

Minutes of the Annual General Meeting held in London, 22nd November 2016

<p>1</p>	<p>Welcome and Introductions.</p> <p>Present: Virginia Isaac, President & Chair welcomed those attending and declared the meeting quorate.</p> <p>Voting members present were: Virginia Isaac, Sarah Finnegan-Dehn, Monica I Lemecha, Claire Nix and Avril Hannon.</p>	
<p>2.</p>	<p>Apologies for absence: Kath Wright, Trina Noyes and Lyn Barham.</p>	
<p>3</p>	<p>Appointments, Resignations and Deaths.</p> <p>A paper was presented giving the names of those were on the CDI Board, Council and Professional Standards Committee as well as those who were Voting Members. The paper also confirmed the names of those who had resigned from the Board.</p> <p>The name of Laura J Bell was spelled incorrectly and this would be rectified.</p> <p>The Chair of PSC pointed out that professional constituency reps on PSC were voted onto the Committee by the entire membership and not solely by their respective constituency members. The Hon. Sec. agreed to confirm this was the case.</p> <p>The President announced with deep regret the deaths of Ted Herbert, Rachel Piper, Bill Liggat and Cathy Bereznicki. The membership had been informed in News via Email.</p> <p>The attendees held a minutes silence in remembrance.</p>	<p>MIL</p> <p>MIL</p>
<p>4.</p>	<p>Minutes of the EGM held on 11th May 2015. The Minutes were accepted and approved.</p> <p>Proposed: Monica I Lemecha Seconder: Sarah Finnegan-Dehn</p>	
<p>5.</p>	<p>Minutes of the Annual General Meeting held on 22nd November 2015. Item 4: Alison Dixon's surname was omitted from the Minutes and this would be added.</p> <p>The Minutes were accepted as a true and accurate record. Proposed: Sarah Finnegan-Dehn Seconded: Monica I Lemecha</p>	

<p>6.</p>	<p>Matters arising. There were no matters arising.</p> <p>The Minutes were approved</p>	
<p>7.</p>	<p>Additions to the Agenda. There were no additions to the agenda.</p>	
<p>8.</p>	<p>To receive the report of the Professional Standards Committee. The Chair of the PSC, Avril Hannon, presented a written paper on the work of the Committee which spanned from March 2015 to November 2016. A new Chair and Committee members had been elected in March 2016 and so it was relevant to report on the work undertaken since then.</p> <p>AH thanked Tom Evans as the previous Chair and for the work the Committee had undertaken under his Chairmanship which had provided a solid foundation for the Committee to work from.</p> <p>AH reported that, following the elections in March 3 posts on the Committee remained unfilled. Following discussions with the Honorary Secretary a process was agreed to fill the vacancies which ensured the same rigour as the election process.</p> <p>AH focused on particular aspects of the work of the Committee:</p> <ul style="list-style-type: none"> • Case studies were being compiled to underpin the Code of Ethics. • A competency route to joining the Professional Register was being trialled. • The Committee was seeking to communicate with the wider membership through: constituency reps. reporting on issues relating to their constituency; regular articles appearing in Career Matters; ethical case studies to be put into News via Email. • Work relating to the PREVENT agenda was being examined. <p>Work in the future to include: the academic underpinning of case studies and linking the work of the Committee to CDI's Strategic Plan.</p> <p>The President informed the meeting that she would be attending the next meeting of the PSC, accompanied by MIL and the CDI Strategic Plan would be an agenda item. Other Board members were invited to attend the meeting on January 25th 2017 in Birmingham.</p> <p>AH thanked CJ, Secretary to the Committee, for all her hard work as well as the generous time commitment made by the Committee members.</p>	
<p>9</p>	<p>Annual Report to March 2016. The Chief Executive, Jan Ellis, presented her Annual Report outlining activities undertaken throughout the year in relation to Membership, Professional Development, Training and conference events, Website and Portico Jobs Board, Communications and Networking and Staff and Infrastructure.</p>	

	<p>JE highlighted the fact that the careers sector was experiencing continued austerity and this had an impact on the CDI. However, membership was continuing to rise and now stood at 4800 with a number of new categories of membership including school affiliate and retired members. A new membership database was improving management information and accessibility.</p> <p>Training was being delivered via webinars rather than formal events and, although there had not been an annual conference in 2016 there was the potential to deliver one jointly with NICEC in 2017.</p> <p>Two Associates were working to raise the CDI profile in England and Scotland and had also contributed to Manifestos in England, Scotland as well as Wales.</p> <p>A staff restructure took place in 2015 with new job descriptions and teams put in place although constrained finances means that no additional staff can be recruited. Some staff had received salary increases but the CE and the PDM had not and this was to be discussed by the CDI Board in the future.</p> <p>JE gave thanks to all of the volunteers on the various committees who had provided significant support to her and PDM and had achieved so much throughout the year.</p> <p>The report was received.</p>	
<p>10</p> <p>10.1</p> <p>10.2</p>	<p>Financial Report. The Honorary Secretary explained that it was necessary to present both the 2014/15 and the 2015/16 accounts in order to bring them in line with the AGM cycle.</p> <p>CDI final accounts for 2014/15 The Chief Executive presented the final accounts for the period to March 2015 which had been submitted to Companies House.</p> <p>The accounts were received and approved.</p> <p>CDI final accounts for 2015/16. The 2015/16 final accounts showed a deficit and a Finance Committee had been established to provide greater scrutiny and support to the CE. Action had been taken to reduce expenditure and it was acknowledged that reserves would need to be increased.</p> <p>Suggestions from the meeting to increase income included raising capital through membership donations and also crowd funding for particular activities in the Business Plan. JE to explore further.</p> <p>The accounts had been approved previously by the CDI Board who commended them to the AGM.</p> <p>The accounts were received and approved and would be submitted to Companies House by the accountant.</p>	<p>JE</p>

<p>10.3</p>	<p>To appoint Baldwins as accountants for the year 2016/17. The President explained that there was a need to appoint auditors and that this would go out to tender in the new year.</p> <p>The meeting noted the formal appointment of Baldwins as accountants for 2016/17.</p> <p>AGM was informed that an assessment as to whether an audit was required in 2017 would be carried out and, if this was the case, it would be put out for tender.</p>	
<p>11</p>	<p>Membership engagement. The President informed the meeting that there was to be 2 engagement events to inform the membership of the work of the CDI. These were to be held on the following dates:</p> <ol style="list-style-type: none"> 1. 16th December via webinar, to present the Annual Report. 2. 9th March 2017, an open meeting at the NCGS in Leeds to present the Annual Report. 	
<p>12</p>	<p>Any Other Business. There was no other business.</p>	
<p>13</p>	<p>Close The President gave a vote of thanks to all present for their attendance at the meeting and to the staff of CDI for their hard work and professionalism.</p> <p>The meeting closed at 16.15.</p>	

**M I Lemecha,
Honorary Secretary,
30th November 2016**