We will undertake

a full review of the digital systems that would enable us to be more connected and ensure that when you do connect with us it is a pleasant and helpful experience and inspires you to take advantage of what we have to offer. We will look at how our digital offering can improve our influence so we can play our part in meeting the climate and ecological emergencies.

In conclusion

My single most important message to you today is to get involved with the development of our strategy and digital transformation and encourage people around you to do the same.

Next year will continue to bring us challenges and a great deal of uncertainty but we cannot allow this to bring about stasis. The climate and ecological emergencies are just that – emergencies. The very nature of CIWEM and the expectations of our members mean that we have an absolute responsibility to navigate around any challenges that might distract us and make progress and that is what we will do.

Vote of thanks

The chair, Paul Seeley gave a vote of thanks to all those attending the meeting, to his fellow trustees and members of the board.

The chair declared the annual general meeting closed.