



THE INSTITUTION OF FIRE ENGINEERS
FOUNDED 1918 • INCORPORATED 1924

Minutes of the 97th Annual General Meeting

Held at IFE House, 64-66 Cygnet Court, Timothy's Bridge Road,
Stratford-upon-Avon, CV37 9NW, UK

Date: Tuesday 3 November 2020, 20:00 GMT

The Chief Executive Officer and Company Secretary, Mr Roy BISHOP, opened the 97th Annual General Meeting. He welcomed all Trustees and Members interested in following the meeting and explained that due to the Covid-19 pandemic; this year's AGM has been held as a closed meeting with the provision for Members to vote via Proxy.

1. Apologies for Absence

No apologies have been received.

2. Minutes of the 96th Annual General Meeting held on 17 July 2019

The minutes of the previous Annual General Meeting were approved and signed by the outgoing International President Bruce VARNER

3. Results of the Election to the Board of Directors

Roy BISHOP informed the meeting that one election had been held for two vacancies for Directors this year and announced the duly elected and appointed directors serving office from the AGM in 2020 as follows:

- Two directors appointed by the voting membership:
 - Mark CHUBB
 - Peter WILKINSON

Roy BISHOP confirmed the Board of Directors, in alphabetical order, were as follows:

- | | |
|------------------|------------------------|
| • Chris BILBY | • Grant LUPTON |
| • Mark CHUBB | • Kristen SALZER-FROST |
| • Trent FEARNLEY | • Andrew SHARRAD |
| • Peter HOLLAND | • Hao-Giang TAY |
| • James LANE | • Peter WILKINSON |
| • Chris LOWTHER | |

4. Announce the International General Assembly Leader and Vice Leader

Roy BISHOP thanked the International General Assembly for their continued great work and dedication and was delighted to announce that at the conclusion of the recent IGA meeting, the serving Vice Leader Bill GOUGH, had been confirmed as Leader and that Ed CLARIDGE had been elected Vice Leader for the year 2020-21.

5. Annual Report of the Board of Directors for the year ended 31 December 2019

Grant LUPTON introduced the Annual Report of the Board for the year ended 31 December 2019. Grant LUPTON thanked branches, the International General Assembly, members, valued partners, dedicated volunteers and staff in delivering the activities of the Institution. Grant LUPTON spoke about the Institution's highlights during 2019 including growth in membership, registrations and examinations; the development and expansion of qualifications, CPD events, training courses, and the Firefighter Safety Database; the introduction of corporate account memberships; and the progress towards meeting our revised strategic plan. Grant LUPTON ended by extending his appreciation to all for helping the Institution flourish.

Grant LUPTON PROPOSED the adoption of the Annual Report of the Board for the year ended 31 December 2019. This was SECONDED by Bruce VARNER. Seventy-one proxy votes had been received in support, with one voting against. Members in the meeting voted and it was RESOLVED that the Annual Report of the Board for the year ended 31 December 2019 be adopted.

6. Financial Statements for the year ended 31 December 2019

Peter HOLLAND presented the financial statements for the year ended 31 December 2019. Peter HOLLAND explained that as the finance portfolio holder he has worked closely with the Trustees, staff and Auditors to scrutinise the Institutions' financial health to provide confidence that the Institution can continue to bring leadership to the profession for many years to come. He explained that the impact of Covid-19 has been significant and praised all; including branches and volunteers for their commitment in taking on the challenges we've faced to support the Institutions' mission through these unprecedented times. Peter HOLLAND announced the net surplus for the year ended 31 December 2019 was £150,783. Peter HOLLAND explained that the Institution has seen growth in many of the activities undertaken; driven from both membership fees together with a healthy demand for professional registration. The Institution grows from strength to strength and it's clear that competence and professional development within the sector remains a priority and that the Institution is leading at the forefront, promoting best practice and inclusivity within the fire engineering sector.

Peter HOLLAND PROPOSED the adoption of the financial statements for the year ended 31 December 2019. This was SECONDED by Bruce VARNER. Seventy proxy votes had been received in support, with two voting against. Members in the meeting voted and it was RESOLVED that the Financial Statements for the year ended 31 December 2019, as published, be adopted.

7. Appointment and remuneration of the Auditor for 2020

Roy BISHOP PROPOSED the reappointment of Crowe UK LLP, Carrick House, Lypiatt Road, Cheltenham as the Auditor to the Institution for 2020 and that the Board of Directors be authorised to agree the auditors' remuneration. This was SECONDED by Grant LUPTON. Seventy-one proxy votes had been received in support, with one voting against. Members in the meeting voted and it was RESOLVED that Crowe UK LLP be reappointed and that the Board of Directors be authorised to agree the auditors' remuneration.

8. Valedictory Address from retiring International President, Bruce VARNER CFO CFIFireE

Bruce VARNER delivered his valedictory address and reiterated his commitment to focussing on the IFE as a truly global Institution and acknowledging the growth and development that the Institution is continuing to make. Between July 2019 and February 2020 many opportunities arose to interact in person with volunteers, sponsors, delegates and partners at enjoyable and successful branch events and conferences. Since February 2020 whilst many events and meetings were cancelled; the Institution had adapted quickly to holding these virtually which was a privilege and honour to continue to be a part of. Bruce VARNER ended by expressing thanks to many who provided advice and mentoring throughout his term and saluted the dedication of the Institutions' volunteers.

9. The installation of Andrew SHARRAD GradCert EngTech CFIFireE as the International President of the Institution for the year 2020-2021

Bruce VARNER introduced and installed Andrew SHARRAD as the International President of the Institution for the year 2020-2021

10. Recognise and thank the retiring International President

On behalf of the Institution, Andrew SHARRAD thanked Bruce VARNER on his achievements during his term of office and throughout his career, and confirmed receipt of the Past Presidents Badge to Bruce VARNER.

11. Address from the International President

Andrew SHARRAD gave his inaugural address and began by speaking about the fire industry in 2021 and beyond and the need for significant reform of building regulations and fire safety principles particularly in light of notable world fire incidents such as Lacrosse, the Sulafa Tower and Grenfell; but to name a few. Andrew SHARRAD progressed by stating the need for governments, regulators, and others to enable and implement change but also that greater fire engineering resources and skills are required to ensure the success of reform and deliver permanent change.

Andrew SHARRAD ended by stating that he is looking forward to his role as International President and is committed to supporting our diverse and influential membership in their ongoing improvement of the industry as a whole and in making the changes needed for the future safety of our loved ones.

12. Acknowledge the Companion Awards

Companion awards are IFE's only premier title that can be made by nomination. It is awarded to any grade of member who has given outstanding service to the IFE, their Branch or to Fire Engineering.

- Mr Ramanathan has been a long-standing and exemplary member of the Singapore branch, and is regarded highly by many. He has devoted an immeasurable amount of time and effort to the Institution over the years. In Singapore, he has contributed immensely to the advancement and education of fire engineering as a part-time lecturer and has also been involved in the development of numerous national fire standards.

AGM formal business closed at 20:45.

Signed:

Andrew SHARRAD
International President 2020-2021

Dated: