



Minutes of the 96th Annual General Meeting

Held in the Renaissance Suite,
Jury's Inn Waterfront Brighton, Kings Road, Brighton BN1 2GS
Date: Wednesday 17 July 2019 Time: 09:00

The Acting Chief Executive Officer and Company Secretary, Mr Roy BISHOP, opened the 96th Annual General Meeting. He extended a warm welcome to all in attendance. Applause was given to all past International Presidents and international colleagues present.

1. Apologies for Absence

Apologies for absence had been received from:

- C Ide
- G Allison
- L Agate
- P Drakes
- M Lasker
- R Sanders
- P Stittleburg

2. Minutes of the 95th Annual General Meeting

Grant LUPTON PROPOSED the approval of the minutes of the 95th Annual General Meeting, held at the Edinburgh International Conference Centre, The Exchange, Edinburgh, EH3 8EE at 10:00am on the 31st October 2018, as published on the IFE's website. This was SECONDED by Peter HOLLAND.

Members voted 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

Roy BISHOP informed the meeting that there were four vacancies for Directors this year. Nominations for each class of election was uncontested and therefore no ballot took place.

Roy BISHOP announced the duly elected and appointed directors serving office from the AGM in 2019 as follows:

- One director appointed by the voting membership:
 - Peter HOLLAND
- Two directors appointed by the International General Assembly:
 - Chris BILBY
 - Hao-Giang TAY
- One director appointed by the Engineering Council Registrants Group:
 - James LANE

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

- Chris BILBY
- Trent FEARNLEY
- Peter HOLLAND
- James LANE
- Chris LOWTHER
- Grant LUPTON
- Kristen SALZER-FROST
- Andrew SHARRAD
- Hao-Giang TAY
- Bruce VARNER

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

Roy BISHOP introduced the members of the International General Assembly. He said that details of all IGA representatives can be found on the IFE website at www.ife.org.uk together with details of branch committee members.

Roy BISHOP was delighted to announce that, at the conclusion of the recent IGA meeting, the serving Vice Leader, Mark CHUBB, had been confirmed as Leader and Bill GOUGH had been elected Vice Leader for the year 2019-20.

5. Annual Report of the Board of Directors for the year ended 31st December 2018

Grant LUPTON introduced the Annual Report of the Board for the year ended 31st December 2018. Grant LUPTON thanked branches, the International General Assembly, members, valued sponsors, dedicated staff and in particular highlighted the role of volunteers in delivering the activities of the Institution. He also thanked exhibitors, sponsors and other supporters of the IFE and spoke about the support provided by employers too. Grant LUPTON spoke about how the Institution's strength comes from a global presence with local relevance through its federation of 42 independent worldwide branches. In 2018 the Institution celebrated its centenary year; 100 years on and operating in more than 100 countries, the original tenets and principles continue to support the protection of life, the built and natural environments, and society in general through the implementation of fire engineering best practices. During 2018 the Institution launched the Fire Fighter Safety Database, strengthened its IT security and infrastructure, invested in modernising processes and improving member and customer experience and interactions with the Institution. In 2018, more than 6,200 examinations were taken throughout the world, applications for membership are at an all-time high and the Register of Fire Risk Assessors remains the largest register of its kind in the UK. More than 1,500 CPD hours were awarded in the year to events/ seminars organised by many industry organisations and branches. Grant LUPTON ended by extending his appreciation to all for helping to deliver such a successful year for the Institution.

Grant LUPTON PROPOSED the adoption of the Annual Report of the Board for the year ended 31st December 2018. This was SECONDED by Richard FOWLER. Eight proxy votes had been received in support, with none voting against. Members in the room voted and it was RESOLVED that the Annual Report of the Board for the year ended 31st December 2018 be adopted.

6. Financial Statements for the year ended 31st December 2018

Peter HOLLAND presented the financial statements for the year ended 31st December 2018. Peter HOLLAND explained that it's the Boards responsibility to ensure the Institution's financial strength and security is safeguarded; allowing existing and future members and customers to receive value for money whilst delivering the Institution's charitable objectives and vision of 'keeping the world safer from fire'. Peter HOLLAND announced the net surplus for the year ended 31st December 2018 was £43,886. He thanked the Institution's Auditor's Crowe UK LLP for their support and professional scrutiny during the year. Peter HOLLAND spoke about the Institution's primary sources of income being membership and examination fees; both of which increased during the year. Income from the Register of Fire Risk Assessors also increased by 32% during the year. Overall net income increased 11.9% from 2017. Expenditure also increased by 5.5% from 2017 and Peter HOLLAND described IFE's major items of expenditure being staff and IT costs. He explained the investments that the Institution is making into modernising its way of working and enhancing the member journey with the launch of the 'online membership applications' project. IFE's reserves stood at £1,300,132 at the end of 2018 with £95,713 held in restricted funds and £617,000 relating to the Institution's International Head Quarters in Stratford-upon-Avon. Peter Holland ended with thanking volunteers, staff, and colleagues on the Board for the year's extremely positive financial performance.

Peter HOLLAND PROPOSED the adoption of the financial statements for the year ended 31st December 2018. This was SECONDED by Richard FOWLER. Eight proxy votes had been received in support, with none voting against. Members in the room voted and it was RESOLVED that the Financial Statements for the year ended 31st December 2018, as published, be adopted.

7. Appointment of Auditor for 2019

Peter HOLLAND PROPOSED the reappointment of Crowe UK LLP, Carrick House, Lypiatt Road, Cheltenham as the Auditor to the Institution for 2019 and that the Board of Directors be authorised to agree the auditors' remuneration. This was SECONDED by Grant LUPTON. Eight proxy votes had been received in support, with none voting against. Members in the room 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. Special Business: to receive and consider the special resolution set out in the proxy form

Roy BISHOP confirmed that no special business will be put forth at this meeting.

9. Valedictory Address from retiring International President, Richard FOWLER MSc BEng (Hons) CMgr MCMi CFIFireE

Richard FOWLER delivered his valedictory address. He expressed that it's a privilege to hold this year's AGM & International Conference in Brighton. Richard FOWLER spoke about the role of the International President being an ambassador for the Institution and a pleasure to represent the Institution at events and share knowledge throughout the world. The International President is also a Trustee for the Institution and is deeply involved in the operations and conduct of the organisation. The International President is also ex-officio member on all committees of the Institution and takes the lead in setting the theme and organisation of the International Conference. A report of Richard FOWLER's term as International President will be published in the August 2019 edition of the International Fire Professional journal. Richard FOWLER wished the incoming International President, Bruce Varner well in taking on the next term of International President and continuing to represent the Institution in high esteem.

10. The installation of Bruce VARNER as the International President of the Institution for the year 2019-2020

Richard FOWLER installed Bruce VARNER and presented him with the Badge of Office and Letters Patent for the Grant of Arms to the Institution.

11. Presentation of the retiring International President with a Past President's badge

Bruce VARNER presented Richard FOWLER with a Past President's Badge.

12. Address from the International President

Bruce VARNER gave his inaugural address. Bruce VARNER began by thanking Richard FOWLER and presenting him with the first International Presidents Coin developed by the USA branch. Bruce VARNER expressed his honour and pride in taking on this role and expressed that it's one of his personal highlights and that he is committed to making it a success. Bruce VARNER described his career and dedicated involvement in the sector and for the USA branch. He explained his commitment to this truly global Institution in sharing knowledge and best practices and announced the hard work ahead in ensuring the Institution keeps pace and upholds its core values.

The theme for the 2020 International Conference will be '*Preserving the Past, Taking Action in the Present and Preparing for the Future*'. Arrangements for this are taking shape and more information will be announced soon.

Bruce VARNER ended by thanking delegates and valued sponsors and exhibitors who support the Institution and travel from far and wide, together with the Jury's Inn for hosting this year's International Conference. He wished all attendees an enjoyable conference and hoped they could spare time to explore Brighton.

13. Presentation of Awards

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.

There were three awards to be presented;

- Mostyn BULLOCK is the long-standing and committed Chair of the Technical Strategy Advisory Group (TSAG) and supporter of the Institution's Engineering Council registrants. He is currently the Technical Advisor to the Board and has taken a lead role in representing the Institution since Grenfell. Mostyn BULLOCK is a person of eminent scientific and technical attainment and the Institution is grateful for his outstanding service to the Institution and the profession.
- Hao-Giang TAY has been involved with the Malaysia branch since 1996 which has since become one of the Institution's most active branches. He held the role of International President in 2011-2012 and has served in excess of 10 years as an IFE Trustee. Hao-Giang TAY established the

Young Professionals Network in 2010, has done great work in creating and maintaining strategic relationships, providing leadership in many CPD activities for members.

- William STEWART served as the Fire Chief for Toronto FRS and is a past IFE Trustee and International President. He is committed to lifelong learning and involved with many sector organisations, he has been President of the Canada branch and has been involved with the branch since 1996.

AGM formal business closed at 10:30.

Memorandum of Understanding (MOU) – UL LLC

Bruce VARNER and Sean DECRANE from UL LLC signed and presented to the meeting the joint MOU. The UL group of companies have a safety focus mission to advance safe living and working places through testing and research.

This MOU signifies a commitment for continued support. Richard FOWLER thanked UL for their sponsorship of this year's International President's Dinner and for last year's sponsorship of the International Conference. Sean DECRANE is a long-standing member of the USA branch and the Institution is grateful for his involvement.

Signed:

Bruce VARNER
International President 2019-2020

Dated: