



The Chartered Institution of Water and Environmental Management

To: Members of the Chartered Institution of Water and Environmental Management

Notice of ANNUAL GENERAL MEETING 2020

To be held on
Tuesday, 6 October 2020 at 15:00
By Video Conference

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.

All members of CIWEM are invited to attend and to participate in the proceedings at the AGM. Only individual (referred to as "corporate") members present, who are neither suspended from membership nor more than three months in arrears with their subscription, are entitled to vote and to be recognised for the purpose of determining whether a quorum is present.

AGENDA

1. **The notice convening the meeting** will be taken as read.
2. **Apologies for absence**
3. **Approval of Minutes** of Annual General Meeting of CIWEM held on Thursday, 11 July 2019
(The minutes can be accessed at [this link](#))
4. **Annual Report and Financial Statements for the year ended 31 December 2019**
(The annual report can be accessed at [this link](#))
 - 4.1. Paul Seeley, Chair, to present the Report of the Trustee Board
 - 4.2. Aaron Burton, Honorary Treasurer to present the accounts for the year ended 31 December 2019.
 - 4.3. Aaron Burton, Honorary Treasurer to present the Report of the Auditors to the meeting and propose that the Report of the Trustee Board, the Accounts for the year ended 31 December 2019 and the Report of the Auditors thereon, be received
5. **Appointment of Auditors**
 - 5.1. Aaron Burton, to propose that Moore Kingston Smith, Devonshire House, 60 Goswell Road, EC1M 7AD be appointed as the Institution's auditors to hold office from the conclusion of this meeting.

- 5.2. Aaron Burton, to propose that the Trustee Board be authorised to fix the remuneration of the auditors.

7. Declaration of Trustee Board members for the year

Declaration of new appointments to the Trustee Board
(the abridged biographies of new Board members can accessed at [this link](#))

Peter Brooks	Nicky Cunningham
John Curtin	Nicholas Howden
Matthew Jack	

Janice McKenna and Luciana Wong resigned during the year and Aaron Burton and Roger Falconer retire at the end of the AGM. David McHugh retires following his year in office as President. Roger and David will be co-opted to the Trustee Board.

The resulting composition of the Trustee Board from 6 October 2020, (as at the date of printing of this Notice) will be:

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

David Wickens (Co-opted)
David McHugh (Co-opted)
Roger Falconer (Co-opted)

David Wilkes – Independent Chair of CIWEM’s Remuneration Committee

8. Report from the Chair of the Board and Executive

To receive a report from Paul Seeley, Chair of the Trustee Board on the activities of the Trustee Board for 2019-2020.

9. Votes of Thanks

By Order of the Trustees

ENDS

Following the conclusion of the formal business of the AGM there will be report from Terry Fuller CEO on how we are doing at the moment titled ‘Managing our way through difficult times and creating a better normal.

Online meeting registration and joining instructions

This webinar will be hosted on the Zoom platform. All CIWEM members can register for the event at the link provided below:

https://ciwemvenue.zoom.us/webinar/register/WN_4fA3b9m-SdWAUr8ew5lIVg

Please register at least 24 hours before the event to ensure that your booking details are confirmed and sent to you before the webinar begins. You will receive an email with joining instructions after you have successfully registered for the event and the registration has been approved by the CIWEM team. If you have any questions about your booking, please contact events@ciwem.org.

If you cannot join the event on 6th October, the session will be recorded and posted to the CIWEM website at the link provided below:

<https://www.ciwem.org/events/ciwem-annual-general-meeting-2020-webinar>