

**MINUTES OF SOUTHERN BRANCH ANNUAL GENERAL MEETING. NATIONAL TRUST, DAPDUNE WHARF, GUILDFORD. SURREY. THURSDAY 19 JUNE 2008**



**1. Welcome.**

The Chairman AC, welcomed the Institute's President (Tony Sharp), Vice President (Steve Spender) and 15 members and guests to the AGM.

**2. Apologies**

Received from Nia Griffiths, Graham Hodgson, Billy Gooch, Phillip Herring, Tracey Elms and Gerald Cole, all of whom sent good wishes to the meeting.

**3. Minutes of 2007 Annual General Meeting**

Circulated. **Proposed by Chris Stark, Seconded Grahame Bath** they are accepted as a true record. Agreed unanimously

**4. Matters Arising**

There were no matters arising that were not covered in the agenda.

**5. President's Address**

Tony Sharp thanked the Committee for inviting him to attend in his role as President, expressing the hope that he will be able to attend future events held by the Branch. He also congratulated the Branch on its continuing success which led to active participants leading to a stronger organisation. Nationally, the Institute was stable and maintaining its membership levels despite retirements and the like.

The previously mentioned partnership with 'Highways' was good with the Institute's dedicated pages an additional means of providing additional information to members. The Institute's participation in major Professional Certifications was still ongoing thus adding to Traffic Signal Development, Traffic Sign Design and the Motor cycling Guide Lines with more in the pipeline.

The Institute had now awarded its first CEng and had recently been audited by the EC which had allowed a further year's accreditation. The web site had recently been revamped which allowed greater level of access by HQ staff which in turn ensured its currency. There were also Branch sub-sites available and it was planned to introduce Technical Forums.

In response to questions from delegates, Tony indicated that the name of the Institute was under consideration now that both Chartered and Incorporated qualifications were granted and this would be going for 'public' consultation in the near future. He stressed, that this was purely a debate and no decision would be made without the fullest consultation with members.

**6. Chairman's Report**

(a) Chairman reported the following activities since the last AGM:-

**17September 2007 – Operation Orpheus**

An excellent and illustrative report on the major incident exercise, Operation Orpheus that was held in the Dartford Crossing Tunnel in June the previous year. This presentation outlined the background arrangements necessary to hold this project without causing inconvenience to road users.

Nineteen branch members attended and we are grateful to Andy Mack of Le Tunnel Ltd. for making the presentation and to Ringway Infrastructure Services Ltd. for kindly hosting the event.

### **17 October 2007 – Ground Surveys**

With the warning that at least 77 road workers were either killed or injured in 2005/6 the scene was set for this informative presentation which highlighted the hazards that exist if correct procedures are not adopted when opening roads.

A total of 25 delegates attended this event and we are grateful to Nigel Knowles of Geotec Limited for taking the time out to make this presentation.

### **23 November 2007 – Wine & Wisdom**

Our annual Charity event that this time provided £700.00 for a locally based children's charity, Cherry Trees in Guildford. This event is now a regular in Southern's activities which, as well as providing much needed income for the chosen charity also provides good publicity for the Branch and Institute.

Though only 11 teams took part (out of an availability of 14) the amount raised was impressive thanks to the generosity of the participants.

### **10 January 2007 – Career Development 'mini' – Seminar**

This was the first of two such events that were held by the Branch in conjunction with Surrey CC to develop interest by potential engineers. This event concentrated on the eastern side of Surrey and 20 delegates were in attendance from both Surrey CC and their Constructors, Carillion plc.

Presentations were provided by Judith Walker from HQ and our own Branch Secretary, outlining the benefits of 'Southern' membership. After the main event, delegates were able to have a one to one discussion with Judith on the way forward to develop their career.

### **17 January 2008 – Wireless CCTV**

Held at The Grange Centre, Midhurst a total of 20 delegates received a fascinating presentation on Wireless' CCTV systems and their application by high profile Clients. The main advantage of this system is use of wireless communication rather than cabled which makes it versatile and suitable for short term surveillance and site security use.

Dan Walker of Wireless CCTV made a good speaker and fielded many questions from those in attendance.

### **11 March 2008 – Olympic Transportation Delivery**

A 'full house' of 25 delegates attended the NMIC, Surrey to hear from Clare Springett of the Olympic Delivery Authority on the complex strategy and challenges ahead that are necessary to ensure that competitors, officials, the media and spectators are able to attend each venue quickly and safely at the same time allowing the 'normal' population to carry out their daily lives.

An impressive presentation that revealed the massive challenges facing everyone concerned in highway management and we hope that further presentations can be arranged as the date nears for the event.

### **17 APRIL 2008 - Career Development 'mini' – Seminar**

This was a follow up event from that held in January when delegates from Surrey's West area and their Constructor partner, Ringway Ltd received a similar presentation to that for their colleagues in January.

12 delegates were in attendance and after the presentation were able to individually discuss their prospects with Judith Walker and Chris Bowley

### **15 MAY 2008 – Winchester Seminar – 'Drive for Safety – the professional engineers business'**

Another successful, value for money event held at the Guildhall, Winchester with over 70 delegates and organisers listening to good information and debate. Though not as well attended as in 2007, the event was excellent in terms of input and education.

A total of 8 events held in the past year attracting a total of just fewer than 260 delegates.

Regrettably some events had to be cancelled or postponed for the ensuing year. Evidence of the difficulty we have in trying to get speakers/venues to suit everyone.

More events planned for 2008/9 but suggestions welcome for any events. All attract a CPD and are, usually, free of charge.

(b) The Chairman closed the report by thanking the Branch Committee, especially the Secretary for their efforts in arranging the number of attractive, professional and at times entertaining events on behalf of the Branch members. She also thanked The Stilwell Partnership for their continued sponsorship of the Branch and its activities.

## 5. Treasurers Report

- a. On behalf of the Treasurer, Tony Suter presented the audited report which showed that at the end of 2007 the branch finances had diminished against the previous year, mainly due to an overspend against revenue for the 2007 Seminar which revealed a loss of just over £300. By explanation, the cost was reduced to £50 a delegate to attract greater numbers and trade stands. To a degree this worked and with 10 more delegates and 2 further trade stands the event would have broken even. The admission figure was a bold move but was perhaps pitched slightly low.
- b. There remained an outstanding sum of £3,950 due from an organisation, Kingshill Media Group, which was in dispute. Attempts had been made for settlement but with reluctance the matter had now been taken to legal process. It was hoped this would be resolved soon which would make the Branch again, more affluent.
- c. Other costs were the hire of rooms and refreshment costs which were essential to provide CPD events for members. Various means of increasing revenue were discussed ranging from 'mini seminars' to seeking donations to cover ancillary costs or seeking sponsorship for individual events (cost covering). It was noted that our purpose in providing events was for members professional development against income generation, but equally it was important to maintain solvency.

**Proposed by Peter Dryburgh, Seconded Grahame Bath** that the report be accepted. Agreed unanimously

## 6. Appointment of Auditors

Both auditors had indicated their willingness to remain in place and it was therefore **proposed by Tony Suter, Seconded Peter Fisher** that they be re-appointed. Agreed unanimously.

## 7. Elections to Committee

TS advised that Phillip Herring had resigned from the Committee due to business pressures. PH had made a considerable contribution to the Branch including the creation of the successful branch sponsorship and a unanimous vote of thanks was recorded. TS will write on behalf of the Branch.

Sara Pegram, as a Council Member automatically became a member of the Branch Committee under the Institute's constitution. Sara indicated a willingness to participate on the Committee.

## 8. Any Other Business

There was no other business.