

**15th ANNUAL GENERAL MEETING OF THE SOCIETY FOR THE ENVIRONMENT HELD AT
LADY LISA SAINSBURY, LECTURE THEATRE, ROYAL BOTANIC GARDENS, KEW, LONDON TW9 3DS ON
TUESDAY, 4th JUNE 2019 AT 12.15PM.**

1. HOUSEKEEPING

PRESENT

William Pope (Chair) - Institution of Environmental Sciences
 Steven Axford - Institute of Fisheries Management
 David Barr - Royal Society of Chemistry
 Suzanne Beard - Energy Institute
 Sarah Beacock - Nuclear Institute
 Tim Boldero - Institute of Water
 Tim Brigstocke - Institute of Agricultural Management
 Amy Gough - Chartered Institute of Building
 Mark Kibblewhite – Institution of Agricultural Engineers
 Bruce McGill - Society of Operations Engineers
 Stephen McKenna - Royal Institution of Chartered Surveyors
 Libby Meyrick - Institution of Engineering Designers
 Carolyn Roberts – Institution of Environmental Sciences
 Nigel Sagar - Institution of Civil Engineers
 Janet Talman – Chartered Institute of Building

Board Members

Ian Barker - Institute of Water
 Simon Benfield - Institution of Engineering Designers
 Francesca Berriman - Chartered Institute of Architectural Technologists
 Colin Church - Institute of Materials, Minerals and Mining
 Dougal Driver – Institute of Chartered Foresters (Vice Chair)
 Alan Fitzpatrick - Society of Operations Engineers
 Alan Harper - Institution of Chemical Engineers (HonSec)
 David Lloyd-Roach - Institution of Chemical Engineers
 Sandra Norval – Institute of Environmental Management and Assessment
 (HonTreas)
 Kirsten Rottcher - Institute of Environmental Management and Assessment
 Ross Weddle - Institute of Chartered Foresters

PROXY VOTES

John Humphries - Chartered Association of Building Engineers
 Tim Boldero - Institution of Water → Institution of Chemical Engineers

APOLOGIES

Martin Baxter - Institute of Environmental Management and Assessment
 Ian Bowbrick – Institute of Materials, Minerals and Mining
 Ian Byrne - Energy Institute
 Victoria Bywater - Institute of Agricultural Management
 Raymond Clark - Society of Environmental Engineers
 Mervyn Calcina-Goff - Society of Environmental Engineers
 Terry Fuller - Chartered Institution of Water and Environmental Management
 Sally Hayns - Chartered Institute of Ecology and Environmental Management
 Peter Holloway - Arboricultural Association
 Peter Matthews - Chartered Institution of Water and Environmental
 Management
 Adam Reid – Chartered Institute of Wastes Management
 Brian Robinson - Institution of Mechanical Engineers
 Alastair Taylor - Institution of Agricultural Engineers

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IN ATTENDANCE Emma Wilcox (Chief Executive) Society for the Environment
Elaine Rutherford Society for the Environment
Phil Underwood Society for the Environment

The Chair noted that the meeting was quorate.

2. Declaration of Interest

No potential conflicts of interest were declared.

3. Minutes of previous meeting – for approval

14th Annual General Meeting 02/07/18

The minutes of the Annual General Meeting held on the 2nd July 2018 were accepted as a true and accurate record of the meeting.

Extraordinary General Meeting 24/04/19

The minutes of the Extraordinary General Meeting held on the 24th April 2019 were accepted as a true and accurate record of the meeting (subject to amendment of minor typographical errors).

4. SocEnv Update

4.1 Chair's report

The Chair updated members on events that had taken place throughout the year:

The Chair especially thanked the HonSec, Keith Lawrey and the Governance task and finish group for the extensive work carried out on governance during the year and also highlighted:

- The conclusion of the governance review
- Piloting a new route to professional registration
- Championing the celebration of World Environment Day (WED) across the UK
- Contribution to environmental policy through facilitation of and providing the secretariat for the Environmental Policy Forum (EPF)
- Publishing the Greening the Industrial Strategy report
- Awarding CEnv and REnvTech Licences to the Nuclear Institute
- Showcasing our registrants at multiple events including Flood Expo, National Sustainability Expo and Network Harvest
- Supporting the development of environmental apprenticeships
- Launching a webinar programme detailing professional registration and registrants
- Updating our website and social media to focus on promotion of our registrations and registrants.

The Chair thanked the CEO, all the SocEnv staff, our constituent body members and all volunteers and committee members for their extensive contributions throughout the year, which had caused the foregoing to be delivered. It had been an immense workload, but a very productive year.

5. Items for Approval

5.1 Receipt and approval of Annual Report

The Annual Report and Accounts had already been circulated to the members in draft form, for feedback and in-principle ratification.

The Chair noted that updated feedback on this draft report has now been included and the final report had now been approved by the Board for final ratification at the AGM.

The Annual Report and Accounts were received and approved by the members in General Meeting.

5.2 Appointment of 2019 Auditors

The Audit and Risk committee had met by teleconference on 27th March 2019 and minutes had been previously circulated.

Arising from the minutes, the Audit and Risk committee had agreed to recommend that the current Auditors, Burgis & Bullock, continue as Auditors for the 2019 and 2020 audits but continue no longer than a further two years before competitive re-tendering, so terminating by before the 2021 audit.

This recommendation had been reviewed by the Cabinet and it was suggested that Burgis & Bullock use another auditing staff member in the firm for the purposes of carrying out the Society's audit, which recommendation was accepted.

The members in General Meeting unanimously approved the re-appointment of Burgis and Bullock as the Society's Auditors 2019 & 2020, and that the contract is then put out for competitive tender prior to the 2021 audit.

5.3 HonFSE Practice Direction

The HonFSE Practice Direction had been approved by the Board for ratification by the AGM.

CR noted a steady stream of applicants are coming through and reminded members that applications can be taken at any time.

The members in General Meeting unanimously approved the HonFSE Practice Direction.

5.4 CEnv Practice Direction

The CEnv Practice Direction had been approved by the Board for ratification by the AGM.

The members in General Meeting unanimously approved the HonFSE Practice Direction.

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5.5 Committee members

The report on Committee members 2019-2020 had previously been circulated to the members in General Meeting for ratification.

The members in General Meeting unanimously approved the report on Committee members for 2019-2020, detailed in paper ix.

5.6 Revised Regulations and Terms of Reference

The Revised Regulations and Terms of Reference had been considered by the Board for approval ahead of proposed ratification by the AGM; the Board had largely approved the documents, subject to a couple of suggested minor amendments as below. The members in General Meeting were invited to approve the documents as amended.

The HonSec proposed to form a standard Board sub-committee responsible for continuous improvement in governance. The group will be formed of three or four Board members together with the Chief Executive and will normally meet twice a year. This group will be responsible for the continual improvement of the Society's governance arrangements.

The Board had discussed the regulations and approved the revised Regulations and Terms of Reference with the following three amendments.

- i. Revised Regulations No. 3: Committee to be named Board and Registration Authority Committee
- ii. Revised Regulation: Honorary Fellows Panel No 3: Amendment of the membership of the Panel to be "normally no less than 5 and up to 7 members" to align with the Practice Direction
- iii. Revised Regulation: Honorary Fellows Panel 9.5: Removal of the sentence "***Those having a registration such as CEnv may alternatively but not additionally use the post nominal FEnv.***" to allow further consideration of this option by the Board at a future meeting.

It was also noted by the Board that the Regulations allow for a minimum of five days' notice for a meeting. The Board agreed that the intention is always to give a minimum of two weeks' notice and in reality, considerably more, with dates planned months in advance. However, the minimum five days was retained in case an urgent meeting should be required in the future. The Board noted this position, and specifically asked that the AGM confirm that it is satisfied with it.

The Board had approved the revised Regulations and Terms of Reference with these amendments and presented them as amended for their ratification by the members in General Meeting.

The members in General Meeting unanimously approved the revised and amended Regulations and Terms of Reference.

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6. A note of thanks

In closing, the Chair asked for thanks to be passed to the executive team for all the work in preparation for World Environment Day and thanked all the Cabinet and Council members for the significant contribution they have given to the Society over so many years.

EW noted that plans are being made to celebrate and formally thank volunteers for all the work they have done for the Society, later in the year. Details will be announced in due course.

7. Any other Business

No items were tabled under any other business.

Meeting closed

Date of next Annual General Meeting 4th June 2020 venue to be confirmed