

Institute of Workplace and Facilities Management

Minutes of the Annual General Meeting



Date: 20th June 2019
Time: 13:30
Location: Ryley Factory Auditorium, 28-30 Hoxton Square, N1 6NN

AGM 1.2019 The Chairman, Steve Roots, called the meeting to order and the AGM meeting was formally opened. The Chairman additionally went through general housekeeping and notified attendees that the AGM will be recorded. Apologies were received from the Institute members below:

- Lisa Hofen
- Steve Gladwin

AGM 2.2019 The Chairman formally introduced the top table as himself; the Chairman, Chief Executive Officer; Linda Hausmanis and Head of Finance; Catherine Gowers.

AGM 3.2019 The Chairman referred to the matters on the Agenda as per the Notice circulated and explained the procedures to follow.

AGM 4.2109 The Chairman spoke of the highlights of 2018, namely the passing of the Resolution to change the company name, as well as launching the new website and celebrating a 25-year anniversary.

AGM 5.2019 The Chair explained a four-step approach taken throughout 2018 to bring the Institute to where it is today;

- January – March: Make the Case; realising the Workplace advantage
- April – June: Consult and Engage; Embracing Workplace and Technology to move FM Forward
- July-September: Decide and Prepare; Repositioning the profession through name change
- October-December: Become; Name change and rebrand launched

AGM 6.2019 The CEO addressed the audience and asked everyone to take a minute to remember Richard Byatt, former Communications Director at IWFM who had recently deceased, condolences were sent to his family.

AGM 7.2019 The CEO provided a business update, summarising 2018 as a pivotal year for change with an important transition that will continue to develop into next year.

AGM 8.2019 The CEO thanked Steve Roots for his Chairmanship and commitment to IWFM

AGM 9.2019 The CEO expressed her immense gratitude to Head Office for their hard work and dedication to realise the BIFM's transition to IWFM

IWFM AGM 2019

AGM 10.2019 The CEO discussed the priorities of 2018, and the progress that was made:

- Professional Development- an increase in Learners & Level 4 & Degree standard apprenticeships launched
- Academy- continued to develop and grow in its first full year of operation with new courses launched and positive feedback obtained
- Insight, Thought Leadership and Influence Research providing evidence to support the transition to embrace Workplace, further insights into the impact of technology and AI and the importance of sustainability changes.
- Policy: Strengthening our engagement through four principle areas; Skills, Better Practice, Making a Difference and Career of Choice
- Enhance Customer Experience & New Website – CRM continues to develop as new website launched with gradual enhancements and advanced functionality in development

AGM 11.2019 The CEO announced the priorities for 2019, the new mission and vision of the Institute and the 10-point plan in place to guide its success.

AGM 12.2019 The Head of Finance provided a finance update and summarised that despite an increase in costs, 2018 was a successful year financially for IWFM

AGM 13.2019 The Chairman announced a collaborative alliance between IWFM & FMA, joining forces in pursuit of Workplace and Facilities Management excellence.

AGM 14.2019 The Chairman introduced UK Engage as the independent scrutineers, then explained the voting procedure. For General Resolutions to be passed more than 50% favourable votes were required and for Special Resolutions to be passed more than 75% favourable votes were required.

AGM 15.2019 Chris Wood requested that the spelling of his name was corrected in the minutes for AGM 2018. The Company secretary advised this would happen and a minute made at this meeting to confirm.

ORDINARY RESOLUTIONS

1. **To approve the minutes of the 2018 Annual General Meeting**

Proposed by Michael Kenny and seconded by Martin Bell

Passed by 99.7% poll votes in favour

2. **To receive the report of the Board and the audited accounts for the year ended 31 December 2019.**

Proposed by Katherine Torode and seconded by Martin MacMahon

Passed by 99.7% poll votes in favour

- 3. To re-appoint Kingston Smith LLP, as auditors to the Institute and to authorise the Board to determine their remuneration.**

Proposed by Chris Wood and seconded by Michael Kenny

Passed by 97.4% poll votes in favour

SPECIAL RESOLUTION

- 4. To revise the wording of Article 6 to: "If upon winding up or dissolution of the Institute there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, shall be paid or distributed among the members of the Institute either in cash or in specie on a just and equitable basis."**

Proposed by Julie Kortens and seconded by Nicola Lathbury

Passed by 99% poll votes in favour

AGM 16.2019 The Chair formally congratulated and welcomed the new elected Board member, Mark Whittaker

AGM 17.2019 The Chair thanked the employees and volunteers for their hard work, commitment and support during his time as Chair.

AGM 18.2019 The Chair commended Linda Hausmanis for her strong leadership that is paving the way to achieving Chartered Body status.

AGM 19.2019 The Chair announced Martin Bell as the next Chair of IWFM and passed on his congratulations

AGM 20.2019 The formal business of the AGM concluded, and the Chairman formally closed the meeting.

Fellowships awarded as follows:

- Neil Davies
- Gary Brown
- Graeme Bell
- Chow Kiat Chan
- Paul Thomas
- Anthony Benjamin Divyanathan
- Andrew Hulbert
- Steven Beesley
- Andy Kelly
- Christopher Jeffers
- ReniérAndré Saayman
- Lucy Black