

**Annual General Meeting
Tuesday 14 March 2017 at 9.15am – 9.30am
Hilton Hotel, Liverpool**

AGENDA

1. Welcome and opening remarks from the Chair
2. Apologies for absence
3. Minutes of last AGM
4. Matters Arising
5. Annual Report
 - (i) Chair's Report
 - (ii) Treasurer's Report and Financial Statement
Approval of Budget 2016/2017
Appointment of Auditor
6. Proposed Constitution amendment
7. Election of Executive
8. Any other business

MINUTES OF ANNUAL GENERAL MEETING

HELD ON 15 MARCH 2016 AT THE MARRIOTT HOTEL, BRISTOL

1. Welcome and opening remarks

The meeting began at 9.15am. Polly Harrow welcomed members to the meeting.

2. Apologies

No apologies were received.

3. Minutes of the last AGM

The minutes of the last AGM were accepted as an accurate record.

Proposed by: Lisa Humphries, Chichester College
Seconded by: Mark Lewis, Bournville College
All in favour

4. Matters arising

There were no matters arising.

5. Annual Report: Officers Reports

5.1 Chair's Report

Polly referred members to the Annual Report which was available on the website.

5.2 Treasurer's Report and Financial Statement

Wayne Dewick presented the accounts for 2014/2015 as shown in the Annual Report. Wayne highlighted the increase in income was due to the Cabinet Office Project. The cash reserves at the end of the year were £158,438.

Proposal to accept the accounts
Proposed by: Wayne Dewick, North Lindsay College
Seconded by: Jane Linsell, South & City College Birmingham
All in favour

5.2.1 Wayne also presented the proposed budget for 2016/2017. Acceptance of the budget was Proposed by: Wayne Dewick, North Lindsey College Seconded by: Lisa Humphries, Chichester College Majority in favour, none against

5.2.2 Appointment of Auditor

Wayne proposed re-engagement of WSM Advisors Ltd with a caveat that we seek tenders from other accountants to ensure best value.

Proposed by: Wayne Dewick, North Lindsey College Seconded by: Kevin Grindley, North Herts College Majority in favour, none against

6. Election of Executive

No election was required as under the constitution all Executive members are in the second year of their two-year term (excluding Chair and Deputy Chair whose tenure is three years). Executive are as follows

Polly Harrow, Kirklees College Wayne Dewick, North Lindsey College
Julia Breakwell, Heart of Worcestershire College Jackie Cannell,
Cambridge Regional College Theo Ellis, Sir George Monoux College
Kevin Grindley, Harrow College Lisa Humphries, Chichester College
Jane Linsell, South & City College Birmingham Mark Lewis, Bournville College

Polly advised there are three vacancies on the Executive and encouraged members to use the Co-option form on the website if they are interested in joining.

7. Any other business

There was no other business. The meeting closed at 9.35am.

Proposed Changes to the NAMSS Constitution

The following changes to the NAMSS constitution are proposed to the membership at the 2017 Annual General Meeting:

Section F (1) – Executive Committee

Current wording:

“The Executive Committee shall consist of not less than 8 members nor more than 12 members....”

It is **proposed** that clause 1 is amended to read:

“The Executive Committee shall consist of not less than 7 members nor more than 10 members....”