



**INSTITUTION OF FIRE ENGINEERS
SOUTH EASTERN BRANCH
ANNUAL GENERAL MEETING**

**HELD AT SIEMENS HQ, FRIMLEY, SURREY
TUESDAY 30TH APRIL 2019, 13:50 hrs**

1. Opening and Welcome

- I. The meeting was opened at 13:50 hrs with words of welcome from the Branch Secretary, Mr Richard Fowler.
- II. There were eleven members present at the meeting. Branch Council members present were:
 - a) Richard Fowler (RF) current Branch Secretary
 - b) Matthew Wood (MW) current Surrey Rep
 - c) Karissa Thomas (KT) current Treasurer

2. Minutes from previous meeting (AGM)

- I. The minutes of the last meeting from 2014 were unavailable.

Apologies:

- Apologies were noted from Danny Sherman, Jo Fowler, Martin Bowers, Ben Cochrane & Richard Moon.

3. Election of Officials

- I. The following people were elected to the Branch Council:

Branch Secretary	Matthew Wood
Assistant Secretary	Richard Fowler, and Lead Study Group organiser
Treasurer	Karissa Thomas
Danny Sherman	Committee Member (Education Rep)
Martin Bowers	Committee Member (Kent group rep)
Jo Fowler	Committee Member
Paul Ginty	Committee Member (SE Branch Ambassador)
Ben Cochrane	Committee Member (Surrey group rep)
Branch President	Karissa Thomas (2019-2020)
IGA Representative	Karissa Thomas (2019-2022)
Alternate IGA Rep	Richard Fowler (2019-2020 until Martin Bowers can take the position)

4. Secretary's Report

- I. Richard discussed the work that the new Branch Council would now be doing with a fresh enthusiasm. He also stressed the need for volunteers to get involved and assist with running branch events. He sign-posted branch members to the SE Branch website, which carries details of branch events and other matters relevant to the SE Branch.

5. Treasurer's Report

- I. Karissa provided an overview of the Branch finances and drew the members attention to the last published accounts summary, which is available on the web site. She confirmed that the Branch currently has approximately £10,000 in hand and has committed some of this funding to support the conference in Brighton in July 2019. This is seen as an opportunity to highlight the work of the branch.

6. IGA Rep's report

- I. Richard provided an update on the work of the IGA and stressed the value of being involved in this international forum. Richard explained the ongoing OMAP project (online membership applications project) and how this will simplify the membership process for members and head office. Richard explained the ongoing discussions around the structure and operating model of branches (particularly UK branches) and how this is now being reviewed by the UK Working Group (UKWG). Richard also provided an update of the work to progress a Royal Charter and explained what that would mean to the IFE.

7. International President's Report

- I. Richard provided a brief overview of the work and role of the International President. He outlined recent trips to the USA and South Africa and explained the benefits of attending. He stressed that it was a privilege and an honour to be serving as the IP.
- II. Richard highlighted the forthcoming event in Brighton and urged all members to consider attending to support the event and the Branch involvement.

8. Branch Council members and positions

- I. It was noted by RF that both Roy Barraclough and Mark Hobbs have offered to stand down from the Council and it was acknowledged that their input and efforts were very appreciated during their time on the Council.

9. A.O.B.

- I. Richard recorded thanks to Richard Moon, Mark Hobbs and Roy Barraclough for many years' service to the SE Branch. All have stood down this year. Richard also recorded thanks to Matthew Wood for his many years work as the main event organiser for events in Surrey.
- II. **The date for the next meeting will coincide with the April Seminar either in Surrey or Kent - Date TBC.**

III. There being no further business, Richard Fowler closed the meeting at approximately 14:20 hrs.