Members in HCNW Region Attending

When booking, the persons listed below had declared themselves attached to HCNW Region and therefore eligible to vote. Members from HCNE, HCSE, and HCSW also attended. However, since there were no votes or polls called and since no objections to any of the proceedings were lodged, it was unnecessary to identify voting members.

The number of Committee Members attending satisfied the minimum quorum (10) for the meeting and a list provided by HCNW Region’s security officer confirmed that 72 people had been admitted.

The formal meeting was opened at 19:05

Chairman’s Report

The year was reviewed by means of a 16 minute Powerpoint presentation, which included many images and descriptions of most of the HCNW Events run in 2013-2017.

Appreciation to McFT, the generous sponsor of the music arranged by HCNW Social Committee, was included.

No questions were raised on the Chair’s Report.

2016 Annual Meeting Minutes

Secretary Chris Jones enquired, but no objections were raised to the previous minutes, published on the HCNW website since April 2016, and these were accepted.

Secretary’s Report

The report of the 2016-2017 Secretary, Chris Jones, who organized the events, was included in the Powerpoint.

60-80% of bookings are made via Eventbrite invitations. With 516 contacts HCNW has its own Privacy Policy and is registered with the ICO for the purposes of the Data Protection Act.

HCNW ran 31 events in 2016-2017, including 5 career development evenings. HCNW Region now carries its own insurances.

The Region’s has already held, or advertised, 12 events in 2016-2017 against an HQ funding target to run 28 events.

No questions were raised on the Secretary’s Report.
Treasurer’s Report

The report of the 2015-2016 Treasurer, Graham Hennessy, was included in the Powerpoint.

HCNW Accounts have been audited by HQ. The Region’s opening balance was £9,600 and closing balance £8,987.
In 2015-2016, receipts were £14,083 including the £13,630 HQ grant, the difference raised from Eventbrite tickets.
The Region payments in 2015-2016 were £14,696, grant versus payments near-neutral
HCNW has supported charity venues.

Audit

No questions were raised on the Treasurer’s Report.

The Region’s accounts and Annual Report had now been audited without enquiry, had been accepted by the auditors and were accepted by the meeting.

2017-2018 Grant

The Region was looking forward to receiving its grant of charitable funds. HCNW understood the award would be about £16,000 and anticipated that it could deliver most of its planned projects and events.

The Chair’s Address

Due to immediate bereavement the Chair, Rashmi Patel, asked Secretary, Chris Jones, to conduct the meeting. The address celebrated the innovations and community activity of the Region, its openness to the wider public, and the good value for money offered by the Region volunteers. The meeting responded with applause for the 2016-2017 Committees and the new HCNW Social Committee, led by Arthur Edmundson.
Appreciation to Sponsor
The address included appreciation to MacFarlane Telfer Catering & Refrigeration Maintenance which had been kind and generous in sponsoring the HCNW Social Committee’s live music entertainment, provided by Ed Hicks and Company.

Enquiries
The Region had made appropriate enquiries but was unaware of any matter which the CIBSE Board wished to announce to the Region’s Annual Meeting, nor any matter for consultation.

No questions were raised by anyone at the meeting.

Returning Officer’s Proceedings
The Secretary handed over all further proceedings to Mr Tudor Allen DAA, appointed by the Region as its independent Returning Officer for the counting of votes in the CIBSE Home Counties North West Elections.

Due Notices
Tudor announced that Notices had been requested at the times required under the Rules for Regions, also the nominations (five nominations had been received, three candidates had chosen to be co-opted, two standing for election) had been closed and all candidates had been announced at the due time via central email.

Quorum
The voting quorum of 10 Corporate Members was confirmed exceeded by Eddie Warren, Security Officer, at the door.

Election of Officers
Tudor Allen announced that since nominations equalled and matched the number of vacancies, the Officers presented themselves en-bloc:

Honorary Chair   Rashmi Patel
Honorary Vice-Chair   Iain Clarke
Honorary Secretary   Olu Babalola*
Honorary Treasurer  Xohan Duran
Honorary Vice-Treasurer  B Gita Maruthanayar*

Tudor Allen asked the meeting if there were any objections to any candidate by anyone in the meeting.
There were no comments or objections raised.

The candidates listed were declared elected in the roles for which they presented themselves.

**Election of Committee Members**
Tudor Allen announced that since nominations matched the number of vacancies, Committee Members were presented as a group, to be elected en-bloc:

- Elected Committee Member   Kevin Barrett
- Elected Committee Member   Athina Papakosta
- Elected Committee Member   Sophie Parry
- Elected Committee Member   Ian Andrews
- Elected Committee Member   Amy Longo
- Elected Committee Member   Vijay Srikandarajah

Tudor Allen asked the meeting if there were any objections to any candidate by anyone in the meeting.

There were no comments or objections raised.

The candidates listed were declared elected in the roles for which they presented themselves.

**Committee Announcement of Co-optees**
Tudor Allen informed the meeting that the following members were to be co-opted:

- Co-opted   Dimple Rana
- Co-opted   Manny Stone
- Co-opted   Mohamad Tabatabaee
- Co-opted   Umer Uzair

**Home Counties North West Classic Members**
Tudor Allen announced elections for the HCNW Classic Sub-committee. Members of HCNW Classic did not represent the Region unless requested by the Committee, but were consulted for advice on significant matters.

The following candidates were presented en-bloc:

- Past Committee Member   Peter Little
- Past Committee Member   Mehmet Ozturk
- Past Chair               Chris Jones
- Past Chair               Mike Smith
- Past Chair               Richard Seagrief
- Past Chair               Mike Goodwin

Tudor Allen asked the meeting if there were any objections to any candidate by anyone in the meeting.

There were no comments or objections raised.

The candidates listed were declared elected in the roles for which they presented themselves.
Certificates of Appreciation
Tudor Allen announced that Home Counties North West had secured CIBSE Certificates of Commendation for Jack Wardale and Graham Hennessy, and delivered these.

Closing Remarks
Tudor Allen called for any questions on proceedings, but there were none.

The meeting thanked Tudor Allen for conducting the elections and handed over to the evening’s technical presenters, Georgina Penfold and Glyn Addicott.

The formal meeting closed at 19:35

NOTES
* Welcomed as a new Officer, or to a new sub-committee role
** Welcomed to the Region Committees for the first time
A Apologies for absence given when announced
B Role unique to HCNW Region and under the Rules for Regions, occupies a Committee Member position

Prepared by   Chris Jones, Past Secretary
Agreed by    Olu Babalola, Honorary Secretary
Approved for release by Rashmi Patel, Honorary Chair
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