

THE INSTITUTION OF FIRE ENGINEERS

Founded 1918 • Incorporated 1924

Minutes of the 88th Annual General Meeting

Held at the Mercure Holland House Hotel & Spa, Cardiff, UK
at 11:00am on 6 July 2011

The International President, Mr. John Woodcock, opened the meeting. He extended a warm welcome to all in attendance at the Mercure Holland House Hotel & Spa, Cardiff.

1. Apologies for Absence

Apologies for absence were received from Mr. Roy Bishop, Mr. David Smith and Mr. Tan Jin THONG.

2. Minutes of the 87th Annual General Meeting

Mr. P. Holland PROPOSED the acceptance of the minutes of the 87th Annual General Meeting, held at The Hotel Russell in London, as published in the August/September 2010 edition of *Fire Risk Management*, which was SECONDED by Mr. H.G. Tay. Members voted in support of the proposal and it was RESOLVED that the minutes be accepted as a true and correct record and signed as such by the International President.

3. Results of the Election to the Board of Directors

Mrs L. Craig announced the result of the postal ballot for the vacancies on the Board of Directors. There were three vacancies, with the following nominations:

- Mr. Andrew Goves
- Mr. Stephen Hamm
- Mr. Grant Lupton
- Mr. William Stewart

Mrs. L. Craig was delighted to confirm the successful nominations of Mr. Andrew Goves, Mr. Grant Lupton and Mr. William Stewart.

Mrs L. Craig confirmed the Board of Directors were as follows:

- Mr. Roy Bishop
- Mrs Louise Craig
- Mr. Brian Davey
- Mr. Andrew Goves
- Mr. Peter Holland
- Mr. Anthony Lawson
- Mr. Grant Lupton
- Mr. Michael Quy
- Mr. Martin Ship
- Mr. William Stewart
- Mr. Hao-giang Tay
- Mr. John Woodcock

4. Members of the International General Assembly and the Leader and Vice Leader

Mrs L. Craig asked all members of the International General Assembly to please stand and confirmed that details of all International General Assembly representatives can be found on the Institution's website at www.ife.org.uk.

Mrs L. Craig announced that Mr. Mark Reilly had been elected Leader and Mr. Simon Hawkes had been elected Vice Leader of the International General Assembly.

5. Annual Report of the Board of Directors for the year ended 31 December 2010

Mr. P. Holland introduced the Annual Report of the Board for the year ended 31 December 2010. He PROPOSED the adoption of the Annual Report, which was SECONDED by Mr. H.G. Tay. 310 proxy votes had been received in support and 3 against. Members voted in support of the proposal and it was RESOLVED that the Annual Report of the Board for the year ended 31 December 2010 be adopted.

6. Financial Statements for the year ended 31 December 2010

Mr. P. Holland introduced the Financial Statements and reviewed the summarised consolidated statement of financial activities for the year ended 31 December 2010. He PROPOSED the adoption of the Financial Statements for the year ended 31 December 2010, which was SECONDED by Mr. H.G. Tay. 312 proxy votes had been received in support and 2 against. Members voted in support of the proposal and it was RESOLVED that the Financial Statements for the year ended 31 December 2010, as published and circulated, be adopted.

7. Appointment of Auditors for 2011

Mr. P. Holland PROPOSED that Crowe Clark Whitehill LLP, Carrick House, Lypiatt Road, Cheltenham be appointed as Auditors to the Institution for 2011, which was SECONDED by Mr. H.G. Tay. 312 proxy votes had been received in support and 2 against. Members voted in support of the proposal and it was RESOLVED that Crowe Clark & Whitehill be appointed and that the Board of Directors be authorised to agree the auditors' remuneration.

8. To receive a Valedictory Address from retiring International President, Mr. John Woodcock BSc(Eng) CEng FIFireE

Mr. J. Woodcock delivered his valedictory address and offered his congratulations to Mr. H.G. Tay on becoming the International President for 2011-12.

9. To install Mr. Hao-giang Tay BSc(Hons) MSc FIFireE as the International President of the Institution for the year 2011-12

Mr. J. Woodcock installed Mr. H.G. Tay and presented him with the Badge of Office and Letters Patent for the Grant of Arms to the Institution.

10. Presentation of the Past President's Badge

Mr. H.G. Tay presented Mr. J. Woodcock with a Past President's Badge and thanked him for his year as International President.

11. Address from the International President

Mr. H.G. Tay gave his inaugural address, in which he said that he was honoured and privileged to have been installed to the office of International President. He paid tribute to the work carried out by Mr. J. Woodcock during his time in office.

12. Presentation of Awards and Certificates

Companion Award

For considerable and sustained contribution to the Institution, the Award of Companion was presented to Mr. Paul Richardson BEng(Hons) BSc CEng FIFireE MCG and Mr. Michael Hagen CEng FIFireE.

2011 Godiva Awards for Outstanding Achievement in Examinations

Outstanding Achievement IFE Level 4 Certificate in Fire Science & Fire Safety (formerly Member examinations) was awarded to Mr David Hodges, Avon Fire & Rescue Service.

Outstanding Contribution IFE Level 3 Diploma in Fire Science, Operations & Safety (formerly Graduate examinations) was awarded to Mr. Ralph de Mesquita from Reading.

Outstanding Achievement IFE Level 3 Diploma in Fire Science, Operations & Safety (formerly Graduate examinations) was also awarded to Mr. Douglas Chepkuto from Kenya. Unfortunately Mr. Chepkuto could not be present to accept this award.

The AGM closed at 11.55am.

Signed:

International President

Dated: